

City Chambers  
DUNDEE  
DD1 3BY

30th May, 2025

Dear Colleague

You are requested to attend a MEETING of the **FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE** to be held in the Council Chamber, City Chambers, City Square, Dundee and also to be held remotely on Monday, 9th June, 2025 to follow the meetings of the City Council and Climate, Environment and Biodiversity Committee called for 5.00pm.

The meeting will also be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link [www.dundee.gov.uk/live](http://www.dundee.gov.uk/live) or alternatively they may attend in person.

Should you require any further information please contact Committee Services on telephone (01382) 434211 or by email at [committee.services@dundee.gov.uk](mailto:committee.services@dundee.gov.uk)

Yours faithfully

GREGORY COLGAN

Chief Executive

## **AGENDA OF BUSINESS**

### **1 DECLARATION OF INTEREST**

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 would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

### **2 ENVIRONMENTAL IMPROVEMENT WORKS 2025/26 - Page 1**

(Report No 171-2025 by Executive Director of Neighbourhood Services, copy attached).

### **3 SOURCING STRATEGY FOR THE PROVISION OF HEADSTONE SAFETY WORK IN CEMETERIES - Page 7**

(Report No 170-2025 by Executive Director of Neighbourhood Services, copy attached).

### **4 TENDERS RECEIVED BY CITY DEVELOPMENT - Page 11**

(Report No 108-2025 by Executive Director of City Development, copy attached).

**5        BUS REAL TIME INFORMATION SYSTEM OPERATION AND MAINTENANCE CONTRACT  
PROCUREMENT - Page 17**

(Report No 154-2025 by Executive Director of City Development, copy attached).

**6        DUNDEE TRANSIENT VISITOR LEVY - Page 21**

(Report No 155-2025 by Executive Director of City Development, copy attached).

**7        BUSINESS IMPROVEMENT DISTRICT - DUNDEE CITY CENTRE - Page 25**

(Report No 156-2025 by Executive Director of City Development, copy attached).

**8        DEVELOPMENT PLAN SCHEME 2025 - Page 29**

(Report No 162-2025 by Executive Director of City Development, copy attached).

**9        DUNDEE CITY EVENTS - Page 49**

(Report No 173-2025 by Executive Director of City Development, copy attached).

**10       SUSTAINABLE TRANSPORT CORRIDORS - Page 53**

(Report No 174-2025 by Executive Director of City Development, copy attached).

**The Committee may resolve 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.**

**11       SALE OF LAND IN EAST END WARD**

**12       SALE OF LAND IN COLDSIDE WARD**

**13       SALE OF LAND IN EAST END WARD**

**14       SALE OF LAND IN WEST END WARD**

ITEM No ...2.....
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**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE  
COMMITTEE – 9 JUNE 2025

**REPORT ON:** ENVIRONMENTAL IMPROVEMENT WORKS 2025/26

**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

**REPORT NO.** 171-2025

**1. PURPOSE OF REPORT**

- 1.1 To gain Committee approval for further Environmental Improvements as part of the 2025/26 programme.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that approval be given for the projects below at: -

Project Reference and Project Description	Contractor	Amount	Fees	Total Amount
Project No. C250001 Citywide Fencing Improvements	Construction Services Ballantine Castings Limited	£71,907	£6,900	£78,807
Project No. C250002 Public Toilet Improvements	Construction Services	£118,546	£18,800	£137,346
Project No. C250003 Cemetery infrastructure works	Tayside Contracts	£83,130	£8,313	£91,443

**3. FINANCIAL IMPLICATIONS**

- 3.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available through the Capital Plan 2024-2029 as detailed on the attached sheets.

**4. MAIN TEXT**

- 4.1 Reference is made to Article (V) of the Minute of the meeting of Policy and Resources Committee on 7 December 2015, Street Cleaning and Open Space Management Review Report Number 438-2015, where there was agreement to introduce a programme of capital expenditure projects focused on environmental improvement. The proposed projects have been designed to improve and enhance open spaces and cemeteries to make them safer and more attractive places to enjoy for residents across Dundee.
- 4.2 These projects have been developed in consultation with Community Officers and local groups as appropriate and will comprise a number of improvements across the City.

## 5. **POLICY IMPLICATIONS**

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

## 6. **CONSULTATIONS**

- 6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.

## 7. **BACKGROUND PAPERS**

- 7.1 None.

Tony Boyle  
**Executive Director of Neighbourhood Services**

Catherine Conroy  
**Interim Head of Environment**

Date: 9 May 2025

CLIENT	NEIGHBOURHOOD SERVICES		
PROJECT NUMBER	<b>C250001</b>  <b>Citywide Fencing Improvements</b>  Citywide fencing upgrades to boundaries affecting open spaces to include: -  - Dudhope Park - Baxter Park - Ancrum Allotments - Dudhope Therapy Garden – North side - Balgillo Road – Dighty Burn - Dalclaverhouse – Graham Court Embankment  Upgrades to include new metal fencing, which will be more resilient to storm damage and requires less ongoing maintenance. Ballantine Casting Limited tender obtained in terms of 3.4 of the Tender Procedures of the Council to complete sub-contractor work at Baxter Park due to holding bespoke casting for railings.		
ESTIMATED START DATE	July 2025		
COMPLETION DATE	December 2025		
TOTAL COST	<b>£78, 807</b>		
FUNDING SOURCE	Capital Plan 2025-30, Build Resilient and Empowered Communities, Environmental Improvements, Parks & Open Space		
BUDGET PROVISION & PHASING	2025/2026		
ADDITIONAL FUNDING	None		
REVENUE IMPLICATIONS	There are no major issues.		
POLICY IMPLICATIONS	None		
TENDER	<b>Contractor</b>	<b>Procurement Method</b>	<b>Cost</b>
	Construction Services	Negotiated contract	£51,697
	(Subcontractor – Ballantine Castings Limited)	Direct Award	£17,210
	Neighbourhood Services		£3,000
RECOMMENDATION	Acceptance of offer		
SUB CONTRACTORS	Ballantine Castings Limited		
BACKGROUND PAPERS	None		

CLIENT	NEIGHBOURHOOD SERVICES		
PROJECT NUMBER	<b>C250002</b>  <b>Public Toilet Improvements</b>  Improvements to public toilets at: -  - Windmill Car Park, Broughty Ferry - Castle Green, Broughty Ferry - Dundee Law - Balgay Cemetery  Enhancement works including installation of sanitary ware and additional various minor upgrades. Works at Broughty Ferry to commence after the school holidays to avoid impacting the peak bathing/ holiday season.		
ESTIMATED START DATE	August 2025		
COMPLETION DATE	December 2025		
TOTAL COST	<b>£137,346</b>		
FUNDING SOURCE	Capital Plan 2025-30, Build Resilient and Empowered Communities, Upgrade Community Sports Provision		
BUDGET PROVISION & PHASING	2025/2026		
ADDITIONAL FUNDING	None		
REVENUE IMPLICATIONS	There are no major issues.		
POLICY IMPLICATIONS	None		
TENDER	<b>Contractor</b>	<b>Procurement Method</b>	<b>Cost</b>
	Construction Services	Negotiated contract	£100,346
	Non-Contract Allowances		£18,200
RECOMMENDATION	Acceptance of offer		
SUB CONTRACTORS	None		
BACKGROUND PAPERS	None		

CLIENT	NEIGHBOURHOOD SERVICES														
PROJECT NUMBER	<b>C250004</b>  <b>Cemetery infrastructure works</b>  Works within Birkhill, Balgay, and Pitkerro Grove Cemeteries. Works include: - <ul style="list-style-type: none"><li>- Creating a new vehicle access route around Birkhill Cemetery to improve access for funeral vehicles to plot locations.</li><li>- Upgrade of steps at Balgay cemetery, which are currently inaccessible due to erosion.</li><li>- Removal of cattle grid and reinstatement works at Pitkerro Grove Cemetery, which is not functioning effectively for the prevention of deer and problematic for horse drawn carriages used at some funerals.</li></ul>														
ESTIMATED START DATE	September 2025														
COMPLETION DATE	January 2026														
TOTAL COST	<b>£91,443</b>														
FUNDING SOURCE	Capital Plan 2025-30, Design a Modern Council, Cemetery Infrastructure														
BUDGET PROVISION & PHASING	2025/2026														
ADDITIONAL FUNDING	None														
REVENUE IMPLICATIONS	There are no major issues.														
POLICY IMPLICATIONS	None														
TENDER	<table><tr><th>Contractor</th><th>Procurement Method</th><th>Cost</th></tr><tr><td>Tayside Contracts</td><td>Negotiated contract</td><td>£78,130</td></tr><tr><td>DCC City Engineers (Design Fee)</td><td></td><td>£3,000</td></tr><tr><td>Non-Contract Allowances</td><td></td><td>£2,000</td></tr></table>			Contractor	Procurement Method	Cost	Tayside Contracts	Negotiated contract	£78,130	DCC City Engineers (Design Fee)		£3,000	Non-Contract Allowances		£2,000
Contractor	Procurement Method	Cost													
Tayside Contracts	Negotiated contract	£78,130													
DCC City Engineers (Design Fee)		£3,000													
Non-Contract Allowances		£2,000													
RECOMMENDATION	Acceptance of offer														
SUB CONTRACTORS	None														
BACKGROUND PAPERS	None.														

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ITEM No ...3.....
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**REPORT TO:** FAIR WORK, ECONOMIC GROWTH & INFRASTRUCTURE COMMITTEE -  
9 JUNE 2025

**REPORT ON:** SOURCING STRATEGY FOR THE PROVISION OF HEADSTONE SAFETY  
WORK IN CEMETERIES

**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

**REPORT NO:** 170-2025

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present a summary of a sourcing strategy as outlined in Section 5 of this report and seek approval to award a tender for the provision of Cemetery Headstone Safety Works to ensure compliance with Health and Safety legislation.

**2. RECOMMENDATION**

- 2.1 It is recommended that the Committee: -

- approves the Sourcing Strategy as outlined in Section 5 of this report.
- delegates authority to the Executive Director of Neighbourhood Services to follow an open tender process to award a contract where the tender price is less than £250,000.
- notes that if the outcome of the open tender process is greater than 10% above this amount, then the outcome will be brought back to Committee for consideration.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The award of the contract will be for an initial period of three years and the Council will have the option to extend the contract for one year, followed by a further one-year period. The Executive Director of Corporate Services confirms that funding is available from, 'Design a Modern Council, Cemeteries', Capital Plan 2025-30, with the anticipated average spend being £50,000 per annum.

**4. BACKGROUND**

- 4.1 The Council must ensure the appointment of a suitably qualified Contractor for Cemetery Headstone Safety Works.

**5. SOURCING STRATEGY SUMMARY**

- 5.1 The procurement will follow an Open Tender procedure to appoint a single competent contractor to undertake the works required to ensure headstone safety across cemeteries within Dundee. The procurement will be carried out in line with the Public Contracts (Scotland) Regulations 2015.
- 5.2 All works must be carried out to National Association of Memorial Masons (NAMM) standards and this will be evaluated as part of the tendering evaluation process.

## 6. RISK ANALYSIS

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge. The overall contract risk for this strategy was considered Low by Procurement.

Description of Risk	Actions to be taken to manage Risk
<b>Commercial Risk</b> - That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - The procurement exercise will follow an Open Tender competitive procedure in respect of the required services. This will be carried out in compliance with the Public Contracts (Scotland) Regulation 2015.
<b>Technical Risk</b> - This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
<b>Performance Risk</b> - This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Low Risk – a contract management process will be put in place with the use of Key Performance Indicators to ensure standards are met. There will be a review carried out throughout the initial contract period.
<b>Contractual Risk</b> - Being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Medium Risk - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract. There are not many suppliers available within the market to deliver this project.
<b>Procurement Risk</b> - where a procurement is found unsound in law, through the public procurement rules	Low Risk – this is low value works procurement. This procurement will involve an open tender which will ensure widest reach within the supplier market.

## 7. POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

## 8. CONSULTATION

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

## 9. BACKGROUND PAPERS

9.1 None

Tony Boyle  
**Executive Director of Neighbourhood Services**

Catherine Conroy  
**Interim Head of Environment**

Date: 19 May 2025

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ITEM No ...4.....
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**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 9 JUNE 2025

**REPORT ON:** TENDERS RECEIVED BY CITY DEVELOPMENT

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 108-2025

## 1 PURPOSE OF REPORT

- 1.1 This report details tenders received and seeks approval on acceptance thereof.

## 2 RECOMMENDATION

- 2.1 It is recommended that Committee approve the acceptance of the tenders submitted by the undernoted contractors as set out in the report, with the total amount, including allowances detailed in Appendix 1.

## 3 SUMMARY OF PROJECTS TENDERED

- 3.1 Tenders have been received by the City Development Department in relation to the projects detailed below.

Architects Projects - Reference and Description	Contractor
19-51053 – Various Properties – Inspection, testing and maintenance of Air Handling and Air Conditioning Systems	Lovats Group Ltd
24-007 – Ardler Community Centre – Replacement of Flat Roof Covering - Phase 1	Construction Services

Engineers Projects - Reference and Description	Contractor
R4067 - Lochee Pocket Park	Tayside Contracts

Transport Projects - Reference and Description	Contractor
DCC/CD/111/24 - Upgrade and Maintenance of Parking Meters	IPS Group UK

## 4 FINANCIAL IMPLICATIONS

- 4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.
- 4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

## 5 POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

**6 CONSULTATIONS**

6.1 The Council Leadership Team were consulted in the preparation of this report.

**7 BACKGROUND PAPERS**

7.1 None.

Neil Martin  
Head of Design and Property

Robin Presswood  
Executive Director of City Development

NM/KM

21 May 2025

Dundee City Council  
Dundee House  
Dundee

## APPENDIX 1

PROJECT	Various Properties – Inspection, testing and maintenance of Air Handling and Conditioning Systems				
PROJECT NUMBER	19-51053				
PROJECT INFORMATION	The works comprise of the inspection, testing and maintenance of the air handling and air conditioning systems within 58 properties on a 3-year term contract with the option to extend for 2 plus 2 years. The project was tendered via a Public Contract Scotland open market tender, with a full quality questionnaire.				
ESTIMATED START AND COMPLETION DATES	July 2025 June 2032				
TOTAL COST	Contract				£782,939.70
	Non-contract allowances				£0.00
	Fees				£78,294.00
	Total				<u>£861,233.70</u>
FUNDING SOURCE	Revenue – Property Health and Safety				
BUDGET PROVISION & PHASING	2025/2026				£120,176.24
	2026/2027				£120,176.24
	2027/2028				£120,176.24
	2028/2029				£120,176.24
	2029/2030				£120,176.24
	2030/2031				£120,176.24
	2031/2032				£120,176.24
	2032/2033				£20,000.02
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS	Open Tender via Public Contract Scotland – 1 compliant offer received.				
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	Lovats Group	£782,939.70	-	1	1
RECOMMENDATION	To approve the tender from Lovats Group				
SUB-CONTRACTORS	None				
BACKGROUND PAPERS	Fair Work and Economic Growth & Infrastructure Committee Report 15-2024				

PROJECT	Ardler Community Centre – Replacement of Flat Roof Covering - Phase 1						
PROJECT NUMBER	24-007						
PROJECT INFORMATION	The works comprises first phase of new built-up mineral felt Flat Roofing Replacements and associated roof-lights and detailing works to Ardlar Community Centre.						
ESTIMATED START AND COMPLETION DATES	July 2025 October 2025						
TOTAL COST	Contract	£361,708.54					
	Non-contract allowances	£27,000.00					
	Fees	£38,870.85					
	Total	£427,579.39					
FUNDING SOURCE							
BUDGET PROVISION & PHASING	2024/2025	£18,236.58					
	2025/2026	£409,342.81					
ADDITIONAL FUNDING	None.						
REVENUE IMPLICATIONS	None.						
POLICY IMPLICATIONS	There are no major issues.						
TENDERS	<table><tr><td>Contractor</td><td>Tender Amount</td></tr><tr><td>Construction Services</td><td>£361,708.54</td></tr></table>			Contractor	Tender Amount	Construction Services	£361,708.54
Contractor	Tender Amount						
Construction Services	£361,708.54						
RECOMMENDATION	To approve the tender from Construction Services						
SUB-CONTRACTORS	Sub-Contractor tender offers were procured through Public Contracts Scotland Invitation to Tender facility managed by Dundee City Council Procurement Department. The ITQ is based on a split of Price (60%) and Quality (40%) and is analysed using the Public Contract Scotland scoring matrix document. Roofing – The Roof Company (Edinburgh) TV Aerial and Satellite Dish – John Ross Ventilation (Mechanical Framework) - Scan Building Services Ltd (Dundee)						
BACKGROUND PAPERS	None						



PROJECT	Lochee Pocket Park	
PROJECT NUMBER	R4067	
PROJECT INFORMATION	The works comprise of the construction of a pocket park and associated raingarden in vacant land located north west of the Lochee High Street/Bank Steet road junction. The raingarden element of the project will contribute to wider drainage improvements to be considered for the area to provide a surface water connection point for new development in the Lochee area and downstream in the Lochee Burn catchment.	
ESTIMATED START AND COMPLETION DATES	Start: July 2025 Completion: September 2025	
TOTAL COST	Contract	£112,255.56
	Non-contract allowances / Contract Contingency	£15,000.00
	Fees	£15,000.00
	Total	<u>£142,255.56</u>
FUNDING SOURCE	Scottish Government Vacant and Derelict Land Investment Programme (VDLIP)	£50,000.00
	Capital Plan 2025-2030 – Deliver Economic Growth - Vacant and Derelict Land Fund (VDLF)	£50,000.00
	Capital Plan 2025-2030 – Build Resilient Empowered Communities - District Shopping	£20,384.76
	Capital Plan 2025-2030 - Neighbourhood Capital Fund - Community Regeneration Fund	£1,870.80
	Transport Scotland's Active Travel Infrastructure Fund (ATIF) – Tier 1	£15,000.00
	Scottish Water Funding Contribution	£5,000
BUDGET PROVISION & PHASING	2025/2026 - VDLIP	£50,000.00
	2025/2026 - VDLF	£50,000.00
	2025/2026 – District Shopping	£20,384.76
	2025/2026 – Community Regeneration Fund	£1,870.80
	2025/2026 - ATIF – Tier 1	£15,000.00
	2025/2026 – Scottish Water	£5,000.00
ADDITIONAL FUNDING		
REVENUE IMPLICATIONS		
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated Contract	
	<b>Contractor</b>	<b>Submitted Tender</b>
	Tayside Contracts	£112,255.56
RECOMMENDATION	To accept the offer from Tayside Contracts	
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None.	

PROJECT	Upgrade and Maintenance of Parking Meters																			
PROJECT NUMBER	DCC/CD/111/24																			
PROJECT INFORMATION	Works comprise of the upgrade of parking meters to provide coin and card payment facilities including new control panels and scheduled and unscheduled maintenance of meters for the five-year contract duration including back-office operating software and technology upgrades.																			
ESTIMATED START AND COMPLETION DATES	July 2025 July 2030																			
TOTAL COST	Contract			£374,500																
FUNDING SOURCE	Dundee City Council On-Street Parking Account																			
BUDGET PROVISION & PHASING	2025/2026				£56,175															
	2026/2027				£74,900															
	2027/2028				£74,900															
	2028/2029				£74,900															
	2029/2030				£74,900															
	2030/2031				£18,725															
ADDITIONAL FUNDING	None.																			
REVENUE IMPLICATIONS	<p>The costs of the contract will be funded by on-street parking income, which is ringfenced under Section 55 of the Road Traffic Regulation Act 1984.</p> <p>The tenders received priced two elements; (a) contract cost related to the upgrade, maintenance, and operation of the parking meters, and (b) banking fees on card payment transactions. The costs of both elements will be paid for by the council from income generated.</p> <p>The invitation to tender detailed that banking fee submissions would be evaluated on an estimated card transaction value of £1m per annum.</p>																			
POLICY IMPLICATIONS	There are no major issues.																			
TENDERS	<p>Procured as an open tender through Public Contract Scotland. Two compliant offers were received.</p> <table><thead><tr><th>Contractor</th><th>Contract Value</th><th>Whole Life Cost*</th><th>Quality Ranking</th><th>Cost/Quality Ranking</th></tr></thead><tbody><tr><td>IPS Group UK Ltd</td><td>£374,500</td><td>£550,000</td><td>1</td><td>1</td></tr><tr><td>Metric Group Ltd</td><td>£177,000</td><td>£527,000</td><td>2</td><td>2</td></tr></tbody></table> <p>*The whole life cost value includes card payment transaction fees (banking charges) to be paid by DCC over the 5 year contract term. The Contract Value does not include bank fees, only the direct contractual costs.</p>					Contractor	Contract Value	Whole Life Cost*	Quality Ranking	Cost/Quality Ranking	IPS Group UK Ltd	£374,500	£550,000	1	1	Metric Group Ltd	£177,000	£527,000	2	2
Contractor	Contract Value	Whole Life Cost*	Quality Ranking	Cost/Quality Ranking																
IPS Group UK Ltd	£374,500	£550,000	1	1																
Metric Group Ltd	£177,000	£527,000	2	2																
RECOMMENDATION	To accept the tender with the highest-ranking score for cost and quality from IPS Group																			
SUB-CONTRACTORS	None																			
BACKGROUND PAPERS	Report No 100-2024 – Parking Meter Sourcing Strategy (22 April 2024)																			

## ITEM No ...5.....

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 9 JUNE 2025

**REPORT ON:** BUS REAL TIME INFORMATION SYSTEM OPERATION AND MAINTENANCE CONTRACT PROCUREMENT

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 154-2025

## 1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present a sourcing strategy for the procurement of bus real time information system operation and maintenance services and seek approval to participate in a collaborative award through a national framework contract.

## 2 RECOMMENDATION

- 2.1 It is recommended that Committee approves the sourcing strategy detailed in Appendix 1, and delegates authority to the Executive Director of City Development to participate in a collaborative contract award.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The Executive Director of Corporate Services has confirmed that funding for Dundee City Council's share of the contract costs, approximately £35,000 per annum, is allocated within the Sustainable Transport revenue budget.

## 4 RISK ANALYSIS

- 4.1 There are 4 standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Description of Risk	Actions To Be Taken To Manage Risk
<b>Commercial Risk</b> – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be commissioned through a compliant procurement procedure, through which all costs have been considered.
<b>Technical Risk</b> – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be procured through a compliant procedure. Suppliers are required to demonstrate technical competence as part of the national framework evaluation process.
<b>Performance Risk</b> – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
<b>Contractual Risk</b> – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk - DCC are contractually protected via the Framework contract terms and conditions. The contractor shall be proactively managed during the term of the contract.

Description of Risk	Actions To Be Taken To Manage Risk
<b>Procurement Risk</b> – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a call-off from a legally compliant Framework.

## 5 POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## 6 CONSULTATIONS

- 6.1 The Council Leadership Team has been consulted in the preparation of this report.

## 7 BACKGROUND PAPERS

- 7.1 None.

Ewan Macnaughton  
Head of Sustainable Transport & Roads

Robin Presswood  
Executive Director of City Development

EM/KM

19 May 2025

Dundee City Council  
Dundee House  
Dundee

**APPENDIX 1**

<b>SOURCING STRATEGY</b>	Passenger Transport Real Time Information System - Operation & Maintenance
<b>PROJECT NUMBER</b>	N/A
<b>PROJECT INFORMATION</b>	<p>Perth and Kinross Council is leading the regional procurement collaboration for the operation and maintenance of the Passenger Real Time Information System (hardware and software) on behalf of Dundee, Angus and Perth &amp; Kinross Councils.</p> <p>This system, procured by the three Councils in 2018, provides real-time departure information across various platforms, including over 300 digital displays at bus shelters in Dundee.</p> <p>As the procurement lead for this contract, Perth and Kinross Council, with input from Dundee City Council, has developed a procurement sourcing strategy for the partners which has been approved by Perth and Kinross Council.</p> <p>The strategy evaluated several procurement options, including a competitive tendering exercise. It noted that the maintenance requirements of the contract are intrinsically linked to the existing apparatus, and commissioning an alternative supplier would necessitate earlier than required capital investment by the three Councils to replace elements of the existing hardware. A direct award through an established Framework is the recommended route to market.</p>
<b>PROPOSED CONTRACT DURATION</b>	Four years.
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee approves the direct award to JMW Systems Ltd of a four year contract using the Crown Commercial Transport Technology and Associated Services Framework RM6099 (Lot 7). This will allow for on-going maintenance of both software and hardware (digital displays). The contract details will be co-ordinated by Perth and Kinross Council and their associated sourcing strategy and Dundee will participate in a cluster agreement call off to take advantage of improved pricing through collaborative procurement.</p>
<b>FINANCIAL IMPLICATIONS</b>	Dundee's share of the contract cost is expected to be in the region of £35,000 per annum to be paid from the Sustainable Transport revenue budget (information systems).
<b>POLICY IMPLICATIONS</b>	None
<b>BACKGROUND PAPERS</b>	N/A

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**ITEM No ...6.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 9 JUNE 2025

**REPORT ON:** DUNDEE TRANSIENT VISITOR LEVY

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 155-2025

## **1 PURPOSE OF REPORT**

- 1.1 This report provides an overview of the powers granted to local authorities by the Visitor Levy (Scotland) Act 2024. It also sets out the process involved in considering whether to implement a visitor levy in Dundee. Approval is sought to commence early engagement on a potential visitor levy scheme, recognising the growing importance of tourism to the local economy and the need for engagement with interested parties.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- a agrees the approach and timeline for early engagement on a potential visitor levy scheme for Dundee; and
  - b remits the Executive Director of City Development and Executive Director of Corporate Services to report back on the results of early engagement and produce a draft Dundee Visitor Levy Scheme for Dundee for a final Committee decision on whether to proceed to formal consultation stage.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 Provision has been made within Dundee's UK Shared Prosperity Fund 2025/26 allocation to support the work involved in the early engagement period, in particular consultation with tourism stakeholders and detailed financial modelling of the Visitor Levy.

## **4 BACKGROUND**

- 4.1 Reference is made to Article II of the meeting of the City Governance Committee on 27 February 2025 which remitted the Chief Executive to undertake a review to consider the implications of the introduction of a new transient visitor tax levy charge for the city and report the outcome of this review to the Council.
- 4.2 The Visitor Levy (Scotland) Act 2024 enables Local Authorities to establish a levy scheme. The money raised should be used for developing, supporting or sustaining facilities or services which are substantially for or used by persons visiting the area.
- 4.3 In October 2024, the Scottish Government approved guidance on the visitor levy for local authorities. In developing a visitor levy scheme, local authorities have the power to determine the percentage rate set, the geographical area where it applies and any local exemptions. The authority can also specify a maximum number of nights to apply the levy and whether this applies to all or parts of its area.
- 4.4 The visitor levy does not apply to:
- a those using overnight accommodation as their only or primary residence;
  - b those staying in dedicated gypsy/traveller sites; and
  - c those in receipt of specified UK disability benefits, payments or allowances.

- 4.5 Currently, the cruise market and motorhomes are not in scope. However, this will be reviewed nationally on an ongoing basis.
- 4.6 Local authorities that wish to introduce a visitor levy must consult local communities, businesses and the wider tourism sector, through early engagement, formal consultation and then an implementation period. Minimum time periods are specified for certain stages meaning that should Dundee City Council decide to introduce a levy, it would likely come into effect in 2028.
- 4.7 For a visitor levy scheme to be successfully implemented, it is important that there is appropriate and effective engagement with a range of interested parties. Based on the visitor levy guidance published by the Scottish Government, the proposed Dundee timeline is outlined below:

<b>Early Engagement Period</b> Incorporating further forecasting research work and development of a draft visitor levy scheme. This will require engagement with local businesses, residents and other relevant parties to inform the draft scheme. Further forecasting work will assess the potential income generated from a levy.	Summer 2025 –Spring 2026 (6 –12 months)
<b>Committee Meeting</b> Consideration of feedback from the consultation and forecast of potential income from scheme. Decision on whether to proceed with statutory consultation. Draft scheme proposal.	Spring 2026
<b>Formal Consultation Period</b> Consult on the proposed visitor levy scheme.	12 weeks
<b>Committee Meeting</b> Consideration of feedback from formal consultation. Decision on implementation of the levy.	Autumn 2026
<b>Implementation Period</b> Following publication of decision to proceed, the implementation period is intended to allow businesses, communities and Local Authorities time for the introduction of the scheme.	18 months
<b>Launch of Visitor Scheme</b> Earliest Date	Spring 2028

- 4.8 This report does not seek a decision on implementation of a visitor levy. It sets out proposals for engagement with stakeholders that will help the Council make an informed decision on whether to introduce a visitor levy scheme.



- 4.9 Early and ongoing engagement with those most likely impacted by the possibility of the introduction of a levy scheme in Dundee is fundamental. The visitor economy in Dundee is continuing to develop. There were 1.35 million visits to Dundee in 2023 with an average length of stay of 2.6 days. The economic impact of the visitor economy is £243 million per annum, with the sector supporting 3500 jobs.
- 4.10 Dundee is identified as an increasingly popular tourist destination in the Council Plan and is a priority area within the Tay Cities Regional Prospectus for Growth. It is a key strand within Dundee's City Centre Strategic Investment Plan. Furthermore, the visitor economy is one of the Scottish Governments six key growth sectors.
- 4.11 The visitor levy provides an opportunity to offset some of the additional costs to the city in supporting visitor experiences and investing in the visitor economy. The guidance on the levy scheme seeks alignment with local or regional tourism strategies. The Dundee Tourism Strategy and Action Plan has recently been updated and approved by the Dundee Partnership Inclusive Economic Growth Strategic Leadership Group. The Strategy is based around four priorities:
- help Dundee's people to prosper from a thriving visitor economy;
  - create and develop a thriving city together;
  - engage visitors with high-quality experiences that play to our strengths as a city; and
  - build business resilience, sustainability and profitability in Dundee's visitor economy.
- 4.12 Demonstrating alignment between the Tourism Strategy objectives and any proposed visitor levy scheme will be a key part the early engagement process.
- 4.13 The visitor levy guidance details several areas local authorities should consider when developing proposals for a local scheme, including:
- a local authorities need to state whether they will exempt businesses below VAT threshold. The make-up of the visitor sector in the city will need to be considered as there is the potential for small businesses to be pushed into a higher tax threshold due to collection of the levy;
  - b the scheme must specify, among other factors, the area of operation, the percentage rate chargeable and the objectives of the scheme;
  - c to forecast potential revenue, an assessment of the visitor accommodation sector in the city should be carried out;
  - d any scheme should consider price competitiveness and the point beyond which visitors may be unwilling to book accommodation; and
  - e whether the local authority should assist liable persons (businesses), in the collection and reporting of this levy. This is being considered in many of the schemes being developed elsewhere in Scotland;
- 4.14 Local authorities that implement a levy scheme are required to maintain separate accounts for any net proceeds from the scheme and funds should not be incorporated into a Council's general fund. However, the levy does generate a revenue income which can be used to finance capital borrowing for relevant capital investment.
- 4.15 While legislation is still relatively new, there are opportunities to learn from early adopter Council areas. The City of Edinburgh Council has been through its formal consultation and a decision

to progress has been taken based on a 5% levy on the first five nights of a stay. Aberdeen City Council is consulting on a 7% rate and Glasgow City Council is consulting on a 5% rate. As every scheme must outline the proposed use of funds, this will provide further insight for the development of any levy scheme in Dundee. In Edinburgh for example, the objectives of the scheme are to sustain, support and develop:

- a public services, programmes and infrastructure that provide an enjoyable and safe visitor and resident experience;
- b culture, heritage and events provision to ensure it remains world-leading and competitively attractive to visitors as well as residents; and
- c the city's visitor economy, by fostering innovation in response to environmental and societal challenges.

- 4.16 To progress consideration of a visitor levy, it is proposed that a short-life working group be established with representatives from City Development, Corporate Finance, Legal Services and Digital & Customer Services along with external partners from VisitScotland, the Dundee Tourism Leadership Group, Dundee & Angus Chamber of Commerce and other key stakeholders in the sector. This group will engage with local businesses, residents and any other relevant partners to inform the drafting of a potential Dundee visitor levy scheme, in compliance with legislative requirements. It will also lead on forecasting potential income from any visitor levy and report back to Committee in Spring 2026.
- 4.17 Engagement and communication would continue throughout the process should the Council decide to proceed to implement a scheme. Visitor Levy Forums ("advisory bodies") need to be set up within six months of a formal announcement of a scheme. This should include the local authority, industry and tourism sector representatives. This will be created if the final decision of the Council is to implement a local visitor levy scheme.

## **5 POLICY IMPLICATIONS**

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## **6 CONSULTATIONS**

- 6.1 The Council Leadership Team were consulted in the preparation of this report.

## **7 BACKGROUND PAPERS**

- 7.1 None.

Gregor Hamilton  
Head of Planning and Economic Development

Author: Jennifer Caswell

Robin Presswood  
Executive Director of City Development

Dundee City Council  
Dundee House, Dundee

RP/GH/JC/KM

29 May 2025

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 9 JUNE 2025

**REPORT ON:** BUSINESS IMPROVEMENT DISTRICT - DUNDEE CITY CENTRE

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 156-2025

## **1 PURPOSE OF REPORT**

- 1.1 This report provides an update on emerging proposals for a Business Improvement District (BID) in Dundee city centre and outlines a timetable, future anticipated finance and resource commitments required to support the proposed BID to an anticipated ballot in March 2026.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- a notes the early discussions on the proposed establishment of a Business Improvement District in Dundee city centre and the timetable of key stages before an anticipated ballot in March 2026;
  - b agrees that the Executive Director of City Development and Executive Director of Corporate Services will engage in the BID process and provide support and guidance on technical aspects, including collection and management of the levy; and
  - c notes that as part of the BID process, the Council needs to provide a Baseline Services Agreement (Service Level Agreement) setting out the services that the Council commits to deliver.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications for the Council arising from this report.
- 3.2 Should the ballot to establish the BID be successful, the Council would be required to meet the cost of the levy on its non-domestic properties in the BID area. In addition, the Council will play a role in the collection and management of the BID levy, although it will be paid a fee by the BID for doing so. Further details on financial implications will be set in future reports to Committee should the BID process progress.

## **4 BACKGROUND**

- 4.1 The Council approved the City Centre Strategic Investment Plan (CCSIP) in 2023. It sets out a vision that the city centre will be an exciting, growing place to live, work and visit, with a unique sense of place that is vibrant, inclusive, design-led and sustainable. The CCSIP recognises that public partners cannot deliver this vision alone and there is a need to work closely with private sector and third sector interests.
- 4.2 A Business Improvement District (BID) is a business led initiative within a defined geography where businesses work together and collectively invest funds that are raised by a levy on non-domestic rates. The levy is used to develop and implement projects that are beneficial to the business community and those who live, work and visit the designated area. The projects and improvements must be in addition to the services already provided by the local authorities.
- 4.3 BIDs only exist if they get support from a clear majority of businesses and other non-domestic rate payers in a ballot. An approved BID would operate for up to five years to deliver an agreed business plan that is developed, managed and paid for by businesses through a compulsory BID levy. If the businesses that are part of a BID want it to continue after five years, another ballot must take place.

- 4.4 The legislative framework for BIDs is contained in the Planning etc (Scotland) Act 2006 and the Business Improvement Districts (Scotland) Regulations 2007. Under the legislation, local authorities are legally required to undertake a crucial role assisting in the establishment of BIDs, providing baseline service statements, scrutinising BID proposals, undertaking the ballot, announcing the ballot result and collecting the BID levy. If required, the local authority is also responsible for the management and termination of the BID arrangements
- 4.5 Scotland's Improvement Districts is the lead organisation for supporting and encouraging the development and success of the nation's improvement district work. It works with existing and emerging BIDs. It is also a hub for expertise and advice which can help communities to achieve their ambitions, working democratically and collaboratively.
- 4.6 There are currently 37 BIDs operating in Scotland including Aberdeen and Edinburgh. The key activities undertaken by BIDs include safety and security; clean and green initiatives; marketing and promotion; events and business support.
- 4.7 The BID ballot takes place through a confidential postal vote. Eligible persons have six weeks to cast their vote.
- 4.8 In order to establish a BID, four conditions are required to be met:
  - a minimum turnout figure of 25% by number of businesses;
  - b minimum turnout figure of 25% by rateable value;
  - c of those that vote, more than 50% of businesses must be in favour; and
  - d of those that vote, more than 50% of the combined rateable value must be in favour.
- 4.9 In 2015, a BID ballot took place in Dundee. While a majority of businesses voting were supportive, less than 50% of votes in terms of rateable value were in favour.

## **5 BUSINESS IMPROVEMENT DISTRICT (BID) DUNDEE CITY CENTRE**

- 5.1 A Take Pride in Your City Private Sector Steering Group was formed in January 2023 with over 20 private sector members. This group expressed regular interest in exploring a BID in Dundee.
- 5.2 A City Centre Stakeholder Meeting took place in October 2024 led by Scotland's Town Partnership with a focus on exploring a BID model. Thereafter an initial meeting of interested parties took place on 28 January 2025 following which a steering group was formed.
- 5.3 Office bearers were appointed at the meeting on 28 February 2025:
  - a Chair - Paul Mooney, Apex Hotels;
  - b Vice Chair - Carrie Shannon, CAM Ventures;
  - c Treasurer - Ashleigh Fraser, V&A Dundee; and
  - d Secretary - Gaynor Sullivan, Dundee City Council.
- 5.4 Administrative support is being provided by Dundee & Angus Chamber of Commerce who will recruit a Project Consultant from June 2025 - March 2026 to support the development of the BID proposal.
- 5.5 The BID has still to identify the geographic boundary and levy charge.

- 5.6 The BID regulations set out specific actions and timetables regarding the BID process. The steering group has set a provisional date for the ballot on Thursday 19 March 2026. Leading up to this, there is a need to establish Baseline Service/Service Level Agreements under which the Council and other service providers in the BID area identify and quantify the current level of service provision provided within the BID area. This allows the BID to specify which additional services, if any, over and above the minimum baseline it wishes to provide or procure within the area.
- 5.7 The BID Steering Group must develop and agree a BID Proposal Document. This is a statutory requirement and is necessary for balloting purposes as non-domestic ratepayers must have a clear understanding of the proposed scheme to be able to vote accordingly.
- 5.8 The Planning etc (Scotland) Act 2006, Part 9 - Business Improvement Districts, gives the Council the Power of Veto over a BID proposal and hence determine whether a ballot should be held or not. The local authority is required to consider a BID proposal within a prescribed period (70 days) and give notice that it is or is not going to veto the proposal. If exercising a veto, the local authority must set out the reason why and give details of the right to appeal. If not exercising a veto, the local authority must set out its reasons for not doing so.
- 5.9 Other statutory deadlines and steps needed to progress, per the provisions of the Planning etc (Scotland) Act 2006 are highlighted below.

<b>BID Action</b>	<b>Statutory Days to Ballot</b>	<b>Latest Date of Action</b>
Deadline for notice of intention to ballot to Chief Executive of DCC	196 days	Thursday 4 September 2025
BID proposal review by SIDS	126 days	Thursday 6 November 2025
Submission of BID Proposal Document to LA/SG	98 days	Thursday 11 December 2025
Last Day of LA VETO of BID Proposal Document	70 days	Thursday 8 January 2026 (a report will be submitted to FWEGI Committee on Monday 5 January 2026)
BID can request LA to issue ballot instructions	56 days	Thursday 22 January 2026
Ballot Papers Issued	42 days	Thursday 5 February 2026
Day of the Ballot		Thursday 19 March 2026

The development and delivery of a Dundee BID can be a powerful tool involving local business in local activities and allow the local businesses and local authority to work together to improve the local trading environment. The BID not only unlocks financial resource but works in collaboration to make a positive change for the city centre.

## 6 POLICY IMPLICATIONS

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

**7 CONSULTATIONS**

- 7.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

**8 BACKGROUND PAPERS**

- 8.1 None.

Gregor Hamilton  
Head of Planning and Economic Development

Author: Gaynor Sullivan

Robin Presswood  
Executive Director of City Development

Dundee City Council  
Dundee House  
Dundee

RP/GH/RM/KM

29 May 2025

**ITEM No ...8.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE  
COMMITTEE – 9 JUNE 2025

**REPORT ON:** DEVELOPMENT PLAN SCHEME 2025

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 162-2025

**1 PURPOSE OF REPORT**

- 1.1 The report seeks approval of the Development Plan Scheme 2025 that sets out the programme for reviewing the Dundee Local Development Plan.

**2 RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- a notes the responses from consultees to the Participation Statement as summarised in Appendix 1;
  - b approves the Development Plan Scheme 2025 as set out in Appendix 2; and
  - c remits the Head of Planning and Economic Development to publish and implement the Development Plan Scheme 2025 and send two copies to the Scottish Government and make copies available via the public libraries in Dundee.

**3 FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications for the Council arising from this report.

**4 BACKGROUND**Development Plan Scheme 2025

- 4.1 The Town and Country Planning (Scotland) Act 1997, as amended, requires each Planning Authority to prepare a Development Plan Scheme and review it annually. The Development Plan Scheme sets out the Authority's programme for preparing and reviewing its Local Development Plan. The Scheme should provide a general indication of what is involved at each stage, together with dates for key stages in the process.
- 4.2 The process includes the requirement to consult annually on the participation statement which forms part of the Development Plan Scheme and sets out in broad terms the intentions for the participation of stakeholders in preparing the Plan
- 4.3 Consultation on the draft Participation Statement took place over a six-week period in March and April 2025, with respondents principally encouraged to use an online form to submit comments. Written responses were also accepted. The consultation form was hosted and advertised via the Council's website. Notification of the consultation was also advertised through community meetings attended by Planning Officers over that period and by direct e-mail to 281 persons who have registered to be kept informed of Local Development Plan review arrangements. A total of five responses raising matters relevant to the Participation Statement were received. Appendix 1 provides a general summary of the submissions received and the responses to them.
- 4.4 The finalised Participation Statement is included in the Development Plan Scheme set out in Appendix 2. It provides general information on how consultation will be undertaken during the Plan preparation but does not detail specific arrangements such as dates for each participation stage. This detail will be published at the appropriate time.

- 4.5 After adopting the Development Plan Scheme, the Act requires the planning authority to publish it, send two copies to Scottish Ministers and make copies available via public libraries.

## **5 POLICY IMPLICATIONS**

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## **6 CONSULTATIONS**

- 6.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

## **7 BACKGROUND PAPERS**

- 7.1 None.

Gregor Hamilton  
Head of Planning and Economic Development

Author: Stephen Page

Robin Presswood  
Executive Director of City Development

Dundee City Council  
Dundee House  
Dundee

RP/GH/SP

1 May 2025



**APPENDIX 1****CONSULTATION RESPONSES TO THE PARTICIPATION STATEMENT**Summary

The responses to the consultation have been generally positive with respondents welcoming the consultation activity that will support the production of the Local Development Plan, but with suggestions for improvement.

A total of five relevant responses were received. The Participation Statement is general in nature and there were several requests for very specific measures or levels of detail beyond the scope of the statement. The comments submitted are noted and will inform specific stages of consultation activities in future.

Questions 1 and 2

Questions 1 and 2 were name and organisation.

Question 3

The participation process will seek to involve a wide range of parties including:

- Public Sector Groups (including key government departments and agencies);
- Private Sector groups (including infrastructure providers, business, retail and housing development interests);
- Established Community Groups (including Community Councils);
- Voluntary and environmental organisations;
- Local Community Planning Partnerships (LCPP); and
- All members of the community, including younger citizens, disabled people, Gypsies and Travellers.

Are there any groups not included above which should be involved in the Local Development Plan?

<b>Respondent</b>	<b>Summary Of Response</b>	<b>DCC Comment</b>	<b>DCC Response</b>
Stobswell Forum	Unable to identify additional groups without a list of those already known.	<p>We would welcome being advised of any interested group. This could be checked against our records.</p> <p>The General Data Protection Regulations do not allow us to share the contact details of all persons registered with Dundee City Council as many have used personal e-mail or non-public contact details.</p>	<p>No change to participation statement required.</p> <p>We will seek to make direct contact to any specific groups referred to us to raise awareness of the opportunity to receive notifications.</p>

Respondent	Summary Of Response	DCC Comment	DCC Response
Dundee Civic Trust	<p>Unable to identify additional groups without a list of those already known.</p> <p>A full list of partnerships and organisations should be shown in the participation statement.</p>	<p>We would welcome being advised of any interested group: any groups highlighted can be checked against our records.</p> <p>The General Data Protection Regulations do not allow us to share the contact details of all persons registered with Dundee City Council as many have used personal e-mail or non-public contact details.</p> <p>Including a list in a general document such as the participation statement would unfortunately not be practical as the list regularly changes.</p>	<p>No change to participation statement required.</p> <p>We will seek to make direct contact to any groups referred to us in order to raise awareness of the opportunity to receive notifications.</p>
Homes For Scotland	Positive that private sector groups, including those with housing development interests are included	Noted	Noted

#### Question 4

The Local Development Plan Review Web page: [www.dundee.gov.uk/localdevplan2](http://www.dundee.gov.uk/localdevplan2) will be used throughout the plan preparation process as the primary location for hosting consultation documents and providing information.

**Tick box response: 2 consultees indicated that this was the most appropriate method, 3 consultees have concerns as noted in their responses to the next question.**

Question 5

What improvements do you suggest for displaying consultation information and documents? Please describe the improvement and explain why you think they will help.

Respondent	Summary Of Comments	DCC Comment	DCC Response
Stobswell Forum	Concern about digital exclusion and those where English is not their first language.	<p>The concern about digital exclusion is acknowledged. Selected documentation will be available in a printed format, particularly through local libraries, (or through digital means at local libraries where assistance to access it can be given).</p> <p>Background documents can normally be made available to view in printed form on request.</p> <p>It is acknowledged that some documents will be very difficult to produce in printed form due to their technical, graphical or statistical nature but efforts will be made to make these as accessible as possible.</p> <p>An advantage of hosting all documentation on the website is that it allows for content to be translated (Dundee City Council's website has an option to display any page in very wide range of alternative languages).</p>	<p>No change to participation statement required.</p> <p>See also the comment on Question 6.</p>
Dundee City and Centre Harbour Community Council	Concern about people that are not confident using computers: Should allow for exhibitions, presentations etc.	<p>The concern about digital exclusion is acknowledged.</p> <p>Selected documentation will be available in a printed format, particularly through local libraries, (or through digital means at local libraries where assistance to access it can be given).</p> <p>Background documents can normally be made available to view in printed form on request.</p>	<p>No change to participation statement required.</p> <p>See also DCC Comment on Question 6.</p>

Respondent	Summary Of Comments	DCC Comment	DCC Response
		It is acknowledged that some documents will be very difficult to produce in printed form due to their technical, graphical or statistical nature but efforts are made to make these as accessible as possible.	
Dundee Civic Trust	Often hard to find information on the Council Website. More use should be made of social media	It is the intention to hold all material regarding the review of the Local Development Plan on one single page to make it easier to locate.  Social media has been used and will continue to be used as appropriate.	Noted.  We will seek to regularly review the information held on the website to ensure its ability to be easily found.

#### Question 6

Dundee City Council is keen to reach groups which are typically under-represented in Local Development Plan Consultations, including but not limited to disabled people, gypsies and travellers, children and young people. What methods should the Council use to reach such groups? Please provide details of whom we might engage and how.

Respondent	Summary Of Comments	DCC Comment	DCC Response
Stobswell Forum	In-person meetings should take place in the communities and all city wards.	It is agreed that in-person and other forms of meetings will have an important role in ensuring the widest possible engagement.  The participation statement notes the intention to involve stakeholders "through face to face meetings and printed media". The actual approach used will be tailored to each individual consultation.  Tailoring the approach reflects the resources available and responds to the effectiveness of such an approach. For example: such approaches are significantly more effective at the proposed	No change to participation statement required.

Respondent	Summary Of Comments	DCC Comment	DCC Response
		plan stage where members of the public have clearer proposals to provide views on.	
Dundee City and Centre Harbour Community Council	Youth Groups and local church community groups	Agreed.	Noted. We will explore methods of engaging these groups.
Dundee Civic Trust	Use key focus groups including community Councils and NRS groups.  Promote the e-mail registration more and ensure alternatives to the website are available.	Comment supported.	We will review the promotion of the email notification list to try and identify other options for highlighting this service.

#### Question 7

Throughout the plan preparation process Dundee City Council encourages everyone to make representations, both in support of the Plan and in raising representations or objections to it. Representations will be accepted by e-mail ([localdevplan@dundeecity.gov.uk](mailto:localdevplan@dundeecity.gov.uk)), in letter form and comments accepted through online-surveys

Are there any other methods that could be used to give your views on draft documents that we consult upon. Please describe the methods and explain why?

Respondent	Summary Of Comments	DCC Comment	DCC Response
Dundee City Centre and Harbour Community Council	Surveys or comments	Suggestion supported. Many elements of the plan will require responses to be made in a specific manner in order to meet statutory requirements. Some consultations may be able to offer alternative options. Where appropriate, these will be considered.	Noted
Homes For Scotland	In-person, phone call and meetings with Homes For Scotland	Noted	Noted

Question 8

We will publish information on the webpage [www.dundee.gov.uk/localdevplan2](http://www.dundee.gov.uk/localdevplan2) and seek to do so in an easy to read format with clear maps and graphics where appropriate. In addition:

- we will make announcements at key stages using a range of media including the press and social media;
- any persons registered on our e-mail notification list will receive periodic updates at key stages;
- we will seek to liaise with statutory agencies and community groups at key stages to encourage participation;
- we may arrange to meet directly with groups or persons to discuss specific topics or areas of interest;
- we will notify immediate neighbours of potential development sites at the proposed plan stage;
- we will monitor and review our engagement methods annually and support where practical any requests for extensions of time for receiving responses or requests for alternative formats of engagement;
- we will consider the use of mediation as a method of addressing conflicting or contentious issues raised during a consultation; and
- we will consider targeted methods to reach under-represented groups.

Do you agree with our general approach to consultation on the Local Development Plan? Or if you have any other suggestions for improving our approach, please describe them below.

Respondent	Summary Of Comments	DCC Comment	DCC Response
Stobswell Forum	General approach seems fair but should ask the city community groups how they think engagement should be managed.	<p>The participation statement (and Development Plan Scheme) are statutory documents that must reflect the legal requirements of plan preparation. This does result in some statements being general in nature.</p> <p>Dundee City Council is required manage the process in a manner that takes cognisance of the resources available. Requests for alternative formats of engagement will be supported where possible.</p>	No change to participation statement required.

Respondent	Summary Of Comments	DCC Comment	DCC Response
Dundee City and Centre Harbour Community Council	Preferable to see more in-person activities. Imperative that there is a non-digital way to engage with the material	<p>Acknowledged and supported.</p> <p>The participation statement notes the intention to involve stakeholders “through face to face meetings and printed media”. The actual approach used will be tailored to each individual consultation.</p> <p>Tailoring the approach reflects the resources available and responds to the effectiveness of such an approach. For example: such approaches are significantly more effective at the proposed plan stage where members of the public have clearer proposals to provide views on.</p>	
Historic Environment Scotland	Welcome commitment to work with statutory agencies.	Noted	Noted
Dundee Civic Trust	This sounds fine	Noted	Noted
Homes For Scotland	<p>More detail is required regarding how the engagement of key stakeholders will take place.</p> <p>During the Evidence Report stage, we would like to see more information on how the engagement of key stakeholders will take place, and who the Council considers would have a key role in the meeting of the legislative requirements of the Evidence Report. We would also like to see a reference to what other local authorities have termed “expert groups”. HFS can act as this</p>	<p>Engagement will be tailored to the requirements of each part of the LDP preparation process.</p> <p>The Evidence Report will be informed by consultation on a collection of topic papers which cover a range of planning themes set by the Scottish Government within National Planning Framework 4. The topic papers have been published for a period of consultation to allow for comments on the sufficiency of evidence. Key agencies and key stakeholder groups have engaged to collaborate as part of the drafting of the topic papers and to support identification of the relevant</p>	<p>Noted.</p> <p>Detail has been added to reference key agencies and stakeholders groups. Additional detail added to provide update on engagement activity since publication of the last Development Plan Scheme.</p>

Respondent	Summary Of Comments	DCC Comment	DCC Response
	<p>stakeholder for the home building industry.</p> <p>To adapt the Housing Need and Demand Assessment (HNDA) figure into a Local Housing Land Requirement (LHLR) figure will also require significant engagement with HFS and our membership.</p>	<p>evidence at that early stage.</p> <p>The indicative Local Housing Land Requirement forms part of the Quality Homes topic paper that has been published and stakeholders were engaged as part of this.</p>	



## APPENDIX 2

### DUNDEE DEVELOPMENT PLAN SCHEME

#### DUNDEE CITY COUNCIL - DEVELOPMENT PLAN SCHEME 2025

##### PURPOSE OF DOCUMENT

This Development Plan Scheme is published by Dundee City Council with regards to the preparation of a new Dundee Local Development Plan. It summarises the process for preparing the Dundee Local Development Plan and expected timescales for the plan preparation process.

##### BACKGROUND

The [Town and Country Planning \(Scotland\) Act 1997](#), as amended by the [Planning \(Scotland\) Act 2019](#) sets out the requirements for a Local Development Plan to be prepared by Dundee City Council.

This is supported by [The Town and Country Planning \(Development Planning\) \(Scotland\) Regulations 2023](#).

The Development Plan is required to manage the development and use of land in Dundee in the long term public interest. It does this by setting out how our local places will change into the future, including where development should and should not happen. This includes where our new homes and workplaces will be built, how services and facilities should be provided, and identify the places we value and should therefore protect. Development Plans play a key role in balancing the many different sectors and interests that seek to both change and preserve elements of our city.

Legislation requires that decisions on planning applications are to be made in accordance with the Development Plan unless material considerations indicate otherwise.

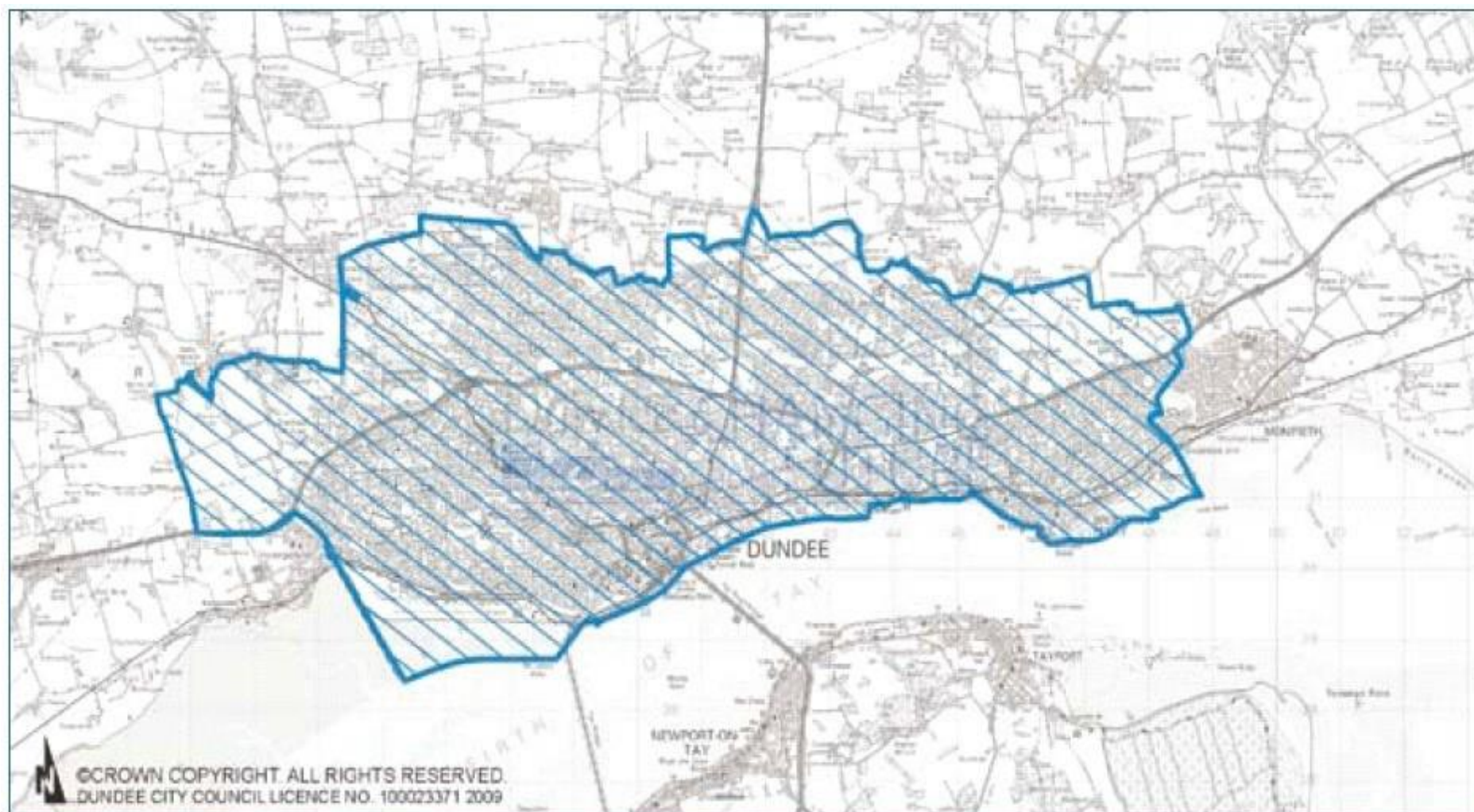
Local Development Plans are to be prepared at intervals of no more than 10 years and should consider the ambitions and outcomes for an area by looking to guide development up to 20 years into the future.

The current Development Plan for Dundee comprises the [National Planning Framework 4](#) and the [Dundee Local Development Plan 2019](#) and associated supplementary guidance.

The National Planning Framework is prepared and adopted by the Scottish Government, whilst Dundee City Council has responsibility for the Local Development Plan.

The Development Plan Scheme refers only to the Dundee Local Development Plan.

## PLAN AREA



## LOCAL DEVELOPMENT PLAN PREPARATION TIMETABLE

The table below sets out our expected timetable for the preparation of a new Local Development Plan. Not all stages of plan preparation are within the control of Dundee City Council so the timetable will be subject to change. Alterations to the timetable will be communicated through future editions of the Development Plan Scheme which will be published annually and on our website at [www.dundee.gov.uk/localdevplan2](http://www.dundee.gov.uk/localdevplan2).

In accordance with Scottish Government guidance, the periods in the timetable refer to financial year quarters (Q) which translate as:

Q1: April - June

Q2: July – September

Q3: October – December

Q4: January – March

The term 2025/2026 Q1 would therefore refer to the period of April to June 2025.

Plan Preparation Stage	Expected Date/Period of Activity
Development Plan Scheme	Annually
Evidence Gathering Stages	
Evidence Gathering	Ongoing to 2025/2026 Q2
Preparation of Local Place Plans	Ongoing to 2025/2026 Q1
Publication of Evidence Report and Strategic Environmental Assessment (SEA) Scoping Report	2025/2026 Q3
Gate Check Examination	2025/2026 Q3 to 2025/2026 Q4
Call For Ideas/Sites	2025/2026 end Q3 to 2025/2026 Q4
Proposed Plan Preparation Stages	
Preparation of Proposed Plan and Delivery Programme	2025/2026 Q4 to 2026/2027 Q4
Neighbour notification of Proposed Plan Development Sites	2026/2027 Q4
Publication of Proposed Plan and SEA Report	2026/2027 Q4
Publish Fairer Scotland Duty Assessment, Public Sector Equality Duty Assessment, Habitats Regulations Appraisal	2026/2027 Q4
Consultation and Examination Proposed Plan Preparation Stages	
Consultation on Proposed Plan, Delivery Programme and SEA Report	2026/2027 Q4 to 2027/28 Q1
Consider representations received, make any amendments and publish final Proposed Plan	2027/2028 Q1/Q2

Examination of Proposed Plan. Consider Examination recommendations. Publish any changes. Resend modified Proposed Plan to Scottish Ministers	2027/2028 Q2/Q3
Adoption and Publication Stage	
Adoption of Local Development Plan	2027/2028 Q4
Adopt and publish Delivery Programme	2027/2028 Q4

The timetable above sets out the schedule for each phase of the plan-making process. Since the publication of the Development Plan Scheme 2024, a key update has been the extension of the timeline for preparing the Evidence Report. Originally scheduled for publication by March 2025, the Evidence Report is now expected in Q3 2025 (October–December 2025).

This revised timeline reflects the scale of engagement undertaken, including consultations on policy themed Topic Papers and surveys such as the Place Standard Survey and Play Sufficiency Survey, which generated a significant volume of responses. The time required to analyse and incorporate this feedback has exceeded initial expectations.

In addition, further time has been allocated to review recent decisions by the Directorate for Planning and Environmental Appeals (DPEA) on other Planning Authorities' Evidence Reports, ensuring that relevant points are addressed prior to submission.

While the preparation period for the Evidence Report has been extended, the subsequent stages of plan production have been streamlined. The target adoption date for the new Local Development Plan remains unchanged, with adoption anticipated in Q4 2028 (January–March 2028).

An explanation of the various documents is provided below (in alphabetical order):

- Delivery Programme

A statement on how Dundee City Council proposes to implement the Local Development Plan. It is focussed on the steps and timelines for implementing the policies and proposals set out in the Local Development Plan. It details the actions required, responsible parties and timescales for delivery. The programme ensures the outcomes of the Plan will be implemented.

- Development Plan Scheme

This statement, reviewed annually, sets out the timetable for the preparation of the Local Development Plan and the consultation intentions which support that process.

- Evidence Report

A Local Development Plan (LDP) Evidence Report is a crucial initial stage in the preparation of a Local Development Plan. It provides a comprehensive evidence base that informs the development of the Plan. The report includes data and analysis on various aspects such as housing needs, infrastructure, environmental considerations, and stakeholder engagement. The purpose is to ensure that the LDP is well-informed and has a sufficient evidence base to progress to next stage of preparation of the Plan.

- Fairer Scotland Duty Assessment

This process assesses the Local Development Plan and how it pays due regard to reducing inequalities caused by socio-economic disadvantage during the preparation of plan policies and

actions. It is a form of audit of the detail of planning policies and helps identify any unintended consequences of strategic decisions on the population of Dundee.

- Habitats Regulation Appraisal

Dundee City Council is required by law to consider whether a plan or project could have a likely significant effect on a designated European site, and if so carry out an appropriate assessment.

- Local Place Plans

These are community-led plans which set out a community's aspirations for the future development of an area and are considered when the Local Development Plan is being prepared. Dundee already benefits from [Locality Community Plans](#) for all areas of the city which will also be taken into account.

- Public Sector Equality Duty Assessment

This assesses the Local Development Plan and how it pays due regard to reducing and eliminating wherever possible inequalities and discrimination against people with protected characteristics during the preparation of plan policies and actions. It is a form of audit of the detail of planning policies as they are prepared and helps identify any unintended consequences of such decisions on the population of Dundee.

- Proposed Local Development Plan

The Proposed Plan in the context of a Local Development Plan (LDP) is a draft version of the plan that outlines the vision, policies, and proposals for the development and use of land in a specific area. It is prepared after the initial evidence gathering and consultation stages. The Proposed Plan sets out detailed policies and site-specific proposals. It is subject to public consultation and thereafter the Proposed Plan will be amended as necessary to take account of representations received during consultation then submitted to the Scottish Government for Examination.

- Strategic Environmental Assessment/Environment Report

The findings of a Strategic Environmental Assessment are published in the Environment Report. The assessment will review the content of the Local Development Plan for impacts on the environment. This is a continuous part of the plan preparation process. The Environment Report is published at the same time as the final Proposed Plan.

## KEY UPDATES SINCE DEVELOPMENT PLAN SCHEME 2024

### Evidence Report - Topic Paper Consultation

The Council are in the 'Evidence Gathering' stage of preparing a robust Evidence Report as part of the review of the Local Development Plan (LDP), and are undertaking a continuous programme of works to progress towards the adoption of a new-style LDP.

The Evidence Report will be informed by consultation on a collection of topic papers which cover a range of planning themes set by the Scottish Government within National Planning Framework 4. During 2024/25 the Council carried out a phased approach to topic paper consultation and published and engaged on the following 10 topic papers covering the following themes:

- Biodiversity, Natural Places, Trees, and Soils;
- Town Centre First and Economy;
- Health & Safety;

- Sustainable Transport;
- Design, quality and place;
- Climate change, mitigation and adaptation, environmental responsibility;
- Business and Industry, Brownfield, Vacant and Derelict Land, and Buildings;
- Water Environment, Open Space, Play and Sport;
- Quality Homes and Site Assessment Methodology;
- Infrastructure First and Local Living

#### Key Agency Group – Collaborative Local Development Plan Pilot

Dundee City Council were chosen to receive this support from the Key Agencies Group. A total of 6 Local Authorities across Scotland are part of this new style of collective support.

A series of workshops have taken place with a range of internal and external stakeholders to provide support to the council planning team. These workshops commenced establishing a place-based collaborative approach with the rest of the Council services and the Key Agency Group as part of their evidence gathering process for their Local Development Plan. The workshops provided opportunity for the Council services, key agencies and representatives from community groups to get together and discuss strategic and local matters affecting Dundee. It is anticipated this type of support will lay the foundations for potential ongoing collective work on spatial strategies, place briefs and masterplans at the Proposed Plan stage.

#### Place Standard Survey

An interactive Place Standard Survey was carried out for a period of consultation to allow for feedback on the quality of neighbourhoods in Dundee using the Place Standard Tool. The survey results will contribute to the evidence base for the next LDP and will help identify the key issues in the area and implications for the spatial strategy within the LDP.

#### Play Sufficiency Assessment

The Council are assessing the quality and sufficiency of spaces where children and young people play. An interactive online survey was created to collect data on the frequency of use, identify popular locations, and address any safety or accessibility concerns. Children, young people, parents/carers and people who work with them have completed the survey and provided insights into the outdoor spaces they frequent, reasons for their choices, and activities they do while there. This data will contribute to the evidence base for the forthcoming LDP and identify key issues related to play and recreation.

The Communities Team are supporting evidence gathering activities for preparation of the Evidence Report. This involves engaging with a range of community groups and awareness raising on the consultations as well as supporting members of these groups to complete the consultation surveys. This support ensures that there is a range of responses and offers support to particular groups who may not have ready access to the internet to complete mapped based online surveys.

#### Local Place Plan

Over the last 18 months the Planning Team have worked collaboratively with the Communities Team to determine the type of support and guidance that would be provided to communities in developing Local Place Plans. The Council invited communities to undertake a Local Place Plan and have

supported a community group to prepare a Local Place Plan in accordance with the legislative requirements. The Stobswell Local Place Plan was registered on the 1 May 2025 and can be viewed at the Local Place Plans [webpage](#)

## **PARTICIPATION STATEMENT**

The Council is committed to encouraging wide ranging stakeholder and public involvement in the preparation of the Dundee Local Development Plan.

By inviting involvement at all stages of the Plan's preparation, the Council seeks to enable those with an interest in the area eg members of the public, businesses, key organisations, and community groups, to contribute their views before decisions are taken. This applies equally to those who support elements of the Plan as to those who wish to make representations to seek changes. In doing so the Council will seek to ensure that:

- arrangements for participation are as open, transparent and practical as possible taking cognisance of the resources available to Dundee City Council;
- information is provided fully and as early as possible; and
- communication is provided through appropriate and widely accessible means, in particular noting the use of the council's website as the primary repository for documentation and information, but also through face to face meetings and printed media when appropriate.

The participation process will seek to involve a wide range of parties including:

- Public Sector Groups (including key government departments and agencies);
- Private Sector groups (including infrastructure providers, business, retail and housing development interests);
- established Community Groups (including Community Councils and other special interest groups);
- voluntary and environmental organisations;
- Local Community Planning Partnerships (LCPP); and
- all members of the community, including minority groups, younger citizens, disabled people, gypsies and travellers.

It must be noted that the Development Plan also utilises inputs from other documents such as the National Planning Framework, Community Plans, Local Place Plans, Play Sufficiency Assessments etc, which have their own separate consultation arrangements.

Special arrangements will be put in place for the bodies designated as Key Agencies by the Scottish Government:

- Historic Environment Scotland;
- Nature Scot;
- Scottish Environmental Protection Agency;
- Scottish Water;
- Scottish Enterprise;



- Tactran Regional Transport Partnership;
- NHS Tayside;
- Transport Scotland;
- Marine Scotland;
- Scottish Forestry; and
- Architecture and Design Scotland.

#### E-mail Address

[localdevplan@dundeecity.gov.uk](mailto:localdevplan@dundeecity.gov.uk)

#### Postal Address

Local Development Plan  
Planning Team  
City Development Department  
Dundee City Council  
Dundee House  
50 North Lindsay Street  
Dundee  
DD1 1LS

#### E-mail Mailing List and Keeping Informed:

To assist the Council in ensuring that those who want to be involved in the process are kept up to date on progress there is the opportunity to register e-mail contact details to receive future correspondence by e-mail.

To register details please send an e-mail to [localdevplan@dundeecity.gov.uk](mailto:localdevplan@dundeecity.gov.uk)

Your details will be used for occasional communications related to consultations and other related activities undertaken by Dundee City Council City Development Department. You can unsubscribe at any time.

General information and associated documents will be available through the webpages at [www.dundeecity.gov.uk/localdevplan2](http://www.dundeecity.gov.uk/localdevplan2) . Announcements will also be made via other channels, for example, including social media and statutory public notices in newspapers.

#### Making Representations

Throughout the plan preparation process Dundee City Council encourages everyone to make representations, both in support of the Plan and in raising representations or objections to it. This will be facilitated by e-mail ([localdevplan@dundeecity.gov.uk](mailto:localdevplan@dundeecity.gov.uk)) or via the website: [www.dundeecity.gov.uk/localdevplan2](http://www.dundeecity.gov.uk/localdevplan2) and in letter form.

#### Key Stages in the Process for Making Representations

We would encourage any person that wishes to raise an issue to be considered in the Local Development Plan to do so as early as possible and not necessarily wait until a formal consultation period. The Local Development Plan preparation process is complex, and it may not be possible to take into account late submissions of comments or representations.



The principal formal periods for consultation are:

**Development Plan Scheme** (this document): comments and suggestions are sought on the content of the Participation Statement to ensure effective engagement is undertaken.

**Evidence Report:** targeted consultation will occur to ensure the necessary evidence is being properly considered for inclusion in the report. The targeted consultation for the evidence report has included the publication of topics papers on a set of specific themes to align with the requirements of National Planning Framework 4 and this has been supported through engagement at an early stage with key agencies and stakeholder groups. In addition, place-based information on the quality of neighbourhoods is being gathered utilising surveys such as Place Standard Tool and also through the survey on Play Sufficiency Assessment. General comments are also welcomed during the plan preparation process.

**Local Place Plans:** these are community-led plans setting out proposals for the development and use of land and set out a community's aspirations for its future development. Once completed and then registered, they are to be taken into account in the preparation of the Local Development Plan. Community groups that are eligible to prepare Local Place Plans (eg, Community Councils) were contacted directly by Dundee City Council and invited to prepare a plan. Consultation on those plans will be undertaken by the community groups and dates for that are out with control of Dundee City Council. Local Place Plans will require to be completed by summer 2025 in order to be considered during preparation of the Proposed Local Development Plan.

**Call For Ideas:** a Call for Ideas is a process where stakeholders submit their suggestions, proposals, or innovative concepts regarding the development and use of land within the area. This process aims to gather perspectives and proposals to inform and shape future plans or policies. This could include the need to protect an area of locally important green space; to propose a piece of land for a specific type of development or identify barriers to the positive development of an area in the city.

**Proposed Local Development Plan Consultation:** the Proposed Plan will represent Dundee City Council's position on the development and use of land in the city, based on the evidence gained until the point of publication. All persons will then have the opportunity to formally submit comments and representations either in support, or to seek a change from that position. In addition, any person who is an owner, lessee or occupier of land neighbouring a proposal site will receive direct notification.

Format of consultations and engagement:

- the Local Development Plan Review Webpage: [www.dundee.gov.uk/localdevplan2](http://www.dundee.gov.uk/localdevplan2) will be used throughout the plan preparation process as the primary location for hosting consultation documents and providing information;
- representations, comments, objections will only be accepted as formal submissions if submitted in writing with e-mail being the preferred means of communication;
- we will seek to provide accessible documents for all consultations but persons requiring alternative formats are urged to contact us to discuss their specific requirements so they can be accommodated as the plan preparation proceeds; and
- all submissions to the plan will be fully considered and mediation between contributing parties may be considered as a method of addressing competing or potentially contentious issues which cannot be resolved.

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**ITEM No ...9.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 9 JUNE 2025

**REPORT ON:** DUNDEE CITY EVENTS

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 173-2025

## **1 PURPOSE OF REPORT**

- 1.1 This report seeks approval of the proposal for the Council to deliver two signature events in Dundee as part of the Christmas and St Andrew's Day celebrations. In addition, it seeks approval of a sourcing strategy for a concession contract that will allow additional activities aimed at families in the city centre over the four weeks leading up to Christmas.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- a approves the proposal for Council delivered events in 2025 focusing on Christmas and St Andrew's Day;
  - b approves the sourcing strategy offering a concession contract opportunity for festive City Square activities;
  - c delegates authority to the Executive Director of City Development to award the concession contract to the successful bidder following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations 2015; and
  - d notes that due to resources being focused on Christmas and St Andrew's Day, the Dundee Food Festival will not take place in 2025.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The delivery of the Christmas and St Andrew's Day events will be funded by a combination of £145,000 from the City Development Revenue budget for events, and £60,000 from the Budget Investment Proposals approved at the meeting of the City Governance Committee on 27 February 2025 aimed at events that will positively contribute to Dundee's economic growth through increasing footfall and visitors to the city.

## **4 BACKGROUND**

- 4.1 Christmas, and the festive season more widely, are an important time for families and businesses in the city. For the community and families, it is a time to come together and celebrate. For many businesses, it provides much needed income which can financially help towards buffering quieter periods during the year.
- 4.2 To assist in city centre footfall over this period Dundee has in recent years offered activities over the four weeks leading up to Christmas. These activities have encouraged people to come into the city centre; helped to create a festive feel; and supported retail and tourism/ hospitality opportunities.

- 4.3 The Dundee Hooley is now a well-established event in the Winter calendar growing in popularity and size since 2022. The most recent evaluation of the event confirms this. It is therefore proposed to continue to celebrate St Andrew's day with the Dundee Hooley.
- 4.4 In recent years, rather than a one-off switch on event at the start of the festive Christmas season, a programme of activities has been developed to extend footfall over this period. Feedback from the public, however, suggests the Christmas switch-on event of lights on a large tree in the City Square is viewed as a valued event in the calendar. It is proposed to reintroduce this event as the city's signature Christmas event. This will be a full day festive event with activities and entertainment throughout the day, culminating with the lights switch on countdown in the early evening. These events will be funded by the City Development events budget along with the £60,000 from the Budget Investment Proposal.
- 4.5 Separate to these events, it is proposed to offer the opportunity to other parties to use City Square throughout December for activities. No financial support will be offered by the Council to support this element.
- 4.6 Subject to approval, the tender will be published on 12 June with a return date of 15 July. Interested parties will be notified of outcome by the end of July 2025.
- 4.7 The opportunity will be made available through a concession contract to be published on Public Contracts Scotland (PCS) for the provision of activities in the weeks leading up to Christmas.
- 4.8 The activities should be affordable to Dundee families and include a community focus to encourage the wider Dundee public to visit the city centre, alongside visitors.
- 4.9 A brief for this time specific specialist outdoor event will outline the types of activities bidders might consider providing, which will be developed as part of the sourcing strategy.
- 4.10 The activities shall include (but are not limited to) festive children's events, interactive activities, entertainment, rides and market stalls.
- 4.11 The first Dundee Food Festival took place in 2024 with a total budget of £57,000. Around 17,000 people attended, and 60 businesses participated over the course of the weekend. The evaluation was generally positive. However, due to the proposal to focus the available events budget on the Christmas period, the Food Festival will not be delivered in 2025. Officers will explore whether a sustainable model of delivery of the event in future can be found and if so, report this to Committee.

## 5 SOURCING STRATEGY SUMMARY

- 5.1 The procurement process will be carried out in compliance with the Public Contracts (Scotland) Regulations 2015. The Procurement Team can signpost organisations to the Supplier Development Programme who can provide training, information and support if needed.

## 6 RISK ANALYSIS

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

Description of Risk	Actions to be taken to manage Risk
<b>Commercial Risk</b>	The concession opportunity will be published on Public Contracts Scotland (PCS) which will provide full details of the opportunity and expectations for events

Description of Risk	Actions to be taken to manage Risk
	management to ensure the safe delivery of the community events.
<b>Technical Risk</b>	Bidder experience, capability and capacity is assessed as part of the Tender Evaluation.  Bidders will require to hold minimum levels of employer's and public liability insurance cover.
<b>Performance Risk</b>	Bidders will be expected to fulfil the full range of health and safety actions to ensure safe delivery of the events as well as a providing an enjoyable consumer experience.
<b>Contractual Risk</b>	Conditions of occupation and use will form part of the Contract Conditions. DCC will promote effective supplier performance.
<b>Legal Risk</b> – where a procurement is found unsound in law, through the public procurement rules	The concession contract opportunity will be advertised on Public Contracts Scotland (PCS). The Procurement Process will be carried out in compliance with the Public Contracts (Scotland) Regulations 2015.

## 7 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## 8 CONSULTATIONS

- 8.1 The Council Leadership Team were consulted in the preparation of this report.

## 9 BACKGROUND PAPERS

- 9.1 Dundee Hooley Evaluation Report 2024  
9.2 Dundee Food Festival Evaluation Report 2024

Gregor Hamilton  
Head of Planning and Economic Development

Author: Jennifer Caswell

Robin Presswood  
Executive Director of City Development

Dundee City Council  
Dundee House  
Dundee

RP/GH/JC/HG

29 May 2025

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**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE  
COMMITTEE - 9TH JUNE, 2025

**REPORT ON:** SUSTAINABLE TRANSPORT CORRIDORS

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 174-2025

**1 PURPOSE OF REPORT**

- 1.1 This report details tenders received and seeks approval on acceptance thereof.

**2 RECOMMENDATION**

- 2.1 It is recommended that Committee approve the acceptance of the tender submitted by the undernoted consultant as set out in the report, with the total amount, including allowances detailed in Appendix 1.

**3 SUMMARY OF PROJECTS TENDERED**

- 3.1 Tenders have been received by the Design and Property Division in relation to the project detailed below.

Engineers Projects - Reference and Description	Consultant
R4207 Lochee Road and Arbroath Road – Sustainable Transport Corridors	SWECO UK Limited

**4 FINANCIAL IMPLICATIONS**

- 4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.
- 4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

**5 BACKGROUND PAPERS**

- 5.1 None

**6 POLICY IMPLICATIONS**

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

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## 7 CONSULTATIONS

7.1 The Council Leadership Team were consulted in the preparation of this report.

Neil Martin  
Head of Design and Property

Robin Presswood  
Executive Director of City Development

EW/JM/KM

25 February 2025

Dundee City Council  
Dundee House  
Dundee



In view of the timescales involved this report was approved by the Executive Director of City Development in consultation with the Convener of the Fair Work, Economic Growth and Infrastructure Committee, Labour Group Spokesperson, Liberal Democrat Group Spokesperson and the Scottish Conservative and Unionist Party Member.



Executive Director of City Development

4/3/25

Date



Convener of Fair Work, Economic Growth and Infrastructure Committee

4/3/25

Date

*Pete Shears*

Labour Group Spokesperson

5th March, 2025

Date

*Fraser Macpherson*

Liberal Democrat Group Spokesperson

6th March, 2025

Date

*Derek Scott*

Scottish Conservative and Unionist Party Member

7th March, 2025

Date

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## APPENDIX 1

PROJECT	Lochee Road and Arbroath Road – Sustainable Transport Corridors																								
PROJECT NUMBER	R4207																								
PROJECT INFORMATION	<p>This contract will assist the council in creating a detailed design for a sustainable transport corridor along the Lochee and Arbroath Road arterial routes. The design will incorporate both Active Travel and Bus Priority measures. The project encompasses various activities, including surveys, traffic modelling, design, consultation, and engagement work.</p> <p>The Scotland Excel Framework contract will expire on 17 March 2025. This report seeks approval to award the works to SWECO before the expiry date to minimise delays and potential cost increases associated with retendering.</p> <p>Transport Scotland has confirmed that a grant funding award letter will be issued by 4<sup>th</sup> March 2025, for the development of the technical design in the 2025/26 financial year.</p>																								
ESTIMATED START AND COMPLETION DATES	<p>Design Stages 0-3 (Technical Design) - April 2025 to March 2026</p> <p>Design Stage 4 (Detailed Design) – April 2026 to March 2027</p>																								
TOTAL COST	Contract		£576,075.92																						
	TACTRAN		£88,000.00																						
	Non-contract allowances		£220,000.00																						
	Fees		£90,000.00																						
	Total		<u>£ 974,075.92</u>																						
FUNDING SOURCE	<p>Project design costs of £974,075.92 are to be fully funded by Transport Scotland. Transport Scotland funding model only covers single financial year awards. Since this is a multi-year project, DCC require to submit a second funding request to Transport Scotland in February 2026 for the 2026/27 financial year spend.</p> <p>The contract includes an exit point at the end of the Stage 0-3 technical design stage. Should further grant funding for the 2026/27 Stage 4 detailed design stage not be secured, work under this commission will be paused at the close of the 2025/26 financial year.</p>																								
BUDGET PROVISION & PHASING	2025/2026		Technical Design: £745,000.00																						
	2026/2027		Detailed Design: £229,075.92																						
ADDITIONAL FUNDING	None.																								
REVENUE IMPLICATIONS	None.																								
POLICY IMPLICATIONS	There are no major issues.																								
TENDERS	<p>Mini competition via Scotland Excel Engineering and Technical Consultancy Framework (0820) – Lot 2 Transportation and Traffic</p> <table><tr><th>Consultant</th><th>Submitted Tender</th><th>Corrected Tender</th><th>Quality Ranking</th><th>Cost/Quality Ranking</th></tr><tr><td>Sweco UK</td><td>£576,065.90</td><td>£576,075.92</td><td>3</td><td>1</td></tr><tr><td>Jacobs UK</td><td>£763,993.69</td><td>N/A</td><td>1</td><td>2</td></tr><tr><td>Systra</td><td>£799,507.00</td><td>N/A</td><td>2</td><td>3</td></tr></table>					Consultant	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking	Sweco UK	£576,065.90	£576,075.92	3	1	Jacobs UK	£763,993.69	N/A	1	2	Systra	£799,507.00	N/A	2	3
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Systra	£799,507.00	N/A	2	3																					
RECOMMENDATION	To accept the tender with the highest score for cost and quality from SWECO UK Ltd																								
SUB-CONTRACTORS	None																								
BACKGROUND PAPERS	Report 215-2024 – Engineering Consultancy – Procurement Sourcing Strategy																								

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