

City Chambers
DUNDEE
DD1 3BY

18th October, 2013

Dear Sir or Madam

You are requested to attend a MEETING of the **POLICY AND RESOURCES COMMITTEE** to be held in the City Chambers, City Square, Dundee on Monday, 11th November, 2013 following the meetings of the City Council, Environment and Housing Committees called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

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 DUNDEE COMMUNITY REGENERATION FUND 2013/2014

(Report No 464-2013 enclosed).

3 REVENUE MONITORING

(Report No 466-2013 enclosed).

4 CAPITAL MONITORING

(Report No 460-2013 enclosed).

5 RELIEF OF RATES - CHARITY RELIEF

(Report No 455-2013 enclosed).

6 NEW CHAIR ADULT SUPPORT AND PROTECTION COMMITTEE (AN124-2013)

The Committee is asked to note that the current Chairperson of the Adult Support and Protection Committee, Professor James Hogg has concluded his term of office and that the Chief Executive has made arrangements to recruit a new Chair. The purpose of this note is to advise the Committee that Mr Colin McCashey has been recommended to take up the position of Chairperson of the Adult Support and Protection Committee for a period of two years from November, 2013. Members of the Committee are advised that a representative group of service users and carers were involved in the appointment process and that there was multi-disciplinary involvement on the selection panel.

7 NATIONAL RESILIENCE ARRANGEMENTS

(Report No 472-2013 enclosed).

8 CHANGING FOR THE FUTURE PROGRAMME - MONITORING REPORT

(Report No 475-2013 enclosed).

9 CHANGING FOR THE FUTURE PROGRAMME PHASE 3

(Report No 474-2013 enclosed).

10 VOLUNTARY EARLY RETIREMENT/VOLUNTARY REDUNDANCY SCHEME

(Report No 473-2013 enclosed).

11 SUPPLY OF IT EQUIPMENT

(Report No 447-2013 enclosed).

12 COUNTER FRAUD REPORT

(Report No 458-2013 enclosed).

13 COLLECTION DEVELOPMENT POLICY

(Report No 462-2013 enclosed).

14 SCHEME OF DELEGATION

(Report No 405-2013 enclosed).

REPORT TO: POLICY AND RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: DUNDEE COMMUNITY REGENERATION FUND 2013/14

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 464-2013

1. PURPOSE OF REPORT

1.1 This report confirms the Community Regeneration Fund allocations for 2013/14 and makes recommendations for grants in 2013/14.

2. RECOMMENDATIONS

2.1 It is recommended that committee approves the allocations to the Community Regeneration Forum for 2013/14 and funding proposals contained in section 5 of this report.

3. FINANCIAL IMPLICATIONS

3.1 This report recommends the allocation of £125,000 to each of the city's Community Regeneration Forums for the year 2013/14. The total budgets available, including approved carry forwards, are set out in para 5.1

3.2 Grants of £20,400 are recommended from the allocations for 2013/14.

4. BACKGROUND

4.1 Policy and Resources Committee, 7 December 2009 approved Report No 591-2009 (Article No IV refers) which made funding available to Community Regeneration Forums to support local regeneration activity.

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

4.3 The rationale for the allocation of funding to Community Regeneration Forums was approved by Policy and Resources Committee, 22 February 2010, Report No 84-2010, (Article No III refers). Allocations of £125,000 per annum were made to wards which contained datazones identified as within the most disadvantaged 15% in Scotland as defined by the Scottish Index of Multiple Deprivation 2008. These were Coldside, East End, Lochee, Maryfield, North East and Strathmartine. The recent Scottish Index of Multiple Deprivation 2012 confirms that these six wards contain the datazones in Dundee which are the most disadvantaged 15% in Scotland. The West End and The Ferry wards have no datazones in this category.

4.4 The process by which Dundee City Council allocates funding to local projects through community regeneration forums was agreed by Policy and Resources Committee, 20 December 2004, Report No 743-2004 (Article No II refers). The same procedures apply to the Dundee Community Regeneration Fund.

- 4.5 Community Regeneration Forums will be invited to allocate funding of up to £25,000 on small grants, and no less than £100,000 on diversionary and preventative youth work or physical improvements.

5. FUNDING ALLOCATIONS AND PROPOSALS

- 5.1 The budget for each community regeneration forum is summarised below, together with allocations proposed in this report. These include agreed carry forwards from 2012/13.

Local Forum	Total Allocation	Previously Allocated	Current Proposals	Still Available
Coldside	£125,000	£40,879	£10,438	£73,683
East End	£125,111	£103,860	£0	£21,251
Lochee	£125,000	£73,107	£0	£51,893
Maryfield	£125,000	£81,068	£8,600	£35,332
North East	£125,000	£85,811	£862	£38,327
Strathmartine	£125,011	£91,996	£500	£32,515
Total	£750,122	£476,721	£20,400	£253,001

- 5.2 The proposals contained in Appendix A recommend the allocation from local budgets of £20,400.

6. POLICY IMPLICATIONS

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

The Equality Impact Assessment carried out for Report No 507-2010 in September 2010 fully addresses the proposals in this report.

- 6.2 The resources made available through the Dundee Community Regeneration Fund are targeted on those areas which fall within the most disadvantaged 15% of data zones in the 2012 Scottish Index of Multiple Deprivation. This funding is intended to tackle a range of inequalities. The targeting of additional resources into areas of deprivation to tackle inequalities are at the heart of the Scottish Government's public service reform agenda. A commitment to 'close the gap' in outcomes is expected of all community planning partnerships in Scotland.

7. CONSULTATIONS

- 7.1 The Director of Corporate Services and the Head of Democratic and Legal Services have been consulted in the preparation of this report.
- 7.2 Partner agencies, community representatives and voluntary sector representatives have also been consulted and involved in the assessment of applications and the formation of recommendations contained in this report.

8. BACKGROUND PAPERS

None.

David K Dorward
Chief Executive

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04/11/2013

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
C1310	Caldrum St. Sheltered Housing Social Group Arts & Crafts	Coldside	To provide tutors and materials for an 18 week programme of Arts & Crafts to be delivered in the Sheltered Housing Lounge, for up to 50 residents.	£740	£740	£740
C1311	B2G Experience Ltd Survive	Coldside	To fund the provision of a 12 week programme of outdoor activities and residential weekend for 30 5-12 year old children attending Hilltown Out of School Care Club.	£1750	£1500	£1500
C1312	Trinity Mother & Toddlers Group Christmas Outing, Toys & Art Materials	Coldside	To fund a Christmas outing, purchase replacement development toys and art materials for the group of 13 adults & 19 children.	£302	£302	£302
CP1303	Hearing Voices Network Building Shutter Replacement	Coldside	To fund supply & installation of roller security shutters that are in keeping with the other shop fronts in the area. These new shutters would make the premises more secure, & welcoming for 25 service users.	£22896	£7896	£7896
MP1305	Old Craigie Road Allotments	Maryfield	To fund the replacement of broken fencing between the allotments and football park with high netted fencing, making it safer for 80 plot holders.	£25,000	£3,500	£3,500
MY1310	Morgan Academy	Maryfield	To fund incentives for pupils in S1 and S2 that achieve Level 5 in a behaviour award programme.	£2,240	£1,760	£1,760
MY1311	B2G Experience Ltd	Maryfield	To fund the provision of a 12 week programme of activities and residential weekend for 30 5-12 year old children attending Clepie Kids Out of School Care Club	£1,750	£1,500	£1,500

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
MY1312	Dundee Chinese School	Maryfield	To fund the provision of a pilot, offering free taster sessions in Chinese language and culture activities in 2 Maryfield Primary Schools for 40 – 220 children.	£3,808	£1,840	£1,840
NE1318	MOM Pavilion	North East	Christmas Family Event for up to 250 local people and Seniors event for 15 local seniors with food and entertainment.	£842	£842	£342
NE1319	Link UP Whitfield SAMH	North East	To fund the purchase of cooking equipment & utensils for the 'Whits for Eating' Lunch Club, which provides an affordable lunch & fresh fruit & vegetable stall and advice and recipes for healthy cooking, which is attended by 40- 50 local people fortnightly.	£3210	£520	£520
S1325	Kirkton Community Centre Local Management Group	Strathmartine	To provide food and entertainment for 100 adults at a one off event. This will be held at the Community Centre at Christmas time.	£500	£500	£500

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: REVENUE MONITORING 2013/2014

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 466-2013

1 PURPOSE OF REPORT

- 1.1 To provide Elected Members with an analysis of the 2013/2014 Projected Revenue Outturn as at 30 September 2013 monitored against the adjusted 2013/2014 Revenue Budget.

2 RECOMMENDATIONS

- 2.1 It is recommended that Elected Members:
- a note that the overall General Fund 2013/2014 Projected Revenue Outturn as at 30 September 2013 is projecting a breakeven position against the adjusted 2013/2014 Revenue Budget.
 - b note that the Housing Revenue Account as at 30 September 2013 is projecting a breakeven position against the adjusted HRA 2013/2014 Revenue Budget
 - c agree that the Director of Corporate Services will take every reasonable action to ensure that the 2013/2014 Revenue expenditure is below or in line with the adjusted Revenue Budget.
 - d instruct the Director of Corporate Services in conjunction with all Chief Officers of the Council to continue to monitor the Council's 2013/2014 Projected Revenue Outturn.

3 FINANCIAL IMPLICATIONS (see Appendix A)

- 3.1 The overall projected 2013/2014 General Fund Revenue outturn position for the City Council is projecting a breakeven position based on the financial information available at 30 September 2013. A system of perpetual detailed monitoring will continue to take place up to 31 March 2014 with the objective of the Council achieving a final outturn which is below or in line with the adjusted 2013/2014 Revenue Budget.
- 3.2 The Housing Revenue Account outturn position for 2013/2014 is currently projecting a breakeven position based on the financial information available for the period to 30 September 2013. A system of perpetual detailed monitoring will continue to take place up to 31 March 2014 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2013/2014 HRA Revenue Budget.

4 BACKGROUND

- 4.1 Following approval of the Council's 2013/2014 Revenue Budget by the Special Policy and Resources Committee on 14 February 2013 this report is now submitted in order to monitor the 2013/2014 Projected Revenue Outturn position as at 30 September 2013, against the adjusted 2013/2014 Revenue Budget.
- 4.2 This report provides a detailed breakdown of departmental revenue monitoring information along with explanations of material variances against adjusted budgets. Where departments are projecting a significant under or overspend against adjusted budget, additional details have been provided. Where departmental expenditure is on target and no material variances are anticipated, additional information has not been provided.

5 RISK ASSESSMENT

5.1 In preparing the Council's 2013/2014 Revenue Budget, the Director of Corporate Services considered the key strategic, operational and financial risks faced by the Council over this period (please refer to report 77-2013, approved by Special Policy & Resources Committee on 14 February 2013, for further details). In order to alleviate the impact these risks may have should they occur, a number of general risk mitigation factors are utilised by the Council. These include the:

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

5.2 The key risks in 2013/2014 have now been assessed both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. These risks have been ranked as either zero, low, medium or high. Details of this risk assessment, together with other relevant information including any proposed actions taken by the Council to mitigate these risks, are included in Appendix D to this report.

6 GENERAL FUND SERVICES - MONITORING POSITION AS AT 30 SEPTEMBER 2013

6.1 The forecast position as at 30 September 2013 for General Fund services is summarised below:

	<u>Adjusted Budget 2013/14 £000</u>	<u>Forecast 2013/14 £000</u>	<u>Variance £000</u>
Total Expenditure	333,992	333,992	-
Total Income	<u>(333,992)</u>	<u>(333,992)</u>	-
Forecast Position	-	-	-

The forecast position as at 30 September 2013 is shown in more detail in the appendices to this report, as follows:

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

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

Appendix C lists the budget adjustments that have been undertaken to date. These adjustments include funding transfers and the transfer of budgets between budget headings within the Revenue Budget, allocations from Contingencies and also unspent budgets that have been carried forward from the previous financial year. The main budget adjustments that have been made so far, relate to the carry forward of various unspent budgets from last year (£2.219m) and new monies allocated from the Scottish Government for the Council Tax Reduction Scheme (£9.469m). For further details please refer to Appendix C.

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

- 6.2 The following paragraphs summarise the main areas of variance by department along with appropriate explanations. It should be emphasised that this report identifies projections based on the first six months of the financial year to 30 September 2013. The figures are therefore indicative at this stage and are used by the Chief Executive, Director of Corporate Services and Chief Officers to identify variances against budget and enable corrective action to be taken as appropriate.

Departmental Commentary

- 6.3 Whilst a number of departments below are projecting a breakeven position as at 30 September 2013, a number of cost pressures are emerging relating to various services. These overspends are anticipated to be offset by various underspends and additional income streams although these departments will continue to monitor this position closely.

6.4 City Development (£200,000 overspend)

The department are projecting a significant shortfall in external rental income due to the number of commercial properties that are currently vacant. In addition, income from car parking charges is expected to be less than budgeted level reflecting the current usage of off street car parking facilities. These adverse variances are partly offset by projected savings in third party payments mainly due to changes to contracts for registered bus services and savings in staff costs due to the current level of slippage within the department.

6.5 Education (£nil)

The department are projecting overspends in cleaning and catering contracts due to the impact of the implementation of the living wage. Other property costs including non-domestic rates are also expected to be greater than budgeted although these adverse variances will be offset by additional non-recurring income.

6.6 Social Work (£nil)

Within Children's Services, payments for family placements have risen due to the increased number of children requiring to be looked after and accommodated by the service. In addition, third party payments have increased reflecting the current demand for respite care for Older People. These variances are expected to be offset by various additional income streams projected to be received by the department.

6.7 Environment (£nil)

The department are projecting a shortfall in the level of chargeable income received from trade refuse and refuse collection activities due to a reduction in the level of demand for these services. This variance will be offset by anticipated underspends on landfill and ash contracts during the temporary closure of the DERL facility. The department are also projecting additional transport costs following the recent review of recycling centre operations although these will be offset by funding from the Council's General Contingency.

6.8 Capital Financing Costs (£200,000 underspend)

The above reflects a projected saving due to lower than anticipated interest rates together with a reduction in required level of borrowing due to slippage on expenditure in the 2013/14 capital programme.

7 HOUSING REVENUE ACCOUNT - MONITORING POSITION AT 30 SEPTEMBER 2013

7.1 The forecast position as at 30 September 2013 for the HRA is summarised below:

	<u>Adjusted</u> <u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Forecast</u> <u>2013/14</u> <u>£000</u>	<u>Variance</u> <u>£000</u>
Total Expenditure	54,250	54,020	(230)
Total Income	<u>(54,250)</u>	<u>(54,020)</u>	<u>230</u>
Forecast Position	— -	— -	— -

7.2 Expenditure on relets and repairs is projected to be greater than budgeted due to increased level of work being carried out. In addition, a shortfall in rental income is anticipated due to a slight increase in void properties together with an increase in bad debt provision reflecting the increase in arrears caused by the non-payment of under occupancy rule charges. These adverse variances are projected to be offset by lower than anticipated capital financing costs (please refer to Appendix B for further details).

7.3 The overall impact is a breakeven position against the adjusted HRA 2013/2014 Revenue Budget. A system of perpetual detailed monitoring will continue to take place up to 31 March 2014 with the objective of the HRA achieving a final outturn which is below or in line with the adjusted 2013/2014 HRA Revenue Budget.

8 POLICY IMPLICATIONS

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

There are no major issues.

9 CONSULTATIONS

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

10 BACKGROUND PAPERS

None.

MARJORY M STEWART
DIRECTOR OF CORPORATE SERVICES

01 NOVEMBER 2013

DUNDEE CITY COUNCIL
2013/2014 REVENUE OUTTURN MONITORING
PERIOD 1 APRIL 2013 - 30 SEPTEMBER 2013

Appendix A

Statement analysing 2013/2014 Projected Revenue Outturn to Budget (Capital Charges, Central Support, Central Buildings & Corporate Property Recharges have been excluded from Departments as these costs are outwith their control).

	Approved Budget £000	Budget Adjustments 01 April to 31 Aug £000	Budget Adjustments 01 Sep to 30 Sep £000	Total Budget Adjustments (see Appx C) £000	Adjusted Budget £000	Forecast £000	Worse Than Budget £000	Better Than Budget £000	Net Variance (see Appx B) £000	Notes	Previous Months Projected Variance £000	Movement since Previous Month £000
General Fund Departments												
City Development	22,367	421	50	471	22,838	23,038	200		200	1		200
Education	117,567	1,355	(88)	1,267	118,834	118,834				2		
Social Work	93,085	407		407	93,492	93,492				3		
Environment	18,903	(155)	100	(55)	18,848	18,848				4		
Corporate Services	17,015	171	(100)	71	17,086	17,086						
Other Housing	2,933				2,933	2,933						
Supporting People	11,844				11,844	11,844						
Welfare Fund	1,512				1,512	1,512						
Chief Executive	20,997	(13)		(13)	20,984	20,984						
	306,223	2,186	(38)	2,148	308,371	308,571	200	0	200		0	200
Miscellaneous Income	(2,709)		100	100	(2,609)	(2,609)						
Capital Financing Costs / Interest on Revenue Balances	24,987	285		285	25,272	25,072		(200)	(200)	5		(200)
Contingencies:												
- General	628	(80)		(80)	548	548						
- Energy Costs	231		(130)	(130)	101	101						
- Other	1,264	(1,264)		(1,264)	0	0						
- Unallocated Corporate Savings:												
Prudential Borrowing (Electric Vehicles)	(37)				(37)	(37)						
CFTF - Admin / Clerical Review	(400)				(400)	(400)						
VER / VR Schemes	(290)	(125)	88	(37)	(327)	(327)						
CFTF - Procurement	(250)				(250)	(250)						
CFTF - Review of Transportation	(100)				(100)	(100)						
Discretionary NDR Relief	147				147	147						
Supplementary Superannuation Costs	2,323				2,323	2,323						
Tayside Valuation Joint Board	953				953	953						
	332,970	1,002	20	1,022	333,992	333,992	200	(200)	0		0	0
Sources of Income												
General Revenue Funding	(221,185)	(9,469)		(9,469)	(230,654)	(230,654)						
Contribution from NNDR Pool	(53,951)				(53,951)	(53,951)						
Council Tax	(57,834)	10,733		10,733	(47,101)	(47,101)						
Use of Balances -												
Committed Balances c/f		(2,219)		(2,219)	(2,219)	(2,219)						
Renewal & Repair Fund		(47)	(20)	(67)	(67)	(67)						
VER/VR Scheme 3					0	0						
	0	0	0	0	0	0	200	(200)	0		0	0
(Surplus)/Deficit for the year	0	0	0	0	0	0	200	(200)	0		0	0
Housing Revenue Account	0				0	0			0	6	0	

REASONS FOR 2013/2014 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES
(Excludes Capital Charges, Central Support Services & Office Recharges)
AT 30 SEPTEMBER 2013

<u>Department</u>	<u>Note</u>	<u>Total</u> <u>Variance</u> <u>£000</u>	<u>Previous</u> <u>Months</u> <u>Total</u> <u>Variance</u> <u>£000</u>	<u>Cost Centre</u>	<u>Subjective</u> <u>Analysis</u>	<u>Breakdown</u> <u>of Projected</u> <u>Variance</u> <u>£000</u>	<u>Breakdown</u> <u>of Previous</u> <u>Months</u> <u>Projected</u> <u>Variance</u> <u>£000</u>	<u>Reason / Basis of Over/(Under)spend</u>	
<u>City Development</u>	1	200	Nil	Transportation	Staff Costs	(150)	0	Reflects current level of unfilled vacancies.	
					Third Party Payments	(278)	0	Reflects lower than anticipated expenditure following changes to contracts for registered bus and other services.	
					Off Street Car Parks	Income	356	0	Reflects shortfall in level of budgeted income for car parking charges.
					Mainstream	Third Party Payments	(169)	0	Reflects lower than anticipated expenditure to various external organisations.
					Property Valuation	Income	478	0	Reflects projected shortfall in external rental income due to the number of properties that are currently vacant.
<u>Education</u>	2	Nil	Nil	Departmental	Property	270	270	Reflects projected overspend on non-domestic rates across all sectors.	
						236	236	Reflects increased costs for cleaning contracts across all sectors following implementation of living wage.	
					Supplies & Services	164	164	Reflects increased costs for catering contracts across all sectors following implementation of living wage.	
					Income	(270)	(270)	Anticipated refund from non-domestic rates revaluation appeals.	
<u>Social Work</u>	3	Nil	Nil	Departmental	Income	(225)	(220)	Reflects repayment of underspends on externally purchased services from social care providers.	
					Children & Families	Third Party Payments	(361)	0	Reflects the reduction in number of residential and secure care placements currently being made.
						Third Party Payments	147	75	Increase in number of children requiring to be looked after and accommodated by family placement service.
					Older People	Third Party Payments	258	0	Mainly due to increased costs and demand of Older People and Free Personal Care placements.
						Third Party Payments	128	120	Reflects increased demand for respite care for older people.
					Adults	Third Party Payments	53	25	Reflects increased demand for respite care for adults.

REASONS FOR 2013/2014 CONTROLLABLE PROJECTED REVENUE OUTTURN VARIANCES
(Excludes Capital Charges, Central Support Services & Office Recharges)
AT 30 SEPTEMBER 2013

<u>Department</u>	<u>Note</u>	<u>Total</u> <u>Variance</u> <u>£000</u>	<u>Previous</u> <u>Months</u> <u>Total</u> <u>Variance</u> <u>£000</u>	<u>Cost Centre</u>	<u>Subjective</u> <u>Analysis</u>	<u>Breakdown</u> <u>of Projected</u> <u>Variance</u> <u>£000</u>	<u>Breakdown</u> <u>of Previous</u> <u>Months</u> <u>Projected</u> <u>Variance</u> <u>£000</u>	<u>Reason / Basis of Over/(Under)spend</u>
<u>Environment</u>	4	Nil	Nil	Environmental Protection	Supplies & Services	(167)	(167)	Reflects lower than anticipated expenditure on various budget heads including equipment, materials and other supplies and services.
					Third Party Payments	(502)	(446)	Reflects net anticipated underspend on ash landfill contract during temporary closure of DERL facility. This variance is partly offset by increased expenditure on gate fees due to a higher than budgeted inflation uplift in the contract.
					Income	635	590	Mainly reflects shortfall in chargeable income from trade refuse and refuse collection due to a reduction in the level of demand for these services. In addition, income from sales of scrap metals, glass, paper and other recyclable materials is expected to be lower than budgeted level.
<u>Capital Financing Costs</u>	5	(200)	Nil	Corporate	Capital Financing Costs/IORB	(200)	0	Reflects projected saving on capital financing costs due to lower than anticipated interest rates together with slippage on expenditure in 2013/14 capital programme.
<u>Housing Revenue Account</u>	6	Nil	Nil	Repairs & Relets		458	333	Mainly reflects the level of responsive repairs that are currently being required.
				Administration		(219)	(137)	Reflects various savings projected from staff costs, telephones and training.
				Rent of Houses		230	272	Shortfall in rental income anticipated to be received due to slight increase in void properties, along with an increase in the bad debt provision reflecting the increase in arrears due to non-payment of Under Occupancy Charge.
				Capital Financing Costs		(469)	(468)	Reflects projected savings on capital financing costs due to actual level of borrowing required being less than expected.

Appendix C

	<u>Alloc</u>	<u>2012/13</u>	<u>Funding</u>	<u>Alloc</u>	<u>T/Fs</u>	<u>Council</u>	<u>Vol Early</u>	<u>Dept</u>
	<u>From</u>	<u>Under</u>	<u>T/Fs</u>	<u>from</u>	<u>Between</u>	<u>Tax</u>	<u>Retiral/</u>	<u>Dept</u>
<u>General Fund Departments</u>	<u>Confs</u>	<u>b/fwd</u>	<u>£000</u>	<u>R&R</u>	<u>Depts</u>	<u>Reduction</u>	<u>Redund</u>	<u>Totals</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>Education</u>								
1. DSM Balances		1,258						
2. Net t/fs Staff costs from General Fund							9	1,267
<u>Social Work</u>								
1. Scottish Welfare Fund set up costs		59						
2. Community Equipment Service		47						
3. Dundee Violence Against Women Partnership		54						
4. Integrated Children's Services		13						
5. Older People Change Fund		225						
6. Implementation of Self-Directed Support		9						407
<u>City Development</u>								
1. Flood Coastal Protection		99						
2. Architects Fees		325						
3. T/F of Property Factoring costs for Dundee Ice Arena					28			
4. Dundee Ice Arena Health & Safety Costs				40				
5. Various repairs & improvements				7				
6. T/f of Capital Financing Costs to General Fund					(78)			
7. T/F of Property Repairs & Maintenance					(100)			
8. CCTV / Security Consultant				20				
9. Electricity costs - City Square Complex	130							471
<u>Environment</u>								
1. T/f of Capital Financing Costs to General Fund					(207)			
2. Review of Recycling Centre Operations	52							
3. T/F of Property Repairs & Maintenance					100			(55)
<u>Chief Executive</u>								
1. UK City of Culture Bid		15						
2. T/F of Property Factoring costs for Dundee Ice Arena					(28)			(13)
<u>Corporate Services</u>								
1. T/f Staff costs from General Fund							28	
2. Scientific Services - temporary posts	28							
3. Discretionary Housing Payments		70						
4. Welfare Reform		45						
5. T/f share of additional funding for Police & Fire	(100)							71
<u>Energy Costs Contingency</u>								
1. T/f to City Development	(130)							(130)
<u>General Contingency</u>								
1. T/f to Corporate Services (Scientific Services)	(28)							
2. T/f to Environment	(52)							(80)
<u>Other Contingency</u>								
1. Council Tax Reduction Scheme	(1,264)							(1,264)
<u>Capital Financing Costs / IORB</u>								
1. T/f of Capital Financing Costs from various departments					285			285
<u>Miscellaneous Income</u>								
1. T/f share of additional funding for Police & Fire	100							100
<u>Corporate Savings Contingency: VER / VR Scheme</u>								
1. Net t/fs to various departments							(37)	(37)
<u>Council Tax Income</u>								
1. Council Tax Reduction Scheme	1,264		9,469			(10,733)		0
Total Adjustments (General Fund)	0	2,219	9,469	67	0	(10,733)	0	1,022

Risks - Revenue	Assessment		Risk Management / Comment
	Original	Revised	
<u>General Inflation</u> General price inflation may be greater than anticipated.	Med	Med	Corporate Procurement strategy in place, including access to nationally tendered contracts for goods and services. In addition, fixed price contracts agreed for major commodities i.e. gas and electricity.
<u>Equal Pay Claims</u> A provision may be required for the cost of equal pay claims.	Low	Low	Relatively few cases being taken through the Employment Tribunal process.
<u>Capital Financing Costs</u> Level of interest rates paid will be greater than anticipated.	Low/ Med	Low/ Med	Treasury Mgmt Strategy. Limited exposure to variable rate funding.
<u>Savings</u> Failure to achieve agreed level of savings & efficiencies.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure savings targets are met.
<u>Emerging Cost Pressures</u> The possibility of new cost pressures or responsibilities emerging during the course of the financial year.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure cost pressures are identified early and corrective action can be taken as necessary.
<u>Chargeable income</u> The uncertainty that the level of chargeable income budgeted will be received.	Med/ High	Med/ High	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary.
<u>Council Tax Collection</u> Provision for non-collection of Council Tax (3.2%) may not be adequate.	Low	Low	Provision set takes cognisance of amounts collected for previous financial years. Non-payers subject to established income recovery procedures.
<u>Welfare Reform</u> The changes introduced as part of the welfare reform exercise may increase the risk that budgeted income collection levels are not achieved and that current non-collection provision levels are inadequate.	Low/ Med	Low/ Med	General risk mitigation factors (ref para 5.1), in particular, regular monitoring by departments to ensure any shortfalls are identified as early as possible and corrective action can be taken as necessary. Budget also introduced for discretionary housing payments to assist those affected by these changes.

REPORT TO: POLICY & RESOURCES COMMITTEE - 11 NOVEMBER 2013

REPORT ON: CAPITAL EXPENDITURE MONITORING 2013/14

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 460-2013

1 PURPOSE OF REPORT

1.1 To appraise Elected Members of the latest position regarding the Council's Capital Expenditure programme for 2013/14.

2 RECOMMENDATION

2.1 It is recommended that the Committee note the latest position regarding the Council's Capital Expenditure programme for 2013/14.

3 FINANCIAL IMPLICATIONS

3.1 This report shows the latest projections on capital projects along with actual spend to 30 September 2013.

	General Services Capital 2013/14 £000	Housing HRA Capital 2013/14 £000
Approved Budget	53,534	20,239
Budget Adjustments	<u>7,103</u>	—
Revised Budget	<u>60,637</u>	<u>20,239</u>
Projected Outturn	<u>60,679</u>	<u>20,615</u>
Variance over/(under) Budget	<u>42</u>	<u>376</u>
Actual Spend to 30 September 2013	<u>27,881</u>	<u>8,358</u>

An explanation of the major variances since the capital plan was approved at Committee is shown in Section 5 of the report. In terms of the percentage of actual capital spend to projected outturn, General Services and Housing HRA Capital as at 30 September 2013 were 46% and 41% respectively, compared with 34% and 28% respectively for the comparable period to 30 September 2012.

4 BACKGROUND

4.1 The Special Policy & Resources Committee of 14 February 2013 approved the 2013/14 Capital Budget for General Services (Report 57-2013). The Capital Plan 2013-2017 is split into the key areas of asset ownership (excluding Council Housing which is dealt with in Housing HRA Capital Plan 2013-2018) and projects included in the Capital Plan 2013-17 are derived from the need to match the asset portfolio with service delivery needs and priorities, and the capital programme is being monitored in conjunction with the asset managers.

The Housing HRA Capital Programme 2013/14 was approved at the Policy & Resources Committee on 28 January 2013 (Report 28-2013). The Housing HRA Capital Budget reflects information contained in Scottish Housing Quality Standard submission.

- 4.2 Local Authorities from 1 April 2004 are required, by Regulation, to comply with the Prudential Code under Part 7 of the Local Government Act 2003. The Capital Budget for 2013/14 is being monitored within the framework of the Prudential Code.
- 4.3 The Capital Monitoring report provides detailed information on individual projects contained within the Capital Budget and the impact of expenditure movements on future financial years.

5 GENERAL SERVICES CURRENT POSITION

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

The latest capital monitoring statement shows a Revised Budget for 2013/14 of £60.637m, a decrease of £928,000 since last months Capital Monitoring report. The reasons for this are detailed below.

- 5.1.1 Additional expenditure of £204,000 in 2013/14 on Dick McTaggart Gymnastics Centre (Buildings & Property – Leisure & Culture). This additional expenditure is based on the revised estimated final cost of the project now that the final account has been agreed with the contractor. The increase in projected expenditure is being funded from corporate borrowing and the resultant additional loan charges can be contained within the financing costs revenue budget.
- 5.1.2 Additional expenditure of £187,000 on Barnhill Primary School Extension (Buildings & Property – Education). This additional expenditure is as a result of additional works & changes to the original specification, along with the tender price for the works being higher than anticipated (report 343-2013 to City Development Committee on 23/9/13 refers). The revised cost will be reflected in the draft capital plan 2014-2018 which is due to be submitted for approval in February 2014. The increased cost will be funded from identified savings within the draft capital plan meaning there will be no impact on the Council's borrowing.
- 5.1.3 Reduction in expenditure in 2013/14 of £2.329m on V&A at Dundee (Buildings & Property – City Development). The reduction is due to a re-phasing of the programme of works based on the latest timescales for the project. There will be a corresponding reduction in the capital grant received from Scottish Government meaning that the net effect on the Council's borrowing position will be nil. This expenditure and grant will be required in future years.
- 5.1.4 Reduction in expenditure in 2013/14 of £1.192m on Learning Disabilities – Upgrade of Whitetop Centre (Buildings & Property – Social Work). The reduction in expenditure on this project is due to a re-phasing of the expenditure based on latest timescales for the project. The expenditure will be required in future years and will be funded from borrowing.

5.2 Capital Resources

5.2.1 The table below shows the latest position:-

	Approved Budget £000	Adjustments £000	Revised Budget £000	Projected Outturn £000	Variance £000
General Capital Grant	10,808	(711)	10,097	10,097	-
Capital Receipts/Capital Fund	1,600		1,600	1,600	-
 Borrowing	<u>41,126</u>	<u>7,814</u>	<u>48,940</u>	<u>48,982</u>	<u>42</u>
	<u>53,534</u>	<u>7,103</u>	<u>60,637</u>	<u>60,679</u>	<u>42</u>

5.2.2 The revised budget for Borrowing is £48.940m, a decrease of £928,000 since last months Capital Monitoring report, is due to the reasons above (5.1.1, and 5.1.4).

5.3 The table below shows the effect of 2013/14 adjustments on future years and how these adjustments are financed.

	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
Adjustments Per Monitoring (per Appendix 3)	<u>7,103</u>	<u>1,242</u>	<u>50</u>	<u>(115)</u>
Financed By:-				
General Capital Grant	(711)	-	-	-
Capital Receipts/Capital Fund	-	-	-	-
Borrowing	<u>7,814</u>	<u>1,242</u>	<u>50</u>	<u>(115)</u>
	<u>7,103</u>	<u>1,242</u>	<u>50</u>	<u>(115)</u>

5.4 Projected capital expenditure as a percentage of projected capital resources is currently standing at 100%.

6 **HOUSING HRA - CURRENT POSITION**

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

The latest capital monitoring statement shows a Projected Outturn of £20.615m, a decrease in projected expenditure of £234,000 since last month's capital monitoring report. The main reason for this is detailed below.

6.1.1 Community Care – Warden Call Replacement has reduced by £100,000. This is due to the re-phasing of expenditure into 2014/15.

6.1.2 Demolitions have reduced by £75,000. This is due to the re-phasing of expenditure into 2014/15 for Whitfield Skarne Phase 1 (£65,000) and various garages (£100,000) offset by an increase in the cost of the Whitfield 1st Project (£90,000).

6.2 The latest capital monitoring shows projected capital resources of £16.917m, a decrease in resources of £810,000 since the capital budget was approved. This is due to a decrease in the anticipated receipts from Council House Sales.

- 6.3 Projected capital expenditure as a percentage of projected capital resources is currently standing at 122%. This variances between expenditure and resources will be met by additional borrowings and slippage throughout the year.

7 RISK ASSESSMENT

- 7.1 There are a number of risks which may have an impact on the Capital Expenditure programme for 2013/14. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.
- 7.2 Currently, building cost inflation levels are low, however, they can on occasion be relatively high in comparison to general inflation. Therefore delays in scheduling and letting contracts may lead to increases in projected costs. In such an event, every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.
- 7.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken.
- 7.4 Capital projects can be subject to unforeseen price increases. The nature of building projects is such that additional unexpected costs can occur. The Council is currently experiencing very competitive tenders. Contingencies are built into the budget for each capital project and these will be closely monitored throughout the project.
- 7.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital Programmes will be adjusted to reflect updated cost estimates.
- 7.6 The accurate projection of the value and timing of capital receipts from asset sales is difficult in the current economic climate. There is therefore a risk that the level of capital receipts assumed in the financing of the capital programme will not be achieved. In preparing the capital plan the Council has budgeted for a low level of Capital receipts being achieved. The Council has a Capital Fund which can be used to cover any shortfall, in the short-term, in the level of receipts required. Similarly, additional borrowing can be used to cover any temporary shortfalls in capital receipts.
- 7.7 The amount and timing of capital receipts can also be difficult to accurately project as sales are often conditional on planning permission and other non-financial factors. This is the case even in times of relative economic stability.
- 7.8 General Capital Grant is received from Scottish Government via the Local Government Finance Settlement each year. The level of Grant for 2013/14 and 2014/15 has been announced. The officers are of the view that the projected capital grant assumed within the Capital Plan for 2015/16 and 2016/17 is prudent.
- 7.9 Capital projects must be affordable in terms of their impact on the Council's Revenue Budget. The option appraisal process should ensure that the revenue impact of capital projects has been calculated and reflected in future years' Revenue Budgets.

8 POLICY IMPLICATIONS

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

There are no major issues.

9 CONSULTATION

9.1 The Chief Executive and Director of Housing have been consulted in the preparation of this report.

10 BACKGROUND PAPERS

10.1 None

**MARJORY M STEWART
DIRECTOR OF CORPORATE SERVICES**

31 OCTOBER 2013

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2012/13</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Aug 2013</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Sep 2013</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2013/14</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
GENERAL SERVICES												
<u>Capital Expenditure 2013/14</u>												
Buildings & Property:-												
Education	8,713	1,195	50	115	61	1,421	10,134	2,350	3,996	10,134	0	39%
Social Work	2,729	687		(1,542)		(855)	1,874	878	1,198	1,874	0	64%
City Development	23,339	2,033	(303)		(2,483)	(753)	22,586	11,983	14,858	22,586	0	66%
Leisure & Culture	1,237	1,368	2,245		(25)	3,588	4,825	2,532	2,982	4,825	0	62%
Environment	1,190	204				204	1,394	126	193	1,394	0	14%
Chief Executive Corporate Services	2,626	256			(66)	190	2,816	653	790	2,816	0	28%
Open Space	1,689	182			5	187	1,876	251	303	1,918	42	16%
Roads Infrastructure	9,031	403			2,508	2,911	11,942	1,986	2,500	11,942	0	21%
Vehicle Fleet	1,210	198				198	1,408	367	406	1,408	0	29%
Information & Communications Technology	1,770	12				12	1,782	596	655	1,782	0	37%
Capital Expenditure 2013/14	53,534	6,538	1,992	(1,427)	0	7,103	60,637	21,722	27,881	60,679	42	46%
<u>Capital Resources 2013/14</u>												
Expenditure Funded from Borrowing	41,126	6,538	2,703	(1,427)		7,814	48,940	17,139	23,453	48,982		
Capital Grants	10,808		(711)			(711)	10,097	4,577	4,422	10,097		
Capital Receipts:-												
Net Asset Sales/ Capital Fund Contribution	1,600					0	1,600	6	6	1,600		
Capital Resources 2013/14	53,534	6,538	1,992	(1,427)	0	7,103	60,637	21,722	27,881	60,679		
Capital Expenditure as % of Capital Resources	100%						100%			100%		

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2012/13</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Aug 2013</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Sep 2013</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2013/14</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
HOUSING HRA												
Capital Expenditure 2013/14												
Free from Serious Disrepair - Roofs	100					0	100	119	148	263	163	56%
Free from Serious Disrepair - Roughcast	510					0	510	254	259	594	84	44%
Free from Serious Disrepair - Windows	50					0	50	15	17	27	(23)	63%
Energy Efficiency - External Insulation and Cavity Fill	5,530					0	5,530	610	671	4,517	(1,013)	15%
Energy Efficiency - Heating, Kitchens and Bathrooms	8,829					0	8,829	3,454	4,461	9,318	489	48%
Energy Efficiency - Boiler replacement	50					0	50	92	103	200	150	52%
Energy Efficiency - Renewables Initiatives												
Modern Facilities & Services - Individual Shower Programme	50					0	50	13	13	15	(35)	87%
Healthy, Safe & Secure - Fire Detection												
Healthy, Safe & Secure - Door Entry System & Secure Doors	2,381					0	2,381	865	1,089	2,381	0	46%
Healthy, Safe & Secure - Security and Stair Lighting	50					0	50	0	0	10	(40)	0%
Miscellaneous - Fees	10					0	10	97	100	224	214	45%
Miscellaneous - Disabled Adaptations	750					0	750	268	317	750	0	42%
Major Adaptations						0						
Paths & Footpaths for SHQS	20					0	20	0	0	0	(20)	
Buttars Place Improvements												
Increase Supply of Council Housing	413					0	413	357	357	425	12	84%
Demolitions	2,059					0	2,059	708	884	2,196	137	40%
Owners Receipts	(813)					0	(813)	(63)	(78)	(380)	433	21%
Community Care - Sheltered Lounge Upgrades	100					0	100	17	17	75	(25)	23%
Community Care - Warden Call Replacement	150					0	150	0	0	0	(150)	
Capital Expenditure 2013/14	20,239	0	0	0	0	0	20,239	6,806	8,358	20,615	376	41%
Capital Resources 2013/14												
Expenditure Funded from Borrowing	13,465					0	13,465	5,784	7,169	13,465		
Capital Receipts:-												
Council House Sales	2,062					0	2,062	351	459	1,290		
Land Sales	1,400					0	1,400	155	223	1,262		
Sale of Last in Block	800					0	800	516	507	900		
	17,727	0	0	0	0	0	17,727	6,806	8,358	16,917		
Capital Expenditure as % of Capital Resources	114%						114%			122%		

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - EDUCATION

Nature of Expenditure	Approved Budget 2013/14 £'000	2013/14 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Whitfield Primary School		116				116	116	(82)	(82)	116
West End Primary School	10					0	10	(52)	(48)	10
Balgarthno	1,663	306				306	1,969	931	1,098	1,969
Furniture-Whitfield, West End & Balgarthno	352	78				78	430	192	192	430
Harris Academy Refurbishment	3,060	154				154	3,214	7	441	3,214
Less Scottish Govt Capital Grant	(2,268)					0	(2,268)			(2,268)
Coldside - New Primary & Community Facilities	680	12				12	692	0		692
Menziesshill - New Primary & Community Facilities	780	10				10	790	0	8	790
Strathmartine Campus	250	50				50	300	20	21	300
Kingspark						0	0	3	3	0
Kingspark Additional Classrooms		10				10	10	(17)	(16)	10
Forthill PS - Modular Classroom			100		103	203	203		123	203
(Less Forthill Out of School Club Funding)			(50)			(50)	(50)			(50)
Eastern Primary School transfer to Grove Academy					68	68	68	41	68	68
Decanting Harris & Refurbishment Rockwell	61	193		115	949	1,257	1,318	809	965	1,318
Primary School Refurbishments (Glebelands, Clepington, St Mary's RC)	500				2	2	502	112	330	502
Barnhill Primary - Extension	1,300					0	1,300	21	78	1,300
Child & Adolescent Mental Health Facility - Dudhope	450					0	450	0		450
Structural Improvements	100				(80)	(80)	20	13	16	20
Kitchen Improvements	50				(50)	(50)	0	0		0
Replacement Heating Systems	150				105	105	255	154	255	255
Roof Coverings - Various	350				(64)	(64)	286	(2)	46	286
School Improvements & Upgrades	325	266			(421)	(155)	170	82	170	170
Curriculum Improvements	150				(150)	(150)	0	0		0
Window Replacement	250				(23)	(23)	227	118	227	227
Upgrade Toilets	100					0	100	0	99	100
Electrical Upgrades	400				(378)	(378)	22	0	2	22
Total	8,713	1,195	50	115	61	1,421	10,134	2,350	3,996	10,134

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - SOCIAL WORK

Nature of Expenditure	Approved Budget 2013/14 £'000	2013/14 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Learning Disabilities - Upgrade of Wellgate Centre	205	2				2	207	0	13	207
Learning Disabilities - Upgrade of Whitetop Centre	1,242			(1,192)		(1,192)	50	0		50
Elmgrove House Replacement (partnership with Communities Scotland)	372	130				130	502	269	486	502
Property Upgrades	100					0	100	5	7	100
Skill and Respite Services Accommodation - Mackinnon Centre	50	411				411	461	371	397	461
Bruce Street Family Support Service	100			(100)		(100)	0	0		0
The Elms Renovation	285	15				15	300	229	283	300
Rankine Street Boiler		22				22	22	0	1	22
Dudhope Castle IT and other expenditure		101				101	101	0	4	101
Provision of Accommodation for Adults with Learning Disabilities	250			(250)		(250)	0	0		0
Oakland's Roof		6				6	6	4	4	6
Craigie House Replacement	125					0	125	0	3	125
Total	2,729	687	0	(1,542)	0	(855)	1,874	878	1,198	1,874

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - CITY DEVELOPMENT

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £'000
Industry/Business										
Acquisition of Land/Buildings		119				119	119	0		119
Industrial Estates Improvements	100					0	100	0		100
Business Loan	50					0	50	0		50
Overgate Development - Purchase of Properties		600			(332)	268	268	268	268	268
DERL - Refurbishment of Recycling Facility	4,940	300				300	5,240	2,600	4,600	5,240
Administrative Buildings										
Dundee House						0	0	(444)	(444)	0
Other Expenditure										
Allan Street Car Park & Associated Road Works	6	181			25	206	212	191	212	212
Shopping Parade Improvements	100					0	100	52	52	100
Demolition of Surplus Properties	1,303	175			332	507	1,810	136	202	1,810
Whitfield Life Services Building	4,517	506				506	5,023	2,088	2,659	5,023
(Less NHS Contribution)		(155)	(569)			(724)	(724)	(155)	(155)	(724)
(Less VDLF Capital Receipts)	(232)					0	(232)			(232)
Lochee Regeneration	2,548				(2,548)	(2,548)	0			0
National Housing Trust Phase 1 & 2	1,500					0	1,500			1,500
V&A at Dundee	3,159		876			(1,453)	1,706	648	784	1,706
(Less Scottish Government Capital Grant)	(3,159)		(341)			1,988	(1,171)			(1,171)
(Less Scottish Government General Capital Grant)			(535)			(535)	(535)	(535)	(535)	(535)
Central Waterfront	15,532	741				741	16,273	9,734	10,422	16,273
Less External Funding	(7,242)		(1,619)			(1,619)	(8,861)	(2,262)	(2,945)	(8,861)
Less Contribution From Capital Fund	(2,519)		1144			1,144	(1,375)	(1,375)	(1,375)	(1,375)
Dundee Railway Station Concourse	2,035				40	40	2,075	326	475	2,075
(Less External Funding)	(649)					0	(649)	(326)	(475)	(649)
City Square Environmental Improvements	1,350					0	1,350	1,036	1,096	1,350
City Square Office Alterations		300				300	300	1	16	300
Auto Meter Reading Technology		7				7	7	0	1	7
Total	23,339	2,033	(303)	0	(2,463)	(753)	22,586	11,983	14,858	22,586

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - LEISURE & CULTURE

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £'000
New Swimming Pool	35	951	2,041		(25)	2,967	3,002	2,107	2,261	3,002
McManus Galleries Restoration & Development Project						0	0	14	14	
Dick McTaggart - Gymnastics Centre		19	204			223	223	38	188	223
Libraries										
Libraries	50					0	50	17	18	50
Central Library - Control System Upgrade	75					0	75			75
Lochee Leisure & Library Boiler Replacement	175	165				165	340	317	341	340
Culture										
Caird Hall - Kitchen	180					0	180	1	118	180
Caird Hall - Other Expenditure	35					0	35			35
Sports Centres										
Leisure Centre Improvements	50	40				40	90	0		90
Lynch Sports Centre Roof	90	6				6	96	31	31	96
DISC - External Façade & Lighting	150					0	150	0		150
Lochee Leisure Centre - Family Changing Areas		120				120	120	0		120
Other Leisure & Culture Properties										
Wildlife Centre Office/Bothy		20				20	20	0		20
Caird Park Golf Course/Camperdown Park & House Feasibility Studies	100	47				47	147	7	8	147
Roof Replacement/Improvement Programme	197					0	197	0		197
Heating & Ventilation Systems	100					0	100	0	3	100
Total	1,237	1,368	2,245	0	(25)	3,588	4,825	2,532	2,982	4,825

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - ENVIRONMENT

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Creation of Operational Sub-Depots	1,150	112			10	122	1,272	126	141	1,272
Lochee Park Toilet Facilities - DCS		79				79	79	0	29	79
Baxter Park Toilets	40	3				3	43	0	23	43
Barnhill Cemetery Bothy		10			-10	0	0			0
Total	1,190	204	0	0	0	204	1,394	126	193	1,394

BUILDINGS & PROPERTY CAPITAL MONITORING 2013/14 - CHIEF EXECUTIVE CORPORATE SERVICES

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Procurement Purchase to Payment System		10				10	10			10
Disabled Access	50				(10)	(10)	40			40
Health & Safety Works	300				(66)	(66)	234			234
Energy - Spend to Save	200					0	200			200
Community Centres										
Community Facilities at Blackness Library	238	4			10	14	252	251	254	252
Community Facilities at Arthurstone Library	495	1				1	496		3	496
Finmill Community Centre & Library Refurbishment	233	16				16	249	101	119	249
Douglas Community Centre Refurbishment	100	183				183	283	101	140	283
Review of Community Facilities in The Ferry	100					0	100		4	100
Community Centres	100	57				57	157		1	157
The Corner - access to building		19				19	19	1	2	19
Kirkton Community Centre - Heating	120	(6)				(6)	114	113	116	114
Kirkton Community Centre - Lift Access	100					0	100			100
DCA/Dundee Ice Arena										
DCA	45	(19)				(19)	26			26
DCA - Upgrade of Chillers	165					0	165			165
Dundee Ice Arena	380	(9)				(9)	371	86	151	371
Total	2,626	256	0		(66)	190	2,816	653	790	2,816

OPEN SPACE CAPITAL MONITORING 2013/14

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Cemeteries										
Headstone Safety Programme	60	22				22	82	3	3	82
Birkhill Cemetery Extension	349	-33				(33)	316	108	135	316
Pitkerro Grove Cemetery		20				20	20	0	2	20
General Infrastructure Improvements	50	58				58	108	0		108
Cemeteries - General								20	22	22
Parks & Open Space										
Parks Master Plan	40	57				57	97	18	21	97
Environmental/Paths for All	65	1				1	66	0		66
Camperdown Country Park - Development Plan		19				19	19	11	16	19
Environmental Improvements Parks & Open Spaces	370	18				18	388	38	38	388
(Less External Funding)	(50)					0	(50)	0		(50)
Playgrounds Improvements	50	15			5	20	70	0	11	70
Allotment Security	30	5				5	35	0		35
Riverside Nature Park	50					0	50	0		50
Riverside Landfill Site						0	0	20	20	20
Air Quality Monitoring Equipment	10					0	10	0		10
Contaminated Land	100					0	100	0		100
DISC - Replacement of Pitches						0	0	(7)	(7)	0
Sports Facilities										
Tennis Court Multi Use Upgrades	95					0	95	40	42	95
(Less External Funding)	(25)					0	(25)	0		(25)
Dawson Park Coaching & Cricket Upgrades	105					0	105	0		105
(Less External Funding)	(40)					0	(40)	0		(40)
Recycling & Waste Management										
Purchase of Bins	100					0	100	0		100
Purchase of Skips	30					0	30	0		30
Recycling Initiatives (Dry Waste and Food)	300					0	300			300
Total	1,689	182	0	0	5	187	1,876	251	303	1,918

ROADS INFRASTRUCTURE CAPITAL MONITORING 2013/14

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Road Schemes/Minor Schemes										
Road Safety Measures	150				-30	(30)	120	4	4	120
Pedestrian Crossings / Traffic Lights	100				-30	(30)	70	27	58	70
Footpaths	600					0	600	140	226	600
Unadopted Footpaths	500					0	500	57	88	500
Cycling, Walking & Safer Streets	154				-30	(30)	124	14	15	124
(Less Scottish Government Capital Grant)	(154)				30	30	(124)	0	0	(124)
								0		
Community Regeneration Projects										
Lochee		224	400		2,048	2,672	2,672	61	132	2,672
(Less Capital Receipt - Sale of Site)			(400)			(400)	(400)	(61)	(132)	(400)
Whitfield		10				10	10		10	10
Hilltown		9				9	9			9
Accepted Practices										
Street Lighting Renewal	1,140					0	1,140	603	686	1,140
Road Reconstructions / Recycling	2,400				(220)	(220)	2,180	1,091	1,282	2,180
Bridge Assessment & Work Programme	200		247			247	447	270	272	447
(Less Sustran Funding)			(247)			(247)	(247)	(247)	(247)	(247)
Regional Transport Partnership	400	97			(90)	7	407	(51)	(45)	407
Seabraes Pedestrian Bridge	1,630				922	922	2,552	94	102	2,552
(Less Scottish Enterprise Funding)					(20)	(20)	(20)			(20)
(Less VDLF Funding)					(352)	(352)	(352)	(94)	(102)	(352)
Coastal Protection Works	1,200	63			310	373	1,573	6	14	1,573
(Less Scottish Govt Capital Grant - CWSS)					(30)	(30)	(30)			(30)
Council Roads and Footpaths - Other	600					0	600	0	126	600
Whitfield Spine Road	111					0	111	0		111
Linlathen Bridge East - Historic Scotland Grant						0	0	11	11	0
Vacant & Derelict Land Fund										
2008/09 to 2012/13 Capital Programme		479			(372)	107	107		6	107
(Less Scottish Govt Capital Grant)		(459)			352	(107)	(107)		(6)	(107)
(Less Scottish Enterprise - Seabraes)		(20)			20	0	0			0
2013/14 Capital Programme	1,073					0	1,073			1,073
(Less Scottish Govt Capital Grant)	(1,073)					0	(1,073)			(1,073)
Total	9,031	403	0	0	2,508	2,911	11,942	1,986	2,500	11,942

VEHICLE FLEET CAPITAL MONITORING 2013/14

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Environment										
Purchase of Vehicles & Equipment	1,150	198	89			287	1,437	291	330	1,437
Capital Receipts			(89)			(89)	(89)	(89)	(89)	(89)
Electric Vehicles Charging Points - 2012/13 Additional award			70			70	70	48	48	70
(Less Scottish Government-Additional Funding 2012/13)			(70)			(70)	(70)			(70)
(Less Scottish Government Funding 2012/13)						0	0	117	117	0
Minibus Replacement (former L&C)	20					0	20			20
Minibus Replacement (Education)	40					0	40			40
Total	1,210	198	0	0	0	198	1,408	367	406	1,408

INFORMATION & COMMUNICATIONS TECHNOLOGY CAPITAL MONITORING 2013/14

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £000
Education										
Purchase of Computers	570					0	570	271	293	570
Corporate Services										
Purchase of Computer Equipment	850	(54)				(54)	796	211	234	796
Telephony, Data Network & Infrastructure (to support mobile/flexible working)	350	48				48	398	100	114	398
Corporate Electronic Records Data Management System		18				18	18	14	14	18
Total	1,770	12	0	0	0	12	1,782	596	655	1,782

HOUSING HRA CAPITAL MONITORING 2013/14

Nature of Expenditure	Approved Budget 2013/14 £'000	2012/13 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2013/14 £'000	Expenditure to 31/08/2013 £'000	Expenditure to 30/09/2013 £'000	Projected Outturn 2013/14 £'000
Free From Serious Disrepair										
Roof Replacement	100					0	100	119	148	263
Roughcast Renewal	510					0	510	254	259	594
Windows	50					0	50	15	17	27
Energy Efficiency										
External Insulation and Cavity	5,530					0	5,530	610	671	4,517
Heating, Kitchens and Bathrooms & Showers	8,829					0	8,829	3,454	4,461	9,318
Ferrolli & Ravenheart boiler replacement	50					0	50	92	103	200
Renewable Initiatives	0					0	0	0	0	0
Modern Facilities and Services										
Individual Shower Programme	50					0	50	13	13	15
Healthy, Safe and Secure										
Fire Detection	0					0	0	0	0	0
Door Entry System	2,381					0	2,381	865	1,089	2,381
Security & Stair Lighting	50					0	50	0	0	10
Increase Supply of Council Housing										
New Builds	413					0	413	357	357	425
Demolitions	2,059					0	2,059	708	884	2,196
Miscellaneous										
Fees	10					0	10	97	100	224
Disabled Adaptations	750					0	750	268	317	750
Major Adaptations						0	0	0	0	0
Paths and Footpaths for SHQS	20						20	0	0	0
Buttars Place Improvements							0	0	0	0
Owner Receipts	(813)					0	(813)	(63)	(78)	(380)
Community Care										
Sheltered Lounge Upgrades	100					0	100	17	17	75
Warden Call Replacements	150					0	150	0	0	0
Housing HRA Total	20,239	0	0	0	0	0	20,239	6,806	8,358	20,615

CAPITAL MONITORING 2013/14**Summary of Changes to Approved Budget 2013/14**

(and effect on future years)

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>Adjustments:</u>				
BUILDINGS AND PROPERTY				
<u>Education</u>				
Carry forward from 2012/13	1,195			
Decanting Harris & Refurb Rockwell Temp Classrooms - transfer budget	115			(115)
Decanting Harris & Refurb Rockwell Temp Classrooms - virement Corp Services H&S	11	90	121	
Decanting Harris & Refurb Rockwell Toilets - virement Corp Services H&S	50			
Forthill Modular Classroom - additional net expenditure	50			
<u>Social Work</u>				
Carry forward from 2012/13	687			
Bruce St Family Support Service - slippage into future years	(100)	50	50	
Provision Accommodation Adults Learning Difficulties - slip budget each year until 17/18	(250)			
Learning Disabilities - Whitetop - slippage into future year	(1,192)	1,192		
<u>City Developments</u>				
Carry forward from 2012/13	2,033			
Whitfield Life Services - Contribution from NHS Tayside	(569)			
Central Waterfront - reprofiling of income and expenditure	266			
Lochee Regeneration - virement of Roads Infrastructure	(2,548)			
Central Waterfront - Railway Station - virement Reg Transport Partnership (Roads Infra)	40			
Allan Street Car Park - virement from Swimming Pool (Leisure & Culture)	25			
<u>Leisure & Culture</u>				
Carry forward from 2012/13	1,368			
New Swimming Pool - additional expenditure & virement to Allan St Car Park	2,016			
Dick McTaggart	204			
<u>Environment</u>				
Carry forward from 2012/13	204			
<u>Chief Executive Corporate Services</u>				
Carry forward from 2012/13	256			
H&S virement to Decanting Harris & Refurb Rockwell Temp Classrooms	(11)	(90)	(121)	
H&S virement to Decanting Harris & Rockwell Refurb Toilets	(50)			
H&S virement to Mill O Mains - Open Space	(5)			
OPEN SPACE				
Carry forward from 2012/13	182			
Playground Improvements-Mill O Mains-virement Corp Services H&S	5			
ROADS INFRASTRUCTURE				
Carry forward from 2012/13	403			
Lochee Regeneration - virement from B&P City Development Lochee Regen	2,548			
Regional Transport Partnership - virement to Railway Station City Development	(40)			
VEHICLE FLEET				
Carry forward from 2012/13	198			
INFORMATION & COMMUNICATIONS TECHNOLOGY				
Carry forward from 2012/13	12			
	7,103	1,242	50	(115)

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 Nov 2013

REPORT ON: RELIEF OF RATES - CHARITY RELIEF

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 455-2013

1.0 PURPOSE OF REPORT

The purpose of this report is to seek authorisation from the Committee to grant Charity Relief on Non-Domestic properties in respect of the applications attached.

2.0 RECOMMENDATIONS

That the Council agrees to grant Remission of Rates as detailed on the attached report. This report makes recommendations based on the Council's agreed policies.

3.0 FINANCIAL IMPLICATIONS

This Council directly incurs the cost of 25% of the amount granted as Discretionary Relief apart from that which is granted to Sports Clubs which is 100% funded from the Non-Domestic Rates pool.

4.0 MAIN TEXT

The Council agreed to accept Report 149/1996 in respect of the granting of Charity Relief on Non-Domestic property. The Council also agreed to accept report 117/2004 which amended the policy with regard to sports clubs. The Council also agreed to accept report 468-2006 which amended the policy with regard to charity shops.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Risk Management and Equality Impact Assessment. The Equality Impact Assessment carried out for report number 433-2010 in September 2010 fully addresses the proposals in this report.

6.0 CONSULTATION

The Chief Executive and the Head of Democratic Legal Services have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

None

Marjory Stewart
Director of Corporate Services

Date:

REPORT NO: 455-2013

POLICY & RESOURCES COMMITTEE

REPORT BY DIRECTOR OF CORPORATE SERVICES

SUBJECT: RELIEF OF RATES

APPLICANT	SUBJECTS	UNIFIED BUSINESS RATE PAYABLE £	REMARKS	RECOMMENDATION	ANNUAL COST TO COUNCIL £
Leisure and Culture Dundee Dundee House, Floor 5, 50 North Lindsay Street, Dundee, DD1 1LS	Leisure Centre 3 East Whale Lane, Dundee, DD1 3JU	250,037.77 (27.06.13-31.03.14)	To advance the arts, heritage, culture and public participation in sport, provide recreational facilities and activities	Grant 80% Mandatory Relief and 20% Discretionary Relief	12,501.89
Leisure and Culture Dundee Dundee House, Floor 5, 50 North Lindsay Street, Dundee, DD1 1LS	Leisure Centre Mctaggart Centre, West Side of, Old Glamis Road, Dundee, DD3 8LF	62,172.00 (01.04.13-31.03.14)	“ “	Grant 80% Mandatory Relief and 20% Discretionary Relief	3,108.60

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER, 2013
REPORT ON: NEW NATIONAL RESILIENCE ARRANGEMENTS
REPORT BY: DIRECTOR OF CORPORATE SERVICES
REPORT NO: 472-2013

1.0 PURPOSE OF REPORT

1.1 This report advises the Committee of new national arrangements for the management of resilience responsibilities in Scotland under the Civil Contingencies Act 2004 and Contingency Planning (Scotland) Regulations 2005 which came into effect on 1 November 2013.

2.0 RECOMMENDATION

2.1 It is recommended that the Committee notes the implementation of the new national arrangements.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no new financial implications arising from this report.

4.0 MAIN TEXT

4.1 The Civil Contingencies Act 2004 and Contingency Planning (Scotland) Regulations 2005 (CCA), deliver a single framework for civil protection in the United Kingdom. The CCA focuses on three types of threat:

- An event or situation which threatens serious damage to human welfare
- An event or situation which threatens serious damage to the environment
- War, or terrorism, which threatens serious damage to security.

The CCA also divides responders into two categories. Those in Category 1 are:

- Local Authorities
- Police Scotland
- The Scottish Fire and Rescue Service (SFRS)
- The Scottish Environment Protection Agency
- The Maritime and Coastguard Agency
- The National Health Service
- The Scottish Ambulance Service

Category 1 Responders have duties placed on them to assess, plan for emergencies, develop and apply internal business resilience arrangements, warn, inform and advise the public, share information and work together. In addition, a specific duty falls only upon Local Authorities to promote business resilience amongst communities.

Category 2 Responders (primarily utility companies and transport operators) have a duty to co-operate with Category 1 Responders and share relevant information.

There are other organisations such as the Met Office who will work with all responders as required.

In the past the primary vehicle for this work has been the Tayside Strategic Coordinating Group (SCG) drawing together all relevant agencies in the former Tayside Police area. This model was applied nationally with 8 SCGs directly responsible for work in their area working with and accountable to the Scottish Government.

4.2 With effect from 1 November 2013 the Tayside SCG ceased to exist and has been replaced by a new Tayside Local Resilience Partnership (LRP) which sits below a North of Scotland Regional Resilience Partnership (NSRRP) with oversight of the LRPs in the Tayside, Grampian and Highland and Islands areas. These geographic boundaries reflect the new

divisional and territorial boundaries in Police Scotland and the SFRS. Membership of the NSRRP includes all local authorities in the three regions in the NSRRP area.

Within the new structures the role of the LRP is to maintain effective local liaison and co-ordination across Tayside. The LRP will also maintain and develop a local work programme, which is aligned with the NSRRP Business Plan. Local plans will be developed and maintained where required. A key role of the LRP is to respond effectively to incidents which require multi-agency co-ordination. The LRP will be attended by a core of Category 1 and 2 Responders. Other members will be determined locally according to business need. The Chair of the LRP will be determined by its membership.

The remit of NSRRP is to agree strategies for building resilience in the North of Scotland, to set policy on multi-agency emergency planning, response and recovery and to approve, manage and deliver the Partnership's Business Plan. Chief Officers from all Category 1 Responders will be invited to attend each meeting of NSRRP. The Chair of the NSRRP will be the Assistant Chief Constable (North) from Police Scotland.

A Resilience Partnership (RP) will be the primary forum for multi-agency coordination during response to a widespread incident or emergency and the level of management involvement will be tailored to suit the circumstances. It is anticipated that the key organisation in the majority of instances impacting on Tayside and Dundee in particular will be the LRP offering the same assurances and security as the current Tayside SCG.

- 4.3 In order to mitigate the risks that may arise from the events managed within CCA procedures it is essential that comprehensive local, regional and national structures and systems are in place and that Dundee City Council as a Category one Responder is fully informed of and engaged with relevant systems and procedures.

5.0 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.
- 5.2 The maintenance of internal business resilience arrangements is in keeping with the Council's overarching Risk Management framework.

6.0 CONSULTATIONS

- 6.1 The Chief Executive, and Head of Democratic and Legal Services have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

- 7.1 None.

Marjory Stewart,
Director of Corporate Services DATE: 29 October, 2013

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013
REPORT ON: CHANGING FOR THE FUTURE PROGRAMME – MONITORING REPORT
REPORT BY: DIRECTOR OF CORPORATE SERVICES
REPORT NO: 475 - 2013

1.0 PURPOSE OF REPORT

- 1.1 To provide a further update on the savings and progress of the Changing For The Future (CFTF) Programme.

2.0 RECOMMENDATIONS

The Committee is asked to note:

- 2.1 the savings totalling £12.545m arising from reports which have previously been approved by the Board, as shown in Appendix 1.
- 2.2 that £11.278m of the savings shown in Appendix 1 have been reflected in the approved 2013/2014 Revenue Budget and that further savings will be reflected in future years' Revenue Budgets.
- 2.3 the individual projects within the programme continue to be progressed and are monitored by the Council's strategic management team on the monthly basis.
- 2.4 that further update reports will be submitted to future meetings of the Changing for the Future (CFTF) Board and Policy & Resources Committee.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The full-year savings arising from reports which have previously been approved by the Board total £12.545m. The majority of these savings (£11.278m) have been reflected in the approved 2013/2014 Revenue Budget and further savings will be reflected in future years' Revenue Budgets.

4.0 BACKGROUND

- 4.1 The Policy & Resources Committee on 23 August 2010 approved report 441-2010 on Changing for the Future, including a schedule of individual reviews to be undertaken. A programme of further reviews (Phase 2) was agreed by the CFTF Board on 22 November 2011. A number of reviews have now been completed being reported to the CFTF Board and Policy & Resources Committee, as appropriate.

Savings

- 4.2 The revenue budget savings identified in these completed reviews submitted to the CFTF Boards prior to 31 October 2013 are shown at Appendix 1 and total £12.545m in a full financial year. The majority of these savings (£11.278m) have been reflected in the approved 2013/2014 Revenue Budget. Due to timing considerations, some savings are not

reflected in full in the approved 2013/2014 Revenue Budget but will be reflected in future years' Revenue Budgets as appropriate.

- 4.3 In addition, a number of reviews have identified potential future budget savings, which will be firmed up in due course through the preparation of Benefits Realisation Plans.

Progress

- 4.4 There have been 50 projects (one of which has 13 sub projects) initiated since October 2010 and these are at one of three stages. The following table summarises the current position compared to 12 months ago, in October 2012.

	Oct-12	Oct-13
Review	16	10
Implementation	17	16
Complete	16	24
	49	50

- 4.5 The majority of projects are now either complete or being implemented. It should be noted that approximately $\frac{3}{4}$ of the project at implementation stage are long term, so require continued support into the future. Examples of these are rationalisation of council properties (no.26), enhancement of web services (no.20), Rationalising and streamlining back office & support functions (no.3) and the STEP Programme (no.23).

- 4.3 Further update reports will be submitted to future meetings of the CFTF Board and Policy & Resources Committee.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, and Equality Impact Assessment. There are no issues in this regard to report on.

6.0 CONSULTATION

- 6.1 All Chief Officers have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

- 7.1 Various reports to previous meetings of the Changing for the Future Board and Policy & Resources Committees.

MARJORY M STEWART

DIRECTOR OF CORPORATE SERVICES

4 November 2013

CHANGING FOR THE FUTURE PROGRAMME - SAVINGS MONITORING REPORT

Appendix 1

<u>Date of CFTF Board</u>	<u>Item</u>	<u>Report Title</u>	Identified Saving Full Year	Cash Saving Reflected in 2013/14	Future Cash & Time-Releasing Savings
			<u>£000</u>	<u>£000</u>	<u>£000</u>
13/12/10	1b	Operating Model Redesign - Departmental IT Provision	(117)	(117)	
	1c	Operating Model Redesign - Centralisation of Payroll Services	(22)	(22)	
7/3/11	4	Property Utilisation	(352)	(352)	
	5	Organisational Structure	(380)	(380)	
23/5/11	2	Operating Model Redesign - Postal Services	(98)	(98)	
	3	Operating Model Redesign - Review of Health & Safety Function	(40)	(40)	
	5	Voluntary Early Retirement / Voluntary Redundancy Scheme - Phase 1	(6,633)	(6,633)	
23/8/11	3	Discretionary Expenditure Review	(216)	(216)	
	4	Corporate Review of Staff Travel - Car Lease Scheme	(163)	(163)	
22/11/11	2	Education Establishment Income Collection & Banking	(83)	0	(83)
	3	Income Collection, Banking & Cash Management for PPP Schools	(15)	0	(15)
	4	Maximising Utilisation of Cashiering Resource	(47)	(47)	
	5	Review of Architect Fees	(70)	(70)	
20/12/11	2	Employability Services Within Dundee City Council	(27)	(27)	
	3	Operating Model Redesign - Mail Handling & Distribution / Courier Service	(40)	(40)	
25/6/12	2	Operating Model Re-design - Payment Collection Activities Within Environment Department	(9)	(9)	
	3	Operating Model Re-design - Payment Collection Activities Within Leisure & Culture Dundee	(13)	(13)	
	4	Internal Charging Review - Third and Final Update	(34)	(34)	tbc
	5	Centralisation of Payroll Services - Third and Final Update	(54)	(44)	(10)
	6	Operating Model Redesign - Research & Information	(17)	(17)	
6/11/12	8	Voluntary Early Retirement / Voluntary Redundancy Scheme - Phase 2	(1,569)	(1,569)	
17/12/12	3	Operating Model Redesign of Administrative and Support Functions	(1,000)	(400)	(600)
15/1/13	4	Procurement Reform in Dundee City Council	(500)	(250)	(250)
11/3/13	3	Corporate Fleet Update and Benefit Realisation Plan	(332)	(222)	(110)
	5	Corporate Land Benefit Realisation Plan	(480)	(340)	(140)
7/5/13	5	Review of Transportation (Clients)	(107)	(100)	(7)
	7	Analysis of Payment Collection Activities Within City Development	(52)	0	(52)
	8	Review of the Public Relations Function	(75)	(75)	
			(12,545)	(11,278)	(1,267)

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: CHANGING FOR THE FUTURE PROGRAMME – PHASE 3

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 474 - 2013

1.0 PURPOSE OF REPORT

1.1 This report is to provide an overview of the projects that will form Phase 3 of the Changing For The Future programme.

2.0 RECOMMENDATIONS

2.1 It is recommended that the content of this report and its appendix are agreed.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications associated to this report.

4.0 MAIN TEXT

4.1 The CFTF programme continues to be a driver for change within the Council and as such, work was undertaken with the Strategic Management team to identify possible projects for inclusion as Phase 3. There is an emphasis in considering wider corporate initiatives as well as focussing on areas where national benchmarking has shown the Council's cost per service to be an outlier compared to comparable authorities.

4.2 Attached as Appendix 1 is a summary document giving a brief outline of each of the 12 projects that will form Phase 3.

4.3 In addition to Phase 3, proposals and benchmarking data has also been passed to Sponsors of 8 current projects to review and develop as part of these existing projects e.g. Project 12 – Corporate Land Maintenance

5.0 POLICY IMPLICATIONS

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

6.0 CONSULTATION

6.1 The Director of Corporate Services and Head of Democratic & Legal Services have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

7.1 None

**David K Dorward
Chief Executive**

31/10/2013

CFTF PROGRAMME - PHASE 3 PROJECTS

APPENDIX 1

PROPOSED PROJECTS	SPONSOR	STATUS
Project 49 – Voluntary Early Retirement Scheme 4 (VER4) – Deployment of a more targeted VER scheme	Marjory Stewart	Commenced
Project 50 – Review of Organisational Structure and management layers - Consider whether departments need further re-structuring to better deliver services in a more conjoined up way, as well as reviewing the numbers and levels of managers within each department	David Dorward	Commenced
Project 51 – Operating Model Re-design (OMR) Phase 2 - scoping of several areas of work with a view to centralisation	Marjory Stewart	To be Allocated
Project 52 – Review scope for use of Social Enterprises and/or 3 rd sector as alternative service delivery models. Initially the scope of this project will be to research current practices across Scotland and to explore possibilities with departments. This project will have links to the recently approved Community Asset Transfer policy.	Stewart Murdoch	To be Allocated
Project 53 – Review the delivery of support provided by a range of depts. This project will explore whether the wide range of support by individual department to children and families could be more joined up and/or delivered better	Jenni Tocher	To be Allocated
Project 54 – Review and streamline procedures/paperwork involved in the invoicing for Older Peoples' services.	Elaine Zwirlein	To be Allocated
Project 55 – 3 rd Party (SLAs/Contract Mgt) - Streamline development & mgt of contracts to 3rd parties as currently there are multiple contracts	Jenni Tocher	To be Allocated
Project 56 – Home Care Services – using benchmarking data examining the balance between costs, preventative spend and proportion of over 65s receiving care at home	Elaine Zwirlein	To be Allocated
Project 57 – Review the property assets within each LCPP area and consider suitability for longer term service provision. Benchmarking data as appropriate will be reviewed. Partners across the city would be invited to participate.	David Dorward	To be Allocated
Project 58 – Review of Looked After Children's Services - using benchmarking data examine the costs of LAC in both the community and residential settings.	Michael Wood	To be Allocated

REPORT TO: Policy and Resources Committee - 11 November 2013
REPORT ON: Voluntary Early Retirement/Voluntary Redundancy Scheme
REPORT BY: Director of Corporate Services
REPORT NO 473-2013

1 PURPOSE OF REPORT

- 1.1 To advise the Committee of the uptake by employees of the reintroduction of the Council's Voluntary Early Retirement/Voluntary Retirement Scheme in October 2012.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee notes the information contained within the report regarding the uptake of the scheme.

3 FINANCIAL IMPLICATIONS

- 3.1 The total net salary savings, relating to posts approved to date under the reintroduced scheme, are estimated to be £1.244m in 2014/15 and beyond. In terms of the Council's revenue budget, the full financial impact of the reintroduced scheme does not accrue until 2014/15 due to initial "one-off" severance costs and part-year effects. The costs and savings by department are detailed in Appendix 2.

4 MAIN TEXT

- 4.1 Approval was given to reintroduce the Voluntary Early Retirement/Voluntary Redundancy Scheme (AN180-2011) at a meeting of the Policy and Resources Committee on 29 October 2012 and the closing date for applications was 30 November 2012.
- 4.2 In addition, the Chief Executive has used his delegated authority to consult relevant heads of departments and apply the provisions in Report No 227-1010 as an incentive, in order to facilitate departmental reviews, restructurings, rationalisations and efficiency savings and agree a number of targeted applications.
- 4.3 Applications were made following the same process as when the Scheme was introduced and, as before, these were considered by the employee's Head of Department in the first instance and thereafter given final consideration by the Chief Executive, Director of Corporate Services and the Head of Human Resources. The final decision was to take account of cost and impact on service provision.
- 4.4 A number of applications were deferred where a review was pending.
- 4.5 The trade unions have been kept informed of the number of approved applications by regular updates from the Head of Human Resources.

4.6 The table below shows the breakdown of the applications received:-

Applications progressed and considered by the Chief Executive, Director of Corporate Services, Head of Human Resources	177
Approvals	44
Refusals	105
Deferrals	24
Declined Offer	2
Application withdrawn by employee	2

5 **POLICY IMPLICATIONS**

5.1 This report has been screened for any Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management and Equality Impact.

An Equality Impact Assessment is attached.

6 **CONSULTATION**

6.1 The Chief Executive, Head of Democratic and Legal Services have been consulted in the preparation of this report.

7 **BACKGROUND PAPERS**

7.1 None.

Marjory M Stewart
Director of Corporate Services

31 October 2013

DUNDEE CITY COUNCIL**VOLUNTARY EARLY RETIREMENT/VOLUNTARY REDUNDANCY SCHEME**

Where efficiencies can be achieved through improved methods of working or restructuring of services, eligible employees, who apply, may be allowed to leave their employment early with added years pension entitlement **or** a statutory redundancy payment.

Scheme Principles

In considering applications, the following principles will apply:-

- There is no entitlement to early retirement/redundancy and it may not be possible to approve all applications.
- Approval will be subject to the retention of sufficient numbers of employees with the necessary skills to maintain an effective level of service to the citizens of Dundee.
- Approval will be required from the Head of Department, Chief Executive and Director of Corporate Services. There will be no right of appeal against their decisions.
- The closing date for applications under this scheme will be **30 November 2012**

Eligible Employees

- A Members of the Local Government Pension Scheme aged 50 and over but under 65.
- B Members of the Local Government Pension Scheme aged under 50.
- C Non members of the Local Government Pension Scheme.
- D Members of the Local Government Pension Scheme aged 65 and over.

Entitlements

- 1 Pension with added years of service - option applicable to A above.
- 2 Statutory redundancy payment and pension without added years - option applicable to D and option applicable to A above
- 3 Statutory redundancy payment - applicable to B and C above.

ENTITLEMENTS EXPLAINED:-**Entitlement 1**

- Approved applicants opting for added years will be required to sign a compromise agreement/COT3 agreeing to their redundancy payment entitlement being incorporated into added years of service and will receive their pension immediately, with added years as follows:-

Number of years pensionable service	Number of added years
Less than 10	1
10 but less than 15	2
15 but less than 20	3
20 but less than 30	4
30+	5

Added years are subject to maximum service not exceeding 40 years or the total service that could be attained by age 65. The Council will arrange and pay for the provision of independent legal advice to employees on their rights and options.

Entitlement 2

- Approved applicants opting for a statutory redundancy payment without added years (eg if they already have 40 years' service) will be entitled to a statutory redundancy payment of up to 30 weeks' pay (limited to statutory maximum £430 per week), depending on age and length of service, as detailed in the Ready Reckoner for Statutory Redundancy Payments. (See Appendix 1.)
- In addition, they will receive their pension entitlement immediately with no added years.

Entitlement 3

- Approved applicants will be entitled to a statutory redundancy payment of up to 30 weeks' pay (limited to statutory maximum £430 per week), depending on age and length of service, as detailed in the Ready Reckoner for Statutory Redundancy Payments. (See Appendix 1.)

NB *Depending on departmental circumstances, approved applicants may be offered an early termination date, or be required to continue working pending the introduction of alternative arrangements and/or restructuring. However, it is anticipated that the majority would be released by the end of financial year 2012/13.*

REDUNDANCY READY RECKONER FOR CALCULATING THE NUMBER OF WEEK'S PAY DUE

Read off your age and number of complete years' service. The table will then show how many weeks' pay you are entitled to.

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	29½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
60+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Dundee City Council
Voluntary Early Retirement / Voluntary Redundancy Scheme
Summary of Financial Implications

<u>2012/13</u>	<u>Strain on Fund</u> £	<u>Added Years</u> £	<u>Statutory Redundancy</u> £	<u>Sub-Total</u> £	<u>Salary Savings</u> £	<u>Net (Cost)/ Savings</u> £
Education	(14,913)	0	(11,196)	(26,109)	0	(26,109)
Social Work	0	0	(1,913)	(1,913)	1,109	(804)
City Development	(3,959)	0	(10,166)	(14,125)	0	(14,125)
Environment	(144,413)	(20,411)	(44,813)	(209,637)	0	(209,637)
Chief Executive	(46,134)	(10,294)	(14,307)	(70,735)	0	(70,735)
Corporate Services	(187,603)	(15,119)	(5,625)	(208,347)	11,882	(196,465)
Housing	(20,571)	(3,482)	0	(24,053)	0	(24,053)
Total	(417,594)	(49,306)	(88,020)	(554,920)	12,991	(541,929)
<u>2013/14</u>	<u>Strain on Fund</u> £	<u>Added Years</u> £	<u>Statutory Redundancy</u> £	<u>Sub-Total</u> £	<u>Salary Savings</u> £	<u>Net (Cost)/ Savings</u> £
Education	(218,121)	(23,522)	(30,176)	(271,819)	234,345	(37,474)
Social Work	0	0	0	0	16,302	16,302
City Development	(8,816)	0	(29,700)	(38,516)	151,261	112,745
Environment	(102,445)	(15,221)	(21,194)	(138,861)	333,684	194,824
Chief Executive	(34,667)	(7,293)	0	(41,960)	129,261	87,301
Corporate Services	(6,548)	(6,063)	(9,185)	(21,795)	196,936	175,141
Housing	(19,747)	(11,538)	(13,500)	(44,785)	50,651	5,867
Total	(390,344)	(63,637)	(103,755)	(557,735)	1,112,440	554,705
<u>2014/15 onwards</u>	<u>Strain on Fund</u> £	<u>Added Years</u> £	<u>Statutory Redundancy</u> £	<u>Sub-Total</u> £	<u>Salary Savings</u> £	<u>Net (Cost)/ Savings</u> £
Education	0	(7,094)	0	(7,094)	327,606	320,512
Social Work	0	0	0	0	16,302	16,302
City Development	0	0	0	0	162,907	162,907
Environment	0	(9,022)	0	(9,022)	347,143	338,121
Chief Executive	0	(4,427)	0	(4,427)	134,814	130,387
Corporate Services	0	(5,523)	0	(5,523)	208,271	202,748
Housing	0	(3,367)	0	(3,367)	76,514	73,147
Total	0	(29,433)	0	(29,433)	1,273,557	1,244,124

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment

Part 1

Date 16 September 2013	Title: Voluntary Early Retirement/Voluntary Redundancy Scheme
Is this a new document? Yes	Is this an existing document under review? No
Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Report No 441-2012 Voluntary Early Retirement/Voluntary Redundancy Scheme
What is the description of the policy, procedure or strategy?	Report to Senior Management Team summarising uptake of Voluntary Early Retirement/Voluntary Redundancy Scheme
What is the intended outcome of this policy, procedure or strategy?	To inform Senior Management Team of uptake of Voluntary Early Retirement/Voluntary Redundancy Scheme. Age is a determining factor in qualifying for pension entitlements.
Which individuals are responsible for undertaking Equality and Diversity Impact Assessment?	Val Ridley, Iain Martin

Part 2

Which groups of the population will be positively or negatively affected by this policy, procedure or strategy?

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender including transgender people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 3

Equality and Diversity Rapid Impact Assessment

<p>a) Have any positive impacts been identified?</p> <p><i>We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another.</i></p>	<p>If yes please give further details</p> <p>-</p>
<p>b) Have any negative impacts been identified?</p> <p><i>Based on direct knowledge, published research, community involvement, customer feedback etc</i></p> <p><i>If unsure seek advice.</i></p>	<p>If yes please give further details</p> <p>-</p>
<p>c) What action is proposed to overcome any negative impacts?</p> <p><i>If you identify a negative impact that cannot be eliminated by amending or replacing the policy it would then be necessary to seek legal advice.</i></p>	<p>Please give details</p> <p>-</p>
<p>d) Consultation or involvement which has informed this assessment.</p>	<p>Please give details</p> <p>Head of Human Resources and Director of Corporate Services</p>
<p>e) Is there a need to collect further evidence?</p>	<p>If yes please give further details including how you gather further evidence.</p> <p>-</p>
<p>f) How will the policy be monitored ?</p>	<p>Please give details</p> <p>Further reports if required.</p>

Part 4

Department

Human Resources Division

Type of Document

Human Resource Policy	<input checked="" type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

Contact Information

Manager Responsible	Author Responsible
Name Iain Martin	Name Val Ridley
Designation Head of Human Resources	Designation HR Manager
Base Dundee House	Base Dundee House
Telephone 434224	Telephone 434233
Email	Email

Signature of author of the policy, procedure or strategy: Iain Martin

Head of Department and Service area: Head of Human Resources

REPORT TO: Policy and Resources Committee - 11 November 2013
REPORT ON: Supply of I.T. Equipment
REPORT BY: Head of Information Technology
REPORT NO: 447-2013

1.0 PURPOSE OF REPORT

1.1 Report for information to Committee. The I.T. Equipment purchased under the Government Procurement Service and Procurement Scotland Framework Agreements.

2.0 RECOMMENDATIONS

2.1 The Committee is recommended to:

- i) Note the I.T. purchases amounting to £ 549,573 detailed in appendix 1. This covers the period 1 April 2013 to 1 Oct 2013
- ii) Note on-going engineering maintenance costs of £ 23,007 per annum for the above purchases.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Director of Corporate Services has confirmed that equipment with a capital value of £ 128,788 was funded through this year's allowance of £ 796,000 for the purpose of Computer Equipment in the Corporate Services Department's Capital Plan.
- 3.2 The Director of Corporate Services has confirmed that software licenses with a revenue cost of £ 111,654 has been funded through the current years Revenue budget of £ 1,545,000 for Computing Costs.
- 3.3 The Director of Corporate Services has confirmed that equipment with a capital value of £ 240,530 was funded through this year's allowance of £ 570,000 for the purposes of Schools Computer purchases in the Corporate Services Capital Plan.
- 3.4 Equipment with a value of £ 68,601 was funded through existing departmental budgets.
- 3.5 The annual recurring engineering maintenance costs of £ 23,007 will be met from the 2013/2014 Revenue expenditure for the I.T. Division.

4.0 MAIN TEXT

- 4.1 Reference made to Article 1 of the minute of the meeting of the Policy and Resources Committee of 16 December 2002 (Report 900-2002) where in the committee approved the OGC Catalist Procurement Scheme (now known as the Government Procurement Service) as a permanent means of purchasing I.T. equipment.
- 4.2 The above report remitted the Head of Information Technology to report regularly to the Policy and Resources Committee on the I.T. purchases made through the above scheme.
- 4.3 Procurement Scotland Framework Agreements have also been used to ensure best value is obtained in I.T. purchases.
- 4.4 Appendix 1 details the purchases made from 1 April 2013 until 1 October 2013.

5.0 POLICY IMPLICATIONS

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

6.0 CONSULTATIONS

- 6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted.

7.0 BACKGROUND PAPERS

- 7.1 None

Mr. Ged Bell. Head of Information Technology

Date: 22 October 2013

APPENDIX 1

Details of I.T. Equipment purchased.

1 April 2013 until 1 October 2013

Name of Company	Value of procurement	Equipment types
Hewlett Packard	£209,275	Desktops / Monitors
Phoenix Software	£111,654	MS Enterprise Agreement
Misco	£93,959	Peripherals / Laptops / NC
Insight	£66,032	Peripherals / Laptops / Servers / NC
AVM Education	£ 63,199	AV / Interactive Whiteboards
XMA	£5455	Netbook / Laptops
Total	£549,573	

Equipment Type	Quantity
Servers	14
Desktop PCs	627
Network Computers (NC)	240
Monitors	64
Printers	32
Network Switches	25
Laptops	63
Netbooks	16
Interactive Whiteboards	32

REPORT TO: POLICY AND RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: COUNTER-FRAUD REPORT - AS AT 30 SEPTEMBER 2013

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 458 - 2013

1.0 PURPOSE OF REPORT

This report is to inform the Elected Members on the Revenues Division's Housing Benefit and Council Tax Benefit Counter Fraud activity as at 30 September 2013

2.0 RECOMMENDATIONS

It is recommended that the Committee approve the Counter-Fraud Performance Report.

3.0 FINANCIAL IMPLICATIONS

The Council Tax Reduction Scheme was introduced on 1 April 2013 and replaced Council Tax Benefit. The Council received 40% subsidy from the UK Government for classifying any overpayment of Council Tax Benefit as fraud and error. As the Council Tax Reduction Scheme is not a social security benefit, it does not attract subsidy for any overpayment identified.

For financial year 2012/13, the Council received £35,512 in subsidy for overpayments of Council Tax Benefit identified by the Counter Fraud Team as fraud and error. The amount of subsidy received varied each year, as it depended on the number of cases the Fraud Team successfully investigated.

4.0 MAIN TEXT

Counter-fraud performance and comparison data for the previous year

- The total level of overpaid Benefits in the table below will still include elements of overpaid Council Tax Benefit as a result of counter-fraud activity whereby the period affected is prior to April 2013.
- The Department for Work and Pensions (DWP) who have in the past jointly investigated Council Tax Benefit fraud with the Council have confirmed that they will no longer investigate this area with the Council. The level of fraud risk associated with this new Council Tax Reduction scheme will require closer examination in the future to ensure it is effectively safeguarded.
- The level of Benefit overpayments identified as a result of counter-fraud activity has increased in comparison to the previous year. This was mainly due to the strategy by the Council and the DWP in targeting the more serious levels of fraud perpetrated against the Welfare scheme.
- The level of Sanctions and success rates on case closures have decreased in comparison to the previous year. Again, this is mainly due to the focus shifting to investigating the more serious fraud offenders. Another factor in this decrease is the local joint counter-fraud initiative with the DWP. Results from this pilot should be realised towards the end of the current financial year.

5.0 POLICY IMPLICATIONS

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

The Equality Impact Assessment carried out for report number 209-2012 on 22nd May 2012 fully addresses the content in this report.

2.

6.0 CONSULTATIONS

The Chief Executive and Head of Democratic and Legal Services.

7.0 BACKGROUND PAPERS

None

M M Stewart Director of Corporate Services	Date:	
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COUNTER-FRAUD SECTION PERFORMANCE

POSITION STATEMENT AS AT 30 September 2013	2013-2014	2012-2013
Completed investigations	118	153
Investigations where either a reduction or cessation of benefit transpired	49	60
Percentage	42%	39%
Overall Benefit Overpayments identified by the counter fraud section (100% figure as opposed to 40% as used in the income table below)	£272,735	£182,515
Overall Benefit Overpayments identified by the counter fraud section including DWP overpayments (100% figure as opposed to 40% as used in the income table below)	£460,632	£258,145
Housing Benefit and Council Tax Fraud Overpayments	£68,037	£79,748
Housing Benefit and Council Tax Claimant Error Overpayments	£204,699	£102,767
DWP benefit Fraud Overpayments	£187,896	£75,630

SUBSIDY FROM HOUSING BENEFIT COUNTER FRAUD ACTIVITY (40%)

INCOME SOURCE	COUNCIL TENANTS HOUSING BENEFIT	PRIVATE TENANTS HOUSING BENEFIT	TOTALS
* Benefit Overpayments	£	£	£
Classified as Fraud	11,208	11,511	22,719
Classified as Claimant Error	14,075	48,713	62,788
Administrative Penalties created			2051
TOTALS	25,283	60,223	87,557

* The Department for Work and Pensions pay subsidies to local authorities for administering the Housing Benefit scheme. There are certain areas of benefit spending where local authorities have scope to monitor and control costs and for such cases, subsidy is paid at a reduced rate. Where Housing benefit overpayment has been classified as fraud or claimant error, then the local authority receive subsidy to the value of 40% of these overpayments. The local authority will also endeavour to recover in full, from the claimant, the overpaid benefit.

COMPARISON	2013-2014	2012-2013
Fraud Overpayments	£22,719	£31,158
Claimant Error Overpayments	£62,788	£41,848
Administrative Penalties created	£2,051	£1,891

POSITION STATEMENT QUARTERLY FRAUD STATISTICS

Housing Benefit overpayments identified by the counter fraud section from which 40% subsidy is received

	Q1 April - June £	Q2 July - Sept £	Q3 Oct - Dec £	Q4 Jan - March £	TOTAL FOR FINANCIAL YEAR
2013-2014	73,181	140,585			£213,766
2012-2013	37,769	94,499			£132,268

ACTIONS TAKEN	2013-2014	2012-2013
Prosecutions referred to Procurator Fiscal	11	26
Administrative Penalties	4	9
Administrative Cautions	2	7
Total Sanctions	17	42
Joint working sanctions	7	27
LA sanction variances (where action has been found necessary that is outside the Benefit Sanction Policy - once approved by Committee this aspect of our work is added to the policy)	0	0
Joint Working sanction variances	0	0

PROSECUTION POSITION STATEMENT

	Guilty Verdicts		Not Guilty		*No Proceedings (reasons outside the Council's control)		** No Proceedings (reasons within the Council's control)		Reports referred	
	DWP led joint cases	LA cases including LA led joint cases	DWP led joint cases	LA cases including LA led joint cases	DWP led joint cases	LA cases including LA led joint cases	DWP led joint cases	LA cases including LA led joint cases	DWP led joint cases	LA cases including LA led joint cases
2013-2014	14	6	2	0	0	0	0	0	7	4
2012-2013	11	9	1	1	0	1	0	0	21	5

HOUSING BENEFIT RECOVERIES AND FRAUD RETURNS (HBRF)

With effect from 01April 2008 the Performance Standards have been replaced by the Housing Benefit Recoveries and Fraud returns.

HBRF	2013-2014	2012-2013
No of full time equivalent fraud investigators at the end of each quarter.	4	4
No of cases referred to the LA fraud investigation section during the quarter	297	273
No of cases subject to investigation by the fraud section that were closed during this quarter	56	94
Total number of cases under investigation that related to DWP administered benefits that were closed during this quarter	0	0
Number of cautions offered and accepted during the quarter	1	2
Number of administrative penalties offered and accepted during the quarter	3	6
Number of administrative penalties offered and accepted with a DWP benefit interest during the quarter	0	0
Number of cases accepted for prosecution during the quarter	3	*18
Number of cases accepted for prosecution with a DWP benefit interest during the quarter	0	0
Number of prosecutions resulting in guilty outcomes (include guilty pleas and verdicts) during the quarter	11	12
Number of prosecutions resulting in guilty outcomes with a DWP benefit interest during the quarter	0	0

*The decision to prosecute rests with the Procurator Fiscal and the Council has no control over these particular statistics.

PERFORMANCE AGAINST TARGET - ACTIONS TAKEN

Target Type	Yearly Target	Achieved (DCC led)	Achieved (DWP led)	Combined total	% of year performance to date
Successful Prosecutions	30	6	14	20	67
Sanctions	60	10	7	17	28

PERFORMANCE AGAINST TARGET - REFERRALS

Target Types	Yearly Target	Achieved (average)	Target achieved to date
Receipt of referral (allegation) to assessing and allocating for investigation	10 days	9 days	yes
Outcome of referral assessment to start of investigation	28 days	1 days	yes

RECOVERY OF BENEFIT FRAUD OVERPAYMENTS	2013-2014 %	2012-2013 %
Paid in full	62.55	60.32
Automatic deductions from ongoing benefit entitlement	9.85	11.16
Arrangement in place	1.63	2.26
Total % cases recovered or where recovery in place	74.03	73.74
Total % non-recoverable cases (technical , LA or DWP error)	0.54	0.56
Total % write off cases	12.34	11.95
Total % cases where recovery procedures are still ongoing where the debtor has failed to put repayment procedures in place	13.09	13.75

COUNTER-FRAUD REFERALLS RECEIVED	2013-2014	2012-2013
Council Non-Revenues	20	18
Revenues	207	257
External to Council	381	311
Totals	608	586
Public (included in External to Council count)	209	189

COUNTER-FRAUD IMPACT ON BENEFIT PROCESSING	2013-2014	2012-2013
Total no of cases where matters raised by counter-fraud activity have required action by Revenues in order to secure the benefit system further against fraud	1	1

INVESTIGATION PERCENTAGE SUCCESS RATE	2013-2014	2012-2013
Percentage success rate on case closures	14.41	23.53
No of current live investigations	167	120

COMPLAINT MONITORING	2013-2014	2012-2013
No of complaints received in relation to our counter-fraud activity	0	0

Marjory M Stewart Director of Corporate Services	Date:	
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DUNDEE CITY COUNCIL

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: COLLECTIONS DEVELOPMENT POLICY

REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES

REPORT NO: 462-2013

1.0 PURPOSE OF REPORT

1.1 To seek approval for the Collections Development Policy 2013 - 2018 for Dundee City's collections which are managed, maintained and developed by the Cultural Services Section of Leisure & Culture Dundee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the City Council approve this Policy

3.0 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications for Leisure & Culture Dundee or Dundee City Council Revenue Budgets arising from this report.

4.0 BACKGROUND

4.1 Agreement of this Policy will allow Leisure & Culture Dundee to strengthen the permanent collection and fulfil the terms of the Accreditation Scheme for Museums in the UK for 2013 to 2018.

4.2 This Policy was agreed by the Leisure & Culture Dundee Finance Committee on 23 October 2013.

5.0 POLICY IMPLICATIONS

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

6.0 CONSULTATION

6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted on this report.

7.0 BACKGROUND PAPERS

7.1 None.

**STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
30 OCTOBER 2013**

**Leisure & Culture Dundee
Collections Development Policy 2013 - 2018**

Name of museum: All museums managed by Leisure & Culture Dundee and not limited to The McManus, Mills Observatory and Broughty Castle Museums. This will also include the museum out stores and collections unit.

Name of governing body: Leisure & Culture Dundee

Date on which this policy was approved by governing body:

Date on which this policy was approved by the collections owner, Dundee City Council:

Date at which this policy is due for review:

1. Definitions

- 1.1 **"The Organisation"** Leisure & Culture Dundee is a Scottish Charitable Incorporated Organisation established on 1 July 2011. The Organisation operates, manages and develops galleries, museums, arts and cultural activities and events, libraries, indoor and outdoor sports facilities. Included in the Organisation's responsibilities is the maintenance, display and strengthening of the permanent collections on behalf of Dundee City Council who act as the keeper of the City of Dundee's collections.
- 1.2 Leisure & Culture Dundee, Cultural Services operates museums which are defined as those premises, staff and collections of original material. At the time of adoption of this policy, this principally encompasses The McManus: Dundee's Art Gallery and Museum, the Mills Observatory, Broughty Castle Museum and The Collections Unit. Collections objects normally held in the industrial out stores are recognised as being the responsibility of the museums. The term **"Museum"** is used in a functional sense, and may at all times be taken to subsume the terms "Gallery", "Art Gallery", "Heritage Centre" or otherwise as appropriate.
- 1.3 **"Collections"** are defined as "any item entered in the Accession Registers of the Organisation, whether as gift, or purchase, together with any item not entered in the Accession Registers, but in the possession of the Organisation, which was donated or purchased with the intention that it will become part of the Collections."
- 1.4 **"Valid title"** is defined as valid legal ownership.
- 1.5 The **"relevant nominated Officer"** is defined as being the professional officer responsible to the Leisure & Culture Dundee Board of Trustees through the Managing Director of Leisure & Culture Dundee for the operation of the Museums according to proper professional standards. The nominated Officer should have a relevant post-graduate degree, or such other equivalent qualifications and/or substantial relevant experience as may be determined to be acceptable by Museums Galleries Scotland, for the purpose of the Accreditation Scheme.

2. Introduction

- 2.1 This is a Policy Statement regulating the acquisition and rationalisation of items for Dundee City's Arts and Heritage Collections. The adoption and implementation of this policy by Leisure & Culture Dundee Board and Dundee City Council is a requirement of the Accreditation Scheme for Museums in the UK, currently administered by Museums Galleries Scotland.
- 2.2 It represents the aims and objectives of Leisure & Culture Dundee (the Organisation) at the time of its adoption in 2013, and will be subject to revision. This Policy will be examined at least once every five years. Any revisions to the policy will be submitted to the Board and Dundee City Council for approval. Museums Galleries Scotland will be notified of any changes to the Collections Development Policy and any implications which may arise for the future of the existing collections.
- 2.3 This Policy Statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition and rationalisation of items for the collections.

3. Statement of purpose

Leisure & Culture's Statement of Purpose.

To deliver, for the citizens of Dundee, and those who visit the City, high quality Leisure, Sport, Cultural and Learning Experiences which improve their quality of life.

On 1st July 2011 Dundee City Council (thereafter referred to as DCC in this document) transferred the museum service to Leisure & Culture Dundee. A formal agreement between both parties known as the Collections Agreement was adopted to allow Leisure & Culture Dundee (thereafter referred to as LCD in this document) to manage the collections on behalf of DCC.

4. An Overview of Current Collections

Leisure & Culture Dundee's Cultural Services Museums currently have a Museums Services Section which cares for Archaeology Regional and Foreign (this covers Mesolithic, Neolithic, Bronze Age, Iron Age, Roman, Pictish, Medieval, Post Medieval and examples of the Foreign Archeology include Ancient Egypt, Classical Greece and Rome and the Americas) , World Cultures (covering Africa, The Americas, Asia, Europe and Oceania), Numismatics and Human History (which is broken down into Community Life, Domestic and Family Life, Personal Life, Working Life and Oral Histories) and The Natural Sciences Collections (Vertebrates, Invertebrates, Botany and Geology).

The Fine and Applied Art Section is made up of Fine Art (European Oils, Watercolours and Drawings up to the 20th Century, English Oils, Watercolours and Drawings up to 1950, English Oils, etc from 1950 until Present Day, Scottish Oils, Watercolours and Drawings Circa 1650 to 1950, Contemporary Scottish Oils, Watercolours and Drawings 1950 until present day, Artists Prints, Fine Art Photography, Sculpture, New Media and Contemporary International Collecting) and the Applied Art Collection (Historic Silver, Historic Ceramics, Glass, Objects d'Art and other assorted pieces of Decorative Art and Contemporary Crafts).

The collections can be dated back to the inception of the Watt Institute which was founded in Dundee, 1824. The first meeting was held in 1825 at the meeting house, later known as the Willison Church in Barrack Street. Membership grew rapidly and from an early stage a library and museum was formed.

By 1866 serious thought had been given to the establishment of a free library in Dundee. In 1869 when the Watt Institute was wound up the town bought the library and received the collections as a gift.

The library was on the ground floor of the new Albert Institute which had been built in the previous year as a memorial to Prince Albert. The money for the Institute, designed by George Gilbert Scott, was raised by a group of local businessmen who formed a limited liability company known as "The Albert Institute Limited".

An extension to the building was completed in 1873 which housed the museum collections from the Watt Institute.

The Albert Institute had several successful annual Fine Art Exhibitions (1877 – 1891). The exhibitions were of a large scale and it was from these exhibitions that the fine art collection began.

A third extension to the building was completed in 1889, with the opening of the grand Victoria Gallery.

Original inventories of the Watt Institute collections do not survive, however we do know that this collection contained Arctic fauna and ethnographical objects.

The expansion of the galleries provided more space for the growing collections. A large sculpture gallery housed plaster casts of famous Greek and Roman sculpture and a reproduction of the Parthenon Frieze.

A re-display of the galleries in 1911 saw a room dedicated to Egyptian and Assyrian Antiquities, as many bequests had been received from Sir James Caird, Rev. Colin Campbell and the Egyptian Exploration Fund. New cases were provided to house native weapons and textiles.

Three galleries were dedicated to the natural sciences and included a display in progressive order from sponges to corals, fish and reptiles to birds. A room focused on examples of large African big game, fossils and minerals, while the final room contained specimens from the Arctic and the Antarctic including the skeleton of the Tay Whale, Walruses, birds and birds captured by Sir Ernest Shackleton in his Antarctic Expedition of 1914.

Notable donations, and one of the earliest recorded, were given by Henry S. Cox, of Cox Bros (Calcutta), one of the largest jute firms in Dundee. A collection was donated by Dr Peter Rattray, who followed in the footsteps of Mary Slessor and his donation represents the single biggest donation of African material to Dundee.

As the first Jubilee of Queen Victoria (1887) drew near, various plans were suggested including the acquisition of Dudhope Park. The Park was purchased by the Town Council on the 28th September 1895 and the park contained a number of buildings which had previously been used as Regimental Barracks.

The museum in Albert Square was now over-crowded and the idea of opening a new museum in the recently acquired Dudhope Park was given serious consideration. The new Technical Museum was opened on the 23rd July 1900 and had examples of model machinery, ship models, natural history and ethnography with the central feature of the Boulton-Watt engine, built in 1785 by Boulton and Watt.

The new museum became a very popular venue, however the First World War broke out and Barracks were once again taken over by the military. Dudhope Park Museum finally closed in 1949.

The Albert Institute was renamed The McManus Galleries in 1984 and in 2008 was renamed The McManus: Dundee's Art Gallery and Museum.

Leisure & Culture Dundee, on behalf of Dundee City Council, manages Broughty Castle Museum (owned by Historic Scotland), The Mills Observatory and The McManus: Dundee's Art Gallery and Museum.

The collections are believed to contain upwards of 150,000 objects.

4.1 ARCHAEOLOGY

The Archaeology Collection consists of over 5,000 objects relating to Regional Archaeology and Foreign Archaeology.

4.1.1 Regional Archaeology

Objects in the Regional Archaeology Collection include any object and its accompanying archive discovered in an archaeological context within Dundee or its surrounding area, including Tayside and Fife, or that relates to the time period of approximately 10,000 B.C. to approximately 1600 A.D.

The collections reflect the pre-history of the Tayside area with finds assemblages from important archaeological investigations such as the Mesolithic site at Morton, the Pictish Lundin Links long cist cemetery in Fife alongside medieval urban sites in Dundee.

Formerly the Museum had its own Archaeology Field Unit which conducted its own excavations as well as providing assistance to excavations in Dundee, Tayside and Fife.

The collections are organised under the following categories:

- Mesolithic
- Neolithic
- Bronze Age
- Iron Age
- Roman
- Pictish
- Medieval
- Post Medieval

The collection contains material that is important locally and of significance on a national basis.

4.1.2 Foreign Archaeology

Objects in the Foreign Archaeology Collection include any object discovered in an archaeological context outwith Great Britain. Examples include objects from Ancient Egypt, Classical Greece and Rome and the Americas.

The Egyptology Collection largely stems from the Institution's early involvement with the Egypt Exploration Fund (now Society). It contains examples from important sites such as El Amarna, Abydos and Deir el Bahri and ranging in time from Predynastic to Roman Egypt.

4.2 WORLD CULTURES

The World Cultures collection consists of about 3,000 items from Africa, Asia, the Americas and Oceania. The greater part is African, predominantly from Nigeria, Zaire, Uganda and South Africa. The Americas collection is predominantly Inuit.

- World Cultures : Africa
- World Cultures: Americas
- World Cultures : Asia
- World Cultures: Europe
- World Cultures: Oceania

4.3 NUMISMATICS

The Numismatics Collection consists of some 6,000 objects relating to Dundee, Scotland, Britain and Europe, the Classical World and other countries around the world. Examples include coins, trade tokens, communion tokens and military medals. The classical collection, the 'Paton Gloag collection' is of particular note and is believed to be of national importance.

4.4 HUMAN HISTORY

The Human History collection is classified using the Social History and Industrial Classification (SHIC). The collection consists of approximately 26,000 objects.

4.4.1 Community Life

Objects relating to the community of Dundee and its surrounding areas. Examples include collections of objects relating to Friendly Societies, religion, politics and warfare.

4.4.2 Domestic and Family Life

Objects relating to domestic and family life including the house and household and activities that take place within it, or are related to family life. Examples include household furniture and furnishings, lighting, sanitation, food preparation and sports and pastimes.

4.4.3 Personal life

Objects that are used by or related to only one person, as opposed to a group of people, and kept for private use rather than being used in a domestic setting. Examples include a large collection of costume and objects related to personal care.

4.4.4 Working Life

Objects that relate to the working life of Dundee and activities akin to this which are undertaken for commercial purposes. Examples include the Nine Trades, Trade Unions, textile industries, whaling, publishing and printing, food manufacture and transport.

The Whaling Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

The material relating to Dundee's whaling past and general polar exploration overlaps with the Inuit ethnographic material. In view of the small amount of material surviving, this collection constitutes a major British collection of international importance.

The Shipping Collection is of great importance at both a local, regional, and in some areas, national level. It is popular with the public and in use by researchers on a fairly regular basis.

This is a rich part of the History Collection. Historically, industry was central to the life of Dundee. Some key points must be made here. Firstly, careful consideration must be given to the "Collecting Area" when considering collecting an object in some of the categories below. Unless there is an outstanding or significant reason, collecting must not overlap with that of Dundee Industrial Heritage.

4.4.5 Oral History

The Oral History Collection until 2004 consisted of a collection of cassette recordings. In 2004 oral history began to be pursued in a more strategic way, partly in order to have oral history available for the McManus Galleries "Who We Are" redevelopment project and "The Making of Modern Dundee" gallery within that project. It is the intention to continue to collect Oral History as a record of Dundee.

4.5 NATURAL SCIENCES COLLECTION

The Natural Sciences collection is classified using widely-accepted taxonomic classification. The collection consists of approximately 75,000 objects.

4.5.1 Vertebrates

- Reptiles and Amphibians - This is a very small collection of display casts and spirit preserved specimens.
- Fish - This collection, which is of regional significance, contains over 500 preserved specimens and display mounts of historical interest.
- Birds - The collection consists of glazed and unglazed mounted specimens, study skins, osteology (skulls, skeletons and bones) and eggs.
 - Mounts - This collection contains about 900 specimens. Most are of British origin, although there are a small number of foreign specimens from localities such as Australasia and Antarctica (including some important historical material). About two thirds are recent, the remaining third being 19th-century specimens.
 - Skins - This collection which is of regional significance contains about 2,000 specimens. It includes historical material from JFT Nisbet and JT Boase. Most of the specimens are of Scottish origin and have full data. The small foreign component includes specimens from North and South America, Africa and Australasia.
 - Nests - This small collection is comprised mainly from donations made in the 19th century. Most of the common British species are represented.
 - Eggs - This is a large collection. Many of the 7,000 eggs have inadequate data. Although the vast majority are probably of British origin there is also a significant amount of European and American material.
- Mammals
 - Mounts - This collection contains about 200 specimens. Most are recent and are of Scottish origin, although a few foreign localities ranging from the Arctic to Australasia are also represented.
 - Skins - This collection which is of regional significance contains about 300 specimens. Although a few older foreign specimens are present, the vast majority of the collection is of recent Scottish material.
 - Osteology - This collection contains about 300 specimens, mainly bird and mammal skulls. It does however include the largest and most spectacular Natural History specimen - the Tay Whale skeleton.

4.5.2 Invertebrates

- Insects - These total approximately 35,000 pinned specimens and are of regional importance. More than two thirds are well documented, being recent specimens of Scottish origin. The strongest groups are Lepidoptera (butterflies), Coleoptera (beetles) and Diptera (flies). There are also a number of fluid-preserved specimens.
- Molluscs - This collection contains about 6,000 specimens of shells and includes a substantial proportion of foreign material, much of it tropical seashells with little accompanying data. Among the British material, parts of southern England are currently better represented than Scotland.
- Other Invertebrates - This collection contains about 1,000 mainly fluid-preserved specimens covering Scottish marine, freshwater and terrestrial forms, i.e. crustaceans, arachnids.

4.5.3 Botany

- Algae - This collection contains less than 1,000 poorly documented 19th century specimens, mainly from southern England, but including some Scottish material.

The foreign material includes some 200 specimens from the Southern Hemisphere apparently collected in the 1860s.

- Bryophytes - This collection contains about 3,500 specimens, mainly of British origin. It includes the 19th century Scottish collection of G Forbes (800 specimens) and a small proportion of 19th century foreign material of worldwide origin. The only modern specimens are contained in 250 packets from Angus and Perthshire.
- Lichens - This collection contains about 3,000 herbarium packets. Most are well documented, modern, Scottish specimens and comprise one of the most important 20th-century lichen collections in Scotland.
- Vascular Plants - This collection contains about 9,500 herbarium sheets. Included is the UK Duncan collection with some 2,200 voucher specimens for the "Flora of Angus" and 563 for the "Flora of East Ross-shire"; both of regional importance.

4.5.4 Geology

- Rocks - This collection contains 1,000 specimens, mainly of Scottish origin. Local rock types are reasonably represented but the collection lacks adequate non-local material for comparative purposes.
- Minerals - This collection of approximately 1,700 specimens contains a significant amount of foreign material.
- Fossils - This collection contains 2,500 specimens, many of historical and scientific importance including material of national significance. Although local fossils are reasonably well represented, the number of specimens from other parts of Britain is inadequate for comparative purposes.

4.5.5 Biological and Geological Records

The Organisation is historically the major holder of biological records for Tayside.

These often have voucher material associated with them which is in need of proper storage. The taxonomic expertise to check the validity of records is largely available only in a museum.

The current archive is mainly paper based, much of it the result of survey work conducted or initiated by the Organisation. Much data has been entered into the Recorder computer program so that it is more readily available and can be searched in a variety of ways.

4.6 **FINE ART**

Established in 1874, the City's permanent Fine Art Collection comprises 5,500 items and spans four centuries of production by artists working in Britain and Europe. At its core is a fine collection of nineteenth and twentieth century Scottish painting which has formed the basis of our active collecting over the last forty years. The Fine Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

From its inception until the 1960s, the art collection was built primarily through donations and bequests. During the 1960s a small acquisitions fund was established and Curators were able to actively collect by purchasing work for the first time. With three major exceptions, the transfer of the entire Orchar Collection in 1987, the successful bid for some 70 works from the Scottish Arts Council bequest in 1997 and the gift of the photographic series 'Hawkhill: Death of a Living Community' in 2002, passive collecting by donations or bequests has virtually ceased.

Active collecting by means of purchase is the only method by which the Fine Art Collection can be seriously developed. The ability to secure grant aid from government, charitable and private sources will be a key determinant in pursuing and securing major acquisitions.

4.6.1 European Oils, Watercolours and Drawings up to the 20th Century

A small collection, including work by Italian and Dutch 'Old Masters', mostly donated during the 19th century and also by one twentieth-century collector, William Shiell.

Key artists include:

- Abraham van Beyeren
- Pompeo Batoni
- Louis de Boullogne
- Eugene-Louis Boudin
- Giovanni Battista Caracciolo
- Emilian School
- Jacob Maris.

4.6.2 English Oils, Watercolours and Drawings up to 1950

The English Collection is a fine and valuable one.

Key artists include:

- Frank Brangwyn (a collection of some 250 works including 16 oil paintings)
- Edward Burra
- David Cox (60 pencil drawings)
- Dame Laura Knight
- Edwin Landseer
- Alfred Munnings
- John Nash
- Dante Gabriel Rossetti
- Walter Sickert
- Stanley Spencer.

4.6.3 English Oils, etc from 1950 until Present Day

This is a small group deriving in part from donations by the Contemporary Art Society and the War Artists Advisory Committee. It includes work by:

- Edward Bawden
- David Bomberg
- Edward Burra
- Mark Gertler
- Alan Ronald
- Graham Sutherland.

4.6.4 Scottish Oils, Watercolours and Drawings from Circa 1650 to 1950

Dundee City has one of the best collections of Scottish paintings in the country. This includes: a number of outstanding single works; the only nineteenth century collection to survive in its entirety (the Orchar Collection); and the best collection of work by artists of the Scott Lauder Group anywhere. As one would expect, artists with a strong local connection feature prominently.

The 20th century collection has been assessed by the National Galleries of Scotland and confirmed as a significant Scottish Collection.

The Scottish collection is complemented by a significant group of local interest paintings including portraits of local worthies, topography and a large collection of maritime paintings. Much of this was collected by AC Lamb.

Key artists:

- David Allan
- Alexander Carse
- Tom Faed

- John Phillip
- Henry Raeburn
- Allan Ramsay
- Robert Scott Lauder.

Important groupings include: 'the Scott Lauder Group', the 'Glasgow Boys' and the 'Scottish Colourists'.

4.6.5 Contemporary Scottish Oils, Watercolours and Drawings 1950 Until Today

From the outset, the art collection has been a contemporary one built through presentations and bequests of work by living artists from Dundee's prosperous 19th century business community and an active collecting policy focused on contemporary Scottish work from the 1960s onwards.

This collection focuses primarily on acquiring work by artists who live and/or work in Scotland. Work by artists who have a particular connection with Dundee has always been purchased. Recent additions from the Scottish Arts Council bequest have significantly improved this collection.

Key artists include:

- Delia Bailie
- Elizabeth Blackadder
- John Bellany
- Steven Campbell
- Graham Fagen
- Callum Innes
- James McIntosh Patrick
- Eduardo Paolozzi
- David McClure
- Will McLean
- Alberto Morrocco
- Graeme Todd
- Robert Orchardson.

4.6.6 Artist's Prints

The collection of some 900 prints, particularly strong in early 20th century British, ranges from Daniell aquatints to prints by French post-impressionists Degas, Vuillard and Chagall. There is also an important collection of etchings and drypoints by JM Whistler. Dundee City's important collection is complemented by a major collection of 20th century Scottish prints held by the University of Dundee.

4.6.7 Fine Art Photography

Dundee was the first City to collect fine art photography purchasing two photographs by Thomas Joshua Cooper in 1985. This brave championing of artist photography at an early stage in its development has resulted in a fine collection representing many of the key Scottish-based photographers of the late 20th-century. The range and quality of the collection was significantly improved with the acquisition of work through the Scottish Arts Council bequest.

The collection includes the largest body of work by Joseph McKenzie in a public collection. 'Dundee: City in Transition, 1964-66' was acquired in 1990 and 'Hawkhill: Death of a Living Community, 1965-86' acquired in 2002.

Since the fine art photography collection was established, photography has become mainstream and is now viewed as a legitimate medium in its own right. This has resulted in a shift in focus from the collection of work by fine art photographers to the acquisition of work by artists who work with photography.

4.6.8 Sculpture

The collections consist of about sixty pieces of sculpture, ranging from 19th-century marble portrait busts to contemporary bronzes.

Key modern sculptors are:

- Benno Schotz
- William Turnbull
- E Paolozzi
- Gavin Scobie
- Gareth Fisher.

4.6.9 New Media

The Fine Art Collection has been built up over 150 years through acquisitions of work in the traditional fine art media of paintings, drawings, prints and sculpture. The contemporary art world no longer recognises these distinctions and increasingly boundaries are becoming blurred as the hierarchy associated with traditional media has been abandoned. Many artists are no longer associated with one medium and prefer to work in a variety of media. Artists also have a host of new technologies available to them. We wish to reflect this in our collecting policy and have begun to build a small but important collection of works in new media which includes video/DVD artworks by Roddy Buchanan, Duncan Marquiss & Andy Wake, Pernille Spence and Matt Stokes.

4.6.10 Contemporary International Collecting

The Organisation was fortunate to benefit from membership of the National Collecting Scheme for Scotland (NCSS), of which ran from 2003-2013. The Scheme made funds available for research and international travel and encouraged more ambitious thinking about the collection. Through the Scheme work is been purchased which reflects contemporary developments in visual art, provides an international context for the permanent art collection and reflects the international outlook of the programmes at Dundee Contemporary Arts and Generator Projects.

4.7 APPLIED ART

The City's permanent Applied Art and Craft Collection is diverse and varied in quality, with much of it having been collected passively from bequests. The most significant items are in areas which have been actively collected, and in the main purchased, by curatorial initiatives. It amounts in total to some 1,400 objects.

The Applied Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

At its core is a fine collection of historic Scottish silver, mainly made in Dundee but with excellent examples of Edinburgh and other Scottish provincial silver. Historic Scottish Pottery was actively collected for a period and is a good collection. Scottish studio ceramics have been purchased over the last 40 years while contemporary Scottish glass has been collected since the 1980s. In the 1970s good quality display collections of Georgian glass and 18th century porcelain were purchased from Bond Street dealers to show the variety and development of the media in this period.

Active collecting by means of purchase is the only method by which the Fine Art Collection can be seriously developed. The ability to secure grant aid from government, charitable and private sources will be a key determinant in pursuing and securing major acquisitions.

4.7.1 Historic Silver

The collection comprises around 350 items, spanning the period from the 17th century to the present day. It consists mainly of tableware with some church silver, trophies and presentation pieces. The bulk of the collection is Scottish, with two outstanding non-Scottish pieces: the Armitstead Salver, 1683 and the Doncaster Cup, 1816. The Scottish provincial silver collection is a good one with an outstanding collection of items by Dundee makers. There are also several impressive pieces of Edinburgh and Glasgow silver.

Regarded as an important display and research collection we have actively acquired work by key historic makers in recent years.

4.7.2 Historic Ceramics

The Historic Ceramics Collection contains over 800 miscellaneous items. Much of it is standard household ware from the late 19th century, presented through bequest. There are a number of important small collections within this which are:

- Good Satsuma pottery
- Assorted Oriental porcelain
- Chelsea and Bow figures
- A good collection of Scottish pottery
- Modern Royal Doulton figures, donated by the factory
- 19th-century Staffordshire including transfer-printed ware
- A large collection of Goss crested china.

4.7.3 Glass

The collection consists of approximately 170 items of very mixed quality. The best of it was purchased in 1976, comprising 30 pieces of British and Irish Georgian glass 1720-1820

4.7.4 Objects d'Art and Other Assorted Pieces of Decorative Art

This is a miscellaneous collection, numbering some 100 items.

The key area is a small but very pretty group of Oriental objects - ivories, lacquer, bronzes, and material related to some of the Far Eastern daggers.

4.7.5 Contemporary Crafts

The Contemporary Craft which includes fine examples of studio glass and ceramics.

Like the Fine Art Collection, increasingly the boundaries between fine art and craft are becoming blurred. Many craft practitioners are no longer producing work that is primarily functional. Increasingly craft practitioners are exploring conceptual work and are experimenting with media much in the way that a fine artist would do.

The Contemporary Crafts Collection has benefited enormously from the research, travel and funding for acquisitions available through the National Collecting Scheme for Scotland 2003 - 2013. Through the Scheme the collections of Scottish studio ceramics and glass have been built up. The collection has been developed more ambitiously with a purchase of a number of key items by major English and European makers. These include glass by Colin Reid and Bruno Romanelli and ceramics by Danish makers Bodil Manz, Gitte Jungersen, Michael Geertsen, and Per Ahlmann.

5. Themes and Priorities for Future Collecting

The period of time that the entire collection relates to is prehistory to the present day. Leisure & Culture Dundee continues to actively collect in certain areas on behalf of Dundee City Council.

The main reasons for collecting are:

- Objects have particular significance to the Dundee area
- Objects enhance and complement the existing collections
- Fill gaps in the collecting area
- They have potential for display or education/ research

The collections area does not strictly cover the geographical/Local Government administrative area of Dundee City. This is dependant on the collections and is detailed below.

Regional Archaeology	Dundee or its surrounding area, including Tayside and Fife, or that relates to the time period of approximately 10,000 B.C. to approximately 1600 A.D
Foreign Archaeology	Closed collection; however objects which will enhance or complement the collection will be considered.
World Cultures	Closed collection; however objects which will enhance or complement the collection will be considered.
Numismatics	Numismatics relating to Dundee, Scotland, Britain and Europe, the Classical World and other countries around the world
Community Life	Dundee and surrounding area (Dundee Local Government administrative area).
Domestic and Family Life	
Personal life	
Working Life	
Oral History	
Vertebrates	In general Tayside and North East Scotland. Consideration to neighbouring authorities will be taken into account when acquisitions are made.
Invertebrates	
Botany	
Geology	
European Oils, Watercolours and Drawings up to the 20th Century	The fine and decorative art collections are not bound by the Dundee City Local Government administrative area. Acquisitions are purchased or donated to complement and enhance the existing collections. Consideration to neighbouring authorities will be taken into account when acquisitions are made. Consideration will be given to avoid duplication in the “devolved national collections” particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.
English Oils, Watercolours and Drawings up to 1950	
English Oils, etc from 1950 until Present Day	
Scottish Oils. Watercolours and Drawings from Circa 1650 to 1950	
Contemporary Scottish Oils, Watercolours and Drawings 1950 until Present Day.	
Artist's Prints	
Fine Art	
Photography	
Sculpture	
New Media	
Contemporary International Collecting	

Historic Silver	
Historic Ceramics	
Glass	
Objects d'Art and other assorted Pieces of Decorative Art/Furniture	
Contemporary Crafts	

5.1 FUTURE COLLECTING

5.1.1 Regional Archaeology

Active and passive collection, including through Treasure Trove, will be undertaken for the following categories:

- Mesolithic
- Neolithic (gaps in collection)
- Bronze Age
- Iron Age (gaps in collection)
- Roman
- Pictish
- Scottish (gaps in collection)
- Medieval
- Post medieval
- Books, manuscripts, maps, photographs and equipment which relate specifically to archaeological digs and study within the region.

We have requested to become a Museum of last resort for Treasure Trove. This means if a museum in Angus, Perth and Kinross and Fife does not bid for objects that come via the Treasure Trove system, Leisure & Culture Dundee, on behalf of Dundee City Council, will have the option before it goes to the National Museum by default.

We will also actively obtain full accompanying archives will all archaeological finds.

5.1.2 Foreign Archaeology

The collection is a historic one and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other British museum collections. The General Rules and Procedures for collecting as stated in Section 11 a-k will also be applied stringently. Categories currently in the collection and to which any new objects will relate are:

- Americas
- Classical World
- Egypt
- Oriental

5.2 WORLD CULTURES

The collection is an historic one and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other British museum collections. The General

Rules and Procedures for collecting as stated in Section 11 a-k will also be applied stringently. Categories currently in the collection and which any new objects will relate to are:

- World Cultures without provenance
- World Cultures Africa
- World Cultures Americas
- World Cultures Asia
- World Cultures Europe
- World Cultures Oceania

5.3 NUMISMATICS

Active collecting will take place to add numismatic objects to the collection that provide context for the human history of Dundee, especially in a local context, but also in a national and international context where deemed appropriate. Active and passive collecting will be undertaken for the following categories:

- Coins
 - Priority will be given to any Scottish mints currently not in the collection that would fill a gap in the collection
 - Examples of new coinage will be actively collected
- Banknotes
 - Examples of new banknotes will be actively collected
- Tokens
- Seals
- Medals
 - (accompanied with documentation and personal stories to further contextualise the collections)
- Medallions

5.4 HUMAN HISTORY

5.4.1 Community Life

Active and passive collecting will be undertaken for the following categories:

- Cultural tradition
- Organisations
- Regulation and control
- Welfare and wellbeing
- Education
- Amenities, entertainment and sport
- Communications and currency
 - Numismatics is considered separately in a category above.
- Warfare and defence
- Community life not elsewhere specified

5.4.2 Domestic and Family Life

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. This collection requires a better representation of objects that relate specifically to areas of Dundee (i.e. Douglas or Lochee), Dundee homes and Dundee people.

Active and passive collecting will therefore be undertaken for the following categories:

- Domestic and family administration and records

- Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum
- House structure and infrastructure
- Heating, lighting, water and sanitation
- Furnishings and fittings
 - (see also "Working Life" - 5.4.4) There is natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26 July 2005.
 - There is natural crossover here with ornaments and curios currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to ornaments and curios.
- Household management
- Food, drink and tobacco
- Family wellbeing
- Hobbies, crafts and pastimes
- Domestic life not specified elsewhere.

5.4.3 Personal life

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. Objects especially relating to Personal Life from the 1980s onwards must be actively collected.

Active and passive collecting will therefore be undertaken for the following categories, as well as being considered in relation to the General Rules and Procedures for collecting as stated in Sections 11 a-k:

- Personal administration and records
 - Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum.
- Relics, mementoes and memorials
- Costume
 - The costume collection is extensive, with a broad and impressive representation of mainly women's garments from 1750 until the 1970s, with 1850-1950 predominant.
 - The costume collection is considered closed up to the 1980s. However, if an opportunity arises to collect items from the following areas, stringent consideration will be given, keeping in mind the already large nature of the collection overall, and with a view to the General Rules and Procedures for collecting as stated in Section 11 a-k:
 - costume from 1980s onwards will be selectively collected
 - working clothing which is not duplicated in the existing collection
 - men's clothing which is not duplicated in the existing collection
 - children's clothing that is not duplicated in the existing collection
 - items of exceptional significance or quality which were made and used prior to the 1980s, and which are not duplicated in the existing costume collection
- Accessories not elsewhere specified
- Toilet
- Food, drink and tobacco
- Personal wellbeing
- Personal life not specified elsewhere

5.4.4 Working Life

Active and passive collecting will be undertaken for the following categories:

- Agriculture, forestry and fishing
 - Falling into this category is the whaling collection which is a nationally significant collection, designated by Museums Galleries Scotland on behalf of the Scottish Government. It is unlikely that many donations will be made to enhance it. Therefore passive and, where possible, active collecting will be applied where an object in question will enhance the collection.
- Energy and water supply
- Minerals and chemicals
- Metals and metal goods, engineering etc.
 - There is natural crossover here with some objects currently in the Fine and Decorative Art collection, especially silver. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to Dundee silver.
- Manufacturing industries not elsewhere specified
 - An important company in Dundee's history is D.C. Thomson and Co. limited. The representation of this company in the collection is very poor. Active collecting will take place in order to address this imbalance.
 - Another large employer in Dundee is Michelin Tyre Company. The representation of this company in the collection is also very poor. Active collecting will take place in order to address this imbalance.
 - (see also Domestic and Family Life 5.4.2) There is natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26 July 2005.
- Construction
- Transport and communications
- Distribution, hotels and catering, repairs
- Other working life
 - New and emerging industries in Dundee, including biotechnology and the gaming industries, have very poor representation in the collection. Active collecting will take place in order to address this imbalance.

5.4.5 Oral History

Oral history will be actively collected. Any oral history collected must be deemed to improve the context into which the museum's objects can be set, or add unique and accessible information about areas of Dundee's history that the object collections can or cannot illustrate.

Oral History interviews complement collecting objects, oral history interview can often follow the donation of an object, or vice versa. It can help gather supplementary information in order to have the fullest possible history of the object.

Consent will be obtained before acquisition.

5.5 **NATURAL SCIENCES COLLECTION**

5.5.1 General Policy

The collecting of Natural Sciences material will complement and enhance the existing collections. The aim of the Collecting Policy is to obtain botanical, geological and zoological specimens and associated information in order to interpret, evaluate and provide documentary evidence of Tayside wildlife past and present.

Suitable specimens which will fill any gaps in the collection will be actively pursued.

Museums collect Natural Sciences material as a resource to fulfil three quite separate functions:

- for display;
- for reference purposes;
- as voucher material.

Display

Specimens collected for the purpose of exhibiting in museum displays. E.g. particularly well prepared fossils and minerals or mounted taxidermy.

Reference

Biological collections are an extremely important reference resource. Dundee will be considered as part of the wider western Palaeartic, bio-geographical region.

There are many excellent identification guides and keys to the more popular groups of wildlife e.g. birds, mammals, butterflies, dragonflies and flowering plants. However for the better use of these guides and for the identification of the many less well-known groups the only practical means of identification is by comparison to accurately identified specimens. This is especially the case for many invertebrates and lower plants. It is appropriate that suitable comparative material be collected for this purpose.

- Figured, cited or otherwise published specimens.
- Well documented specimens and collections to provide documentary evidence of Tayside wildlife.
- Material in order to provide a quality reference collection to support the Organisation's objectives and Biodiversity Partnership objectives in site evaluation and the training of local naturalists.
- Historic mounted specimens which have accompanying information or are in good condition.

Vouchers

Biological specimens provide actual physical evidence to support literature or other records and observations (e.g. site surveys, impact assessments, ecological studies). They allow for identifications to be checked or reassessed.

As such specimens are the products of their environment at a particular point in time they may provide important data for long-term analysis.

Voucher material is generated during habitat, ecological and other surveys within the Collecting Areas, in particular those surveys commissioned under the auspices of the Tayside Biodiversity Partnership.

It is relatively unusual for a particular specimen to fulfil all three functions.

Unlike most other museum disciplines, biological material requires some form of preservation prior to incorporation into the collection. The preparation technique chosen should usually be dictated by the intended function.

The following groups of Natural Sciences material will be collected.

5.5.2 Botany

- Fungi
- Algae
- Lower plants

- Higher plants

5.3.3 Geology

- Rocks
- Minerals
- Fossils

5.5.4 Invertebrate Zoology

- Marine
- Terrestrial
- Freshwater

5.5.5 Vertebrate Zoology

- Marine
- Terrestrial
- Freshwater

Specific to Egg collections

Legislation now prohibits the collecting of eggs of British birds, so collecting will be restricted to:

- Eggs of Scottish species only where there is accompanying data and the specimens can be proved to have been collected before the enactment of the relevant legislation
- When the specimens have been offered by the police following investigation of illegal egg collecting
- Where a specific licence has been granted for research purposes

5.5.6 Identification and documentation

- Identification and reference books and articles required for the determination and interpretation of European wildlife
- Information on the status of individual species and species groups in order to support the Biodiversity Partnership and the use of the collection
- Books, manuscripts, maps, photographs and equipment which relate specifically to biological study within the region

Acquisition of specimens will be:

- through field collecting by staff
- purchase where required
- by the encouragement of local naturalists and the public to donate private collections and specimens
- by involvement in biological and geological survey and monitoring work

5.5.7 Biological and Geological Records

Occasional future additions to the dataset will be made where the data available reflects or complements the Natural Sciences Collections.

In the longer term, the Organisation will work with other interested parties towards the establishment improvement and maintenance of a Tayside Biological Records Centre.

5.6 FINE ART

5.6.1 European Oils, Watercolours and Drawings up to the 20th Century

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.6.2 English Oils, Watercolours and Drawings etc from 1950 Until Present Day

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.6.3 Scottish Oils, Watercolours and Drawings From Circa 1650 to 1950

The main priority in this area will be to collect historic works with a strong Dundee connection when they come on the market. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.4 Contemporary Scottish Oils, Watercolours and Drawings 1950 Until Present Day

Contemporary Scottish Art is the priority area for active collecting through commission and purchase. The Organisation will continue to acquire contemporary work by major Scottish artists, and artists who are important locally. The Organisation is keen to reflect the local art scene and will consider acquiring work by younger emergent artists who have created a significant body of work since graduation.

The Dundee Contemporary Arts commissioning programme presents the City with valuable opportunities to purchase work originated in Dundee by a range of international artists.

In recent years, works have been presented that are believed to present long-term conservation problems. Where this is believed to be the case, an agreement will be drawn up with the artist prior to accepting the work for a fixed time period. Once that fixed time period has come to an end the work will be discussed with conservation staff and the artist prior to making a decision on its long-term future within the collection. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.5 Artist's Prints

It is intended to acquire historic prints that are of local importance and interest, when they become available, we will continue to acquire contemporary prints by Scottish makers and print/editions created at Dundee Contemporary Arts. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.6 Fine Art Photography

The photography collection will continue to be built through commission and purchase. Contemporary Scottish photography is the core of the collection and the Organisation will continue to acquire work in this area and also buy photographs by non-Scottish photographers to provide context for the Scottish collection. Work by artists who work with photography will also be acquired.

5.6.7 Sculpture

Work by contemporary Scottish sculptors will be considered for acquisition after assessing storage requirements, potential handling difficulties and suitability for display.

5.6.8 New Media

The aim is to continue to build a quality collection of work that reflects the many ways in which artists create work. The acquisition of work in this area presents many challenges; each potential acquisition will be assessed on the basis of the suitability for the collection, the ability to present the work without significant additional expense and the ability to preserve the work long-term. For this reason, where specialist equipment is required to present work, it will be purchased as part of the acquisition.

5.6.9 Contemporary International Collecting

Where funds allow, purchases of new work will continue for the collection that is international in scope and complements the existing Fine Art collection.

This represents a new area for collecting and recognises the opportunities afforded through exhibition and events programmes at The McManus: Dundee's Art Gallery and Museum and Dundee Contemporary Arts. Much of the new media presents new challenges for collecting as it can comprise of direct wall drawing, performance, time-based work or video. This type of work will be supported through the Organisation's Exhibitions Policy and collected through recording material (documentation, photography, and video).

5.7 DECORATIVE ART

5.7.1 Historic Silver

The main priority will be to collect pieces of historic Dundee silver of unusual type or maker when they become available. Where appropriate the Organisation will continue to be involved in commissions for civic silver.

5.7.2 Historic Ceramics

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.7.3 Glass

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.7.4 Objects d'Art and other assorted Pieces of Decorative Art/Furniture

Since the display and storage constraints on furniture are a serious limiting factor, this is not an active area for collecting unless the material has strong local importance and significance.

Passive collecting of miscellaneous objects d'art will be very selective and assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.7.5 Contemporary Crafts

The intention is to actively develop the contemporary Scottish crafts collection through purchases and commissions.

Where funds allow, the Organisation will continue to purchase new work for the collection which is international in scope and complements the existing contemporary craft collection. The ability to secure pieces will depend on successfully securing external grant aid.

6. Themes and Priorities for Rationalisation and Disposal

One of the basic functions of a museum is long term preservation with education and research. Objects acquired by a museum are generally considered to be “a permanent” addition in the collection and there is a strong presumption against financially motivated rationalisation of the collection.

Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, is currently undertaking a major reconciliation and digitisation project as part of its documentation plan. During this process and towards completion, when it has a better understanding of the full collection, it plans to review the collections and produce a long-term rationalisation plan to rationalise collections which are too badly damaged or deteriorated to be of any further purpose to the museum and its users.

Leisure & Culture Dundee will improve the care of the collections by rationalising duplicate or unprovenanced material with low intrinsic relevance to the collections policy. It will consider transfer of ownership to another Accredited Museum of any item which, by reason of change in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited Museum. The relevant nominated officer advises Dundee City Council that object may be more appropriately placed elsewhere. This is in accordance with 2.9 of The Collections Agreement between Dundee City Council and Leisure & Culture Dundee.

Dundee City Council will not undertake disposals motivated principally by financial reasons. Where income is generated by rationalisation, proceeds will be restricted and used either to make new acquisitions that meet the priorities set out in this policy, or to directly benefit the care of the permanent collection. Reference will be made to the Museums Association ‘Disposals Toolkit’.

7. Limitations on Collecting

Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, recognises its responsibility in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

8. Collecting Policies of Other Museums

There are no formal agreements with neighbouring museums services, however some collecting areas overlap with neighbouring local government boundaries and consideration will be made when new acquisitions are considered.

Specific reference is made to the following museum(s):

- Dundee Heritage Trust
- Montrose Air Station Heritage Centre
- University of Dundee Museum Services
- Angus Council Museums Service.
- Fife Museums
- Perth and Kinross Museums and Art Galleries
- Museum of Abernethy
- The Black Watch Castle & Museum

Consideration will be given to avoid duplication in the “Devolved National Collections” particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.

9. Policy Review Procedure

The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

Museums Galleries Scotland be notified of any changes to the Collections Development Policy and the implications of any such changes for the future of existing collections.

10. Acquisitions Not Covered by the Policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances and then only after proper consideration by Leisure & Culture Dundee’s Cultural Services on behalf of Dundee City Council, having regard to the interests of other museums.

11. Acquisition Procedures

- a. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b. In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country’s laws. (For the purposes of this paragraph ‘country of origin’ includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to Dundee City Council by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of the Dundee City Council, can establish that valid title to the item in question has been acquired by ensuring that a certificate of ‘No Claim’ has been issued on behalf of the Crown.
- f. Any exceptions to the above clauses 11a, 11b, 11c, or 11e will only be because Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, is:

- acting as an externally-approved repository of last resort for material of local (UK) origin
- acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

In these cases Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. As Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, holds human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.
- h. The relevant nominated Officer will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Organisation, for soliciting gifts of material for the collections within the terms of this Policy, for making recommendations and taking action on the purchase of material in accordance with this Policy and within Leisure & Culture Dundee's Financial Regulations.
- i. Items offered to the Organisation as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the relevant nominated Officer feels that the item(s) in question are of over-riding importance, the Leisure & Culture Dundee Board and Dundee City Council may be asked to approve the acquisition of a specific item to which conditions are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the collections, such as restrictions placed upon any legal powers of disposal that the Organisation might have. Under such circumstances, the relevant nominated Officer might reasonably recommend that the gift or bequest in question is accepted.
- j. The acceptance of items, on loan, normally for a finite period for display or specific study, might be authorised by the relevant nominated Officer. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy might be accepted on a finite long loan, whether or not it is required for immediate display or study. No item will be received on 'permanent loan'. This is a term which has no legal status. The period of all loans will normally be agreed in writing between the relevant nominated Officer and the owner of the item at the time of deposit. Where the term of a loan has expired, it might be renewed or extended for further finite periods, at the discretion of both the owner and the relevant nominated Officer with the Managing Director of Leisure & Culture Dundee.
- k. Where certain areas of the collection have been identified through the Collections Development Policy as requiring contemporary or active collection, a programme enabling curators to research and carry out contemporary collecting will be followed.

12. Spoliation

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

13. The Repatriation and Restitution of Objects and Human Remains

Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, acting on the advice of the museum's professional staff, if any, might take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 15a-15d, 15h-15j and 15w below will be followed but the remaining procedures are not appropriate.

14. Management of archives

As the museum holds archives, including photographs and printed ephemera, Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

15. Disposal procedures

Disposal Preliminaries

- a. Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will ensure that the disposal process is carried out openly and with transparency, and in accordance with 2.9 of The Collections Agreement between Dundee City Council and Leisure & Culture Dundee.
- b. By definition, Leisure & Culture Dundee's Cultural Services has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- e. The Museums Association Disposal Toolkit will be used at every stage of the decision making process.

Motivation for Disposal and Method of Disposal

- f. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 15h-15w will be followed and the method of disposal may be by gift, sale or exchange.

- g. The museum will not undertake disposal motivated principally by financial reasons.

The Disposal Decision-Making Process

- h. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- i. Rationalisation of the collections will follow the Museums Associations Disposal Toolkit Guidelines. A long term collections plan will be drawn up to guide Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, in their decision making. Rationalisation will only be considered if objects are too badly damaged or deteriorated to be any further purpose to the museum and its users. It will improve the care of the collections by the rationalisation of duplicate or unprovenanced material of low intrinsic relevance to our Collections Development Policy.
- j. We will consider transfer of ownership to another Accredited Museum of any object which, by reason of change in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited museum, management advises Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, that object may be more appropriately placed elsewhere.

An object which falls into these categories will be fully researched and documented and a full report will be submitted to senior management.

Responsibility for Disposal Decision-Making

- k. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

Use of Proceeds of Sale

- l. Any monies received by the Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland
- m. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the accreditation standard.

Disposal By Gift or Sale

- n. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- o. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums' Journal and in other specialist journals where appropriate.
- p. If the material is not acquired by any Accredited Museum to which it was offered directly as a gift or sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums' Journal or web site, and in other specialist media where appropriate. '
- q. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal By Exchange

- r. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- s. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 15a-15d and 15h-15k will be followed as will the procedures in paragraphs 15t-15w.
- t. If the exchange is proposed to be made with a specific Accredited Museum, other Accredited Museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- u. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums' Journal and in other specialist journals where appropriate.
- v. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting Disposal

- w. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: SCHEME OF DELEGATION

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 405-2013

1 PURPOSE OF REPORT

- 1.1 To make recommendations concerning the form and content of the Council's mandatory scheme of delegation to be submitted to Scottish Ministers for approval and to make recommendations concerning the Council's discretionary scheme of delegation.

2 RECOMMENDATIONS

- 2.1 It is recommended that
- i. The Committee adopts the Mandatory Scheme of Delegation outlined in Annex A to this report in accordance with the provisions of Section 43A of the Town and Country Planning (Scotland) Act 1997 as inserted by of the Planning etc (Scotland) Act 2006 and of the Town and Country Planning (Schemes of Delegation and Local Review Procedures) (Scotland) Regulations 2013;
 - ii. The Committee adopts the discretionary Scheme of Delegation outlined in Annex B to this report;
 - iii. The Director of City Development is authorised to submit the mandatory Scheme of Delegation to the Scottish Government for the approval of Scottish Ministers;
 - iv. The Head of Democratic and Legal Services be remitted to amend the Council's Scheme of Administration - Delegation of Powers to Officers to give effect to the terms of this report;
 - v. Both the mandatory and discretionary Schemes of Delegation become operational in respect of applications submitted on or after 1 December 2013 unless approval is not received from Scottish Ministers for the mandatory scheme in which case they shall become operational once it has been approved.

3 FINANCIAL IMPLICATIONS

- 3.1 Although there are no direct financial implications arising from the approval of this report, improved resource efficiencies are likely to result leading to a more focussed and proportionate allocation of Member and officer resources.

4 BACKGROUND

- 4.1 To coincide with major changes brought about by the Planning etc. (Scotland) Act 2006, the Scottish Government introduced a new additional scheme of delegation (referred to in this Report as the Mandatory Scheme of Delegation) for planning applications for "local development". This allowed Councils to decide which local applications could be determined by delegation to an appointed officer rather than by Committee.
- 4.2 The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2008 conferred wide powers on Councils to decide which local applications it could delegate to officers, but a single restriction

was imposed by regulation 3(4) which prevented an appointed officer from determining an application for planning permission where the application is made by the planning authority or a member of the planning authority or where the planning authority had an ownership or financial interest in the land.

- 4.3 Following a report to the Policy and Resources Committee in June 2009 the Council adopted new schemes of delegation (mandatory and discretionary) taking effect on 3 August 2009.
- 4.4 The purpose of the regulation 3(4) restriction was to ensure that Councils did not make decisions on significant matters in which they had a vested interest without going to Committee. However it soon became apparent that very minor matters such as applications for garden sheds and fences had to come before the Development Management Committee because of Council interest. This ran directly contrary to the Scottish Government objectives of speeding up the planning process and requiring Committee scrutiny for significant development proposals. Often these minor applications attracted no public interest.
- 4.5 As a result the legislation was amended with the introduction of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 which came into force on 30 June 2013. This enabled Councils to adopt a Scheme of Delegation for local applications without restriction. A number of Councils have now amended their schemes of delegation to remove the mandatory requirement that Council interest applications be determined by their Development Management Committee.
- 4.6 It is considered appropriate that Dundee City Council adopt a new scheme of delegation in line with the changes to the legislation but maintaining the following safeguards:
- All local applications made by a member of the planning authority will continue to be considered by the Development Management Committee.
 - All local applications made by the planning authority or where the planning authority has an ownership or financial interest in the land will be subject to the same restrictions as any other local application as set down in the mandatory and discretionary schemes of delegation.
- 4.7 In addition to the above matters, new legislation has been introduced entitled the High Hedges (Scotland) Bill 2013 which received Royal Assent in May 2013 and which is expected to come into force in April 2014. This legislation will allow the owner/occupier of domestic property affected by a high hedge to apply to the Council for a high hedge notice. The Councils discretionary scheme of delegation was approved without any reference to this legislation and it is therefore considered appropriate to delegate to the Director of City Development to power to determine applications and to carry out all functions under this legislation.
- 4.8 Finally there is a statutory requirement for the Council to prepare a scheme of delegation at intervals of no greater than every five years and any such scheme must undergo certain statutory requirements including approval by Scottish Ministers before it can be adopted. The Council is obliged to prepare a new scheme of delegation no later than 3 September 2014. Given the significant changes proposed

in paragraphs 4.6 and 4.7 above it is considered appropriate that the Council review its entire scheme of delegation and submit a new one for approval to Scottish Ministers now.

- 4.9 Other than the matters referred to in paragraphs 4.6 and 4.7 above it is considered that the Councils scheme of delegation has functioned effectively since August 2009. It is in keeping with the Scottish Government's aims of improving efficiency in the decision making process whilst retaining a high quality of determination and ensuring that planning authorities make the most effective use of powers to delegate decisions on straightforward planning applications to officials, allowing elected members to focus attention on more complex or controversial applications. Although the recession which occurred at the time the current scheme of delegation was adopted has meant that there has not been a large number of applications requiring determination by the Development Management Committee since then, there is no justification for requiring more minor applications to come before committee.

5 POLICY IMPLICATIONS

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

6 CONSULTATIONS

- 6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 Report 293-2009 Policy and Resources Committee 8 June 2009.
- 7.2 Scottish Government Circular 7/2009 Schemes of Delegation and Local Reviews.
- 7.3 The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2008 and 2013.

Mike Galloway
Director of City Development

Gregor Hamilton
Divisional Manager

GHCW/EC

31 October 2013

Dundee City Council
Dundee House
Dundee

APPENDIX A

**Town and Country Planning (Scotland) Act 1997
Section 43A (1) as amended by Section 17 of the Planning Etc (Scotland) Act 2006**

**The Town and Country Planning (Schemes of Delegation and
Local Review Procedure) (Scotland) Regulations 2013**

SCHEME OF DELEGATION**OF****DUNDEE CITY COUNCIL**

**As approved by Dundee City Council for
submission to Scottish Ministers:**

11 November 2013

As approved by Scottish Ministers:

.....

Comes into effect in respect of applications submitted on and after 1 December 2013

1 GENERAL

- 1.1 This Scheme of Delegation was prepared by Dundee City Council as required by Section 43A(1) of the Town and Country Planning (Scotland) Act 1997 as inserted by the Planning Etc (Scotland) Act 2006 and in accordance with Regulations 3 and 4 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.
- 1.2 The Scheme of Delegation was approved for submission to Scottish Ministers by the Policy & Resources Committee of Dundee City Council on 11 November 2013.
- 1.3 "Local development" for the purposes of this Scheme of Delegation will include all development other than national development, as designated in a National Planning Framework document prepared and published by the Scottish Ministers under Part 1A of the 1997 Act; and major development, as identified in terms of the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.

2 CLASSES OF DEVELOPMENT TO BE DETERMINED BY THE "APPOINTED OFFICER" OF THE COUNCIL AND EXEMPTIONS FROM THE MANDATORY SCHEME

- 2.1 Planning applications in the following Classes of Development as defined in Sections 3A (4)(b) and 26A of the Town and Country Planning (Scotland) Act 1997 as inserted by the Planning Etc (Scotland) Act 2006 and supported by the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 shall be determined by an officer or officers who shall be appointed by the Head of Planning for that purpose. A range of postholders may be appointed to determine cases or different classes of case under the scheme.

The applications concerned are:

- a all applications for planning permission in respect of development within the category of "local development"; and
 - b all applications for consent, agreement or approval required by a condition imposed on a grant of planning permission for a development within the category of "local" development.
- 2.2 **Exemptions** - the appointed officer is prohibited, however, from determining the following types of application for planning permission within the category of "local" development:
 - i any application¹ in respect of which six or more valid written objections received within the timescales specified in statutory notifications or press notices; and the application is recommended for approval;

¹ The meaning of "application" shall be taken to include applications for planning permission; planning permission in principle; applications for consent, agreement or approval required by condition imposed on a grant of consent for local developments.

- ii any application which attracts a valid timeous objection from a statutory consultee² and the application is recommended for approval;
- iii any application where the appointed officer is minded to approve in circumstances where it is significantly contrary³; to the development plan;
- iv Any application which a member, within one month of the publication of the appropriate weekly list, has requested in writing to the appointed officer that it be submitted to the Development Management Committee;
- v any application submitted by or on behalf of an Elected Member of the Council;
- vi any application requiring the submission of an Environmental Impact Statement in terms of the Environmental Impact Assessment (Scotland) Regulations 2011 as amended⁴ and
- vii any application which the Director of City Development proposes should, for valid planning reasons, be determined by the Development Management Committee rather than by the appointed person.

3 SUBSEQUENT SCHEMES OF DELEGATION

- 3.1 The Council will review or if appropriate adopt a revised Scheme of Delegation no later than a period of five calendar years following the approval of this Scheme of Delegation by Scottish Ministers.

² For the purposes of this Scheme of Delegation a statutory consultee shall be taken to be consultees referred to in Regulation 25 and Schedule 5 of the Town and County Planning (Development Management Procedure) (Scotland) Regulations and will include a Community Council or officially recognised Neighbourhood Representative Structure.

³;A proposed development is "significantly contrary to the development plan" if the departure concerned, in the judgement of the "appointed person" is directly related to the achievement of the core objectives of any element of the development plan and the approval of the application would seriously compromise the achievement of the development plan's objectives and compromise its other policies and proposals. For the avoidance of doubt a proposal will not necessarily be significant if, for example, it fails to meet the terms on one or more policies or one or more of the criteria in any criteria based policy.

⁴ An application which is determined by the Director of City Development to be an application requiring the submission of an Environmental Impact Statement in terms of the Environmental Impact Assessment Regulations 2011, as amended.

ANNEX B**Proposed Discretionary Scheme of Delegation in Relation to Development Management as Provided for by the Town and Country Planning (Scotland) Act 1997 as amended by the Planning Etc (Scotland) Act 2006 and the Local Government (Scotland) Act**

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
1 General Powers to delegate Negotiations Planning Policy Entry to Land Day to Day Procedural Matters	 Authorise the Head of Planning to appoint appropriate officers to determine cases of application or different classes of case which fall to be determined under the approved mandatory Scheme of Delegation. Authority to negotiate with the private sector and other agencies for the purposes of securing the proper development of the city in accordance with the Council's objectives". Authority to advise the Council on land use planning matters for the purposes of securing the proper development of the city in accordance with the Council's objectives. Authority to authorise a person to enter upon any land at any reasonable time for the purposes mentioned in Sections 156, 158, 160-163, 167, 172-175,177, 269 and 270 of the 1997 Act as amended and section 18-21 of the High Hedges (Scotland) Act 2013. The undertaking by the appropriate officer of the Council of all day to day procedural matters and other actions relevant to the Council's planning functions, as provided for in the planning and related legislation.
2 Hierarchy of Application Types	To determine with reference to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 whether or not a description of a development falls into the categories of "major" and "local" respectively and to so determine where a Pre-application Screening Notice is submitted to the Council.

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
3 Pre-application Consultation and Scrutiny	<p>The implementation and enforcement of pre-application procedures under Section 35A of the 1997 Act as amended including:</p> <ul style="list-style-type: none"> • assessing and responding to Pre-application Screening Notices; • assessing and responding to Proposal of Application Notices; and • assessing Pre-application Consultation Reports and determining the validity of related applications.
4 Determination of Planning Applications	<p>the determination of all applications for planning permission and planning permission in principle; applications for the approval of matters specified in conditions attached to planning permissions and planning permissions in principle; further applications; applications seeking to amend or delete conditions; listed building consent applications; conservation area consent applications; applications for consent to display advertisements (including the unconditional approval of applications), EXCEPT:</p> <ul style="list-style-type: none"> • "national" and "major " categories of application; • "local" category applications which the Council has decided in its Scheme of Delegation, approved by Scottish Ministers, should be determined by it as opposed to the Appointed Officer, except any application where, within one month of the application appearing on the Weekly List, written notice is given to the Committee Services Officer that the Development Management Committee intends to determine the application. Such information (which shall be referred to as a s.43A(6) referral shall only be valid when signed by the Convener and Vice Convener and shall include a statement of the reasons for such a referral; • all applications for the removal or amendment of conditions which were originally imposed at the specific request of members; • all applications for Hazardous Substance Consent; • any application submitted by or on behalf of an officer of the Council involved in the statutory planning process; and

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
	<ul style="list-style-type: none"> • applications which had been determined subject to a planning agreement (planning obligation) and which now require to be determined as a consequence of the Council and the applicant and other parties to the agreement not being able to conclude the agreement within a reasonable period of time. This provision will apply in cases where the original decision was taken by Committee.
5 Reasons for Decisions	issuing to applicants reasons for the decisions in respect of all planning and related applications made by the Council.
6 Attachment of Conditions at the Request of Scottish Ministers	to consider whether to impose a condition directed by Scottish Ministers in respect of a planning application referred to them.
7 Processing Agreements	where necessary to negotiate and agree with applicants and other parties to the agreement, the terms of Processing Agreements.
8 Determination of the Validity of Objections and Representations	determining whether a representation or objection in respect of a planning or related application is timeous, valid or material in respect of the application under consideration.
9 Variations to Planning Permissions	determining to approve a variation , as provided for by Section 64 of the 1997 Act as amended and to issue refusals where the terms of Section 64 are not satisfied.
10 Variations to Planning Applications Not Yet Determined	<p>to determine to agree to a variation by the applicant to a submitted application, as provided for by Section 32A of the 1997 Act as amended and to issue refusals where the terms of Section 32A are not satisfied.</p> <p>to determine what notice if any to give to other parties concerning such a variation if agreed.</p>
11 Approval of Matters of Detail Covered by Conditions	approving matters of detail which have been reserved when previously granting the conditional approval of a detailed planning application.

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
12 Determination of Repeat Applications	the authority to decline to determine applications which fall within Section 39 of the 1997 Act as amended.
13 Consultation on Applications Submitted to Neighbouring Planning Authorities	the authority to express views on behalf of the Council when it is statutorily or informally consulted by neighbouring planning authorities on planning applications submitted to them for determination.
14 Environmental Impact Assessments	the authority to provide informal and formal Screening and Scoping Opinions and to assess submitted Environmental Statements, all in terms of the provisions of The Environmental Impact Assessment (Scotland) Regulations 2011 as amended.
15 Requests for Further Information on Applications	the authority to identify and seek further information from applicants to enable the Council to deal with applications.
16 Legal Agreements/ Planning Obligations	In consultation with the Head of Democratic & Legal Services, negotiating, concluding and enforcing planning agreements (planning obligations) under Section 75 of the 1997 Act as amended.
	In consultation with the Head of Democratic & Legal Services, to amend Agreements which do not significantly alter their general provisions already concluded under Section 75 of the 1997 Act, as amended.
17 Certificates of Lawfulness of Existing or Proposed Development	in consultation with the Head of Democratic & Legal Services to determine all applications for Certificates of Lawfulness of Existing Development and Certificates of Lawfulness of Proposed Development.

Issue	<p style="text-align: center;">Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council</p>
<p>18 Enforcement</p>	<p>In consultation with the Head of Democratic & Legal Services, initiation, progression and conclusion of enforcement action or interdict action under Parts VI, V11 and or XIV of the Town & Country Planning (Scotland) Act 1997 as amended by Part 4 of the Planning Etc (Scotland) Act 2006 or Chapter 1V of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended, or Part VII of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 and related legislation or the High Hedges (Scotland) Act 2013.</p> <p>For the avoidance of doubt this delegated authority relates to:</p> <ul style="list-style-type: none"> • Planning Contravention Notices; • Enforcement Notices; • Making reports to the Procurator Fiscal as necessary; • Breach of Condition Notices; • Amenity Notices; • Stop Notices; • Serving of Temporary Stop Notices; • Serving of Fixed Penalty Notices; • Notices to remove Placards/Posters • Hazardous Substances Contravention Notices; • Tree Replacement Notices; • High Hedges Notices • Notices of Initiation and Completion of Development and indicating development being carried out • Notices Requiring an Application for Planning Permission to be made <p>but EXCLUDES</p> <ul style="list-style-type: none"> • the taking of Direct Action in pursuit of any of the above other than notices seeking the removal of placards/posters.

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
19 Prior Notifications	the authority to determine prior notification applications relating to the demolition of buildings under Class 70 of the GPDO; and the erection or significant alteration or extension of agriculture or forestry building as provided for under Part 6 and 7 of Schedule 1 to the Town & Country Planning (General Permitted Development) (Scotland) Order 1992 as amended.
	to determine prior notification applications relating to the demolition of or the erection of, or the significant alteration or extension of agricultural and forestry buildings as provided for under Part 6 and Part 7 of Schedule 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 as amended.
20 Building Preservation Notices	In consultation with the Head of Democratic & Legal Services the serving of a Building Preservation Notice under Sections 3 & 4 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended.
21 Tree Preservation	the authority to determine the need to make Tree Preservation Orders and to vary or revoke existing Tree Preservation Orders.
	In consultation with the Head of Democratic & Legal Services the drafting and service of Tree Preservation Orders and Emergency Tree Preservation Orders under Part VII of the 1997 Act, as amended by Part V of the Planning Etc (Scotland) Act 2006, with the proviso that the serving of any such Order recommended for confirmation shall be reported to the City Development Committee.
	In consultation with the Head of Democratic & Legal Services, determining the appropriateness of the serving of Tree Replacement Notices under Section 168 of the 1997 Act as amended and once served to monitor implementation and enforce as necessary.
	granting or refusal of statutory permission to carry out work on trees subject of a Tree Preservation Order or the granting or refusal of such permission for works in relation to trees within a Conservation Area or protected by planning condition.
	In consultation with the Head of Democratic & Legal Services, the enforcement of Tree Preservation Orders under Section 171 of the 1997 Act as amended with the proviso that the action taken shall be reported to the City Development Committee as soon as practicable thereafter.

Issue	Proposed Scheme The Director of City Development shall undertake the following under powers delegated to him/her by the Council
22 Appeals and Inquiries	<p>to prepare and deliver written and oral evidence in respect of all appeals and public inquiries relating to the determination of planning and related applications; the enforcement of planning control; tree preservation and high hedges all with the proviso that the outcome of each appeal/inquiry shall be reported to the Development Management Committee as soon as practicable.</p> <p>in consultation with the Head of Democratic & Legal Services to determine the appropriateness of claiming, on behalf of the Council, expenses from appellants in accordance with the terms of Circular 6/1990.</p>
23 Road Construction Consents	<p>the issuing of Road Construction Consents under Section 21 of the Roads (Scotland) Act 1984 as amended, the calculation of annual revenue implications for the Council of each consent, and the negotiation and the imposition of road bonds under Section 17 of the Roads (Scotland) Act 1984 with the proviso that the actions taken shall be reported to the Planning and Transport Committee as soon as practicable thereafter. However, where a valid objection is received by the Council then the application will be referred to the City Development Committee for determination.</p> <p>to serve Failure to Comply with Roads Construction Consent Notices under Section 21(5) of the Roads (Scotland) Act 1984 and to report breaches of Roads Construction Consent Notices under Section 22 of the Roads (Scotland) Act 1984 with the proviso that the actions taken shall be reported to the City Development Committee as soon as practicable thereafter.</p> <p>on satisfactory completion of roads to which the provisions of Section 21 of the Roads (Scotland) Act 1984 apply, and if so requested by the applicants to enter these roads on the List of Public Roads for the purposes of management and maintenance in consultation with the Head of Finance and Conveners of the Policy and Resources and City Development Committees.</p>
24 Authority to Enter Upon Land	to authorise a person to enter upon any land at any reasonable time for the purposes mentioned in the Town and Country Planning (Scotland) Act 1997 Act as amended by the Planning Etc (Scotland) Act 2006 and similar provisions in the legislation relating to listed buildings, conservation areas, high hedges and hazardous substances.
25 High Hedges	The determination of all applications for a High Hedge Notice and carry out all functions under the High Hedges (Scotland) Act 2013

Note 1

For the purposes of the Council's Scheme of Delegation as approved by Scottish Ministers and this operational scheme of delegation a valid representation (letter or statement) shall require to meet the following criteria:

- a be in the form of a signed and dated letter or statement or an e-mail indicating the name and postal address of the sender specifically indicating an objection to the application concerned. The letter/statement shall bear a legible name of the signatory and the signatory's address;
- b be received by the Council no later than 21 calendar days from the date on which the application was declared as valid by the Council or no later than 21 calendar days of any subsequent Neighbour Notification, or in the case of applications which have the subject of statutory advertisement, no later than the timescale specified in that advertisement;
- c where more than one letter/statement of representation per household is received this shall be defined as the Council having received one letter/statement;
- d where a letter or petition is received which is signed by more than one person, each signatory must provide a valid postal address, otherwise they will not be considered as a valid representation;
- e for the avoidance of doubt pre printed letters or cards which are not individually addressed and signed will not be entertained as valid and acknowledged as such. Photocopied standard template letters will be valid as long as they are signed and dated and bear the postal address of the sender;
- f to be valid a representation must contain matters which relate to the application involved and raise matters material in planning terms to the application concerned;
- g the content of invalid letters/statements will not be referred to in Director's reports and similarly non-material matters referred to in valid letters of representation will not be referred to or taken into account in the determination of the application;
- h the Director of City Development shall, in cases of doubt, determine whether an objection or other representation is valid or timeous; and
- i in respect of petitions, notification of decisions will be sent only to the co-ordinator of the petition (if known) or to the first named signatory.

Note 2

For the purposes of the Council's Mandatory Scheme of Delegation and this Discretionary Scheme of Delegation a statutory consultee shall be taken to be consultees referred to in Regulation 25 and Schedule 5 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 and will include a Community Council or officially recognised Neighbourhood Representative Structure.

Note 3

For the purposes of the Council's Mandatory Scheme of Delegation and this Discretionary Scheme of Delegation a proposed development is "significantly contrary to the development plan" if the departure concerned, in the judgement of the Director of City Development, is directly related to the achievement of the core objectives of any element of the development plan and the approval of the application would seriously compromise the achievement of the development plan's objectives and compromise its other policies and proposals. For the avoidance of doubt a proposal will not necessarily be significant if, for example, it fails to meet the terms on one or more policies or one or more of the criteria in any criteria based policy.