

City Chambers  
DUNDEE  
DD1 3BY

15th August, 2013

TO: ALL MEMBERS OF THE POLICY  
AND RESOURCES COMMITTEE

Dear Sir or Madam

**POLICY AND RESOURCES COMMITTEE - 19TH AUGUST, 2013**

I refer to the agenda issued in respect of the above meeting and attach herewith the undernoted which the Convener has agreed to consider in terms of Standing Order No 17(b) in view of the timescales involved.

Yours faithfully

DAVID K DORWARD

Chief Executive

**10(a) CASUAL USER MILEAGE RATE (AN97-2013)**

The decision of the Policy and Resources Committee, at its budget meeting on 14th February, 2013 (Article III refers) to reduce the casual car user mileage rate from 45p per mile to 25p per mile, for employees, whether full-time or part-time, whose basic salary is calculated on a SCP higher than SCP36 (currently £20,064 per annum for a full time employee) has been monitored on a monthly basis since implementation.

The Council's Staff Travel Plan was implemented on 1st June, 2012 and this plan included clear guidance for employees regarding business travel, ensuring employees consider whether the journey is actually necessary and promoting bus travel and the use of existing pool cars. Analysis of the cost of mileage claimed shows a reduction of 45.6 % for April/May/Jun, 2013 compared to April/May/June, 2012 and, whilst difficult to separate, it is considered that the reduction has resulted, in the main, from the effective implementation of the Staff Travel Plan.

It is therefore proposed to reinstate the casual user mileage rate of 45p with effect from 1st September, 2013. This will prevent any impact on essential services where employees have a business case to use their cars in accordance with the Staff Travel Plan. It is also proposed to provide all employees with comprehensive information regarding the Staff Travel Plan and management information to departments to ensure ongoing and consistent application of the Staff Travel Plan.

The financial implications of this change will be monitored to ensure the delivery of budget savings through the effective implementation of the Staff Travel Plan.

#### **10(b) REVIEW OF RECYCLING CENTRES (AN98-2013)**

Reference is made to Report No 51-2013 agreed at Policy and Resources Committee on the 14th February, 2013. The report provided for a reconfiguration of the city's recycling centres including the closure of the Marchbanks centre in order to achieve revenue savings of £316,000 per annum. The report also identified restrictions to be placed on the types of materials that can be accepted at the remaining two sites at Baldovie and Riverside and this was based on users taking their materials to the sites where they are processed for recycling and thus achieving savings in handling and transport.

The restrictions on the types of materials accepted at each centre have proven to be very unpopular due to the additional travel distances required, particularly for those living to the east and west ends of the city. In recognising these public concerns, it is proposed to amend the reconfiguration of the sites to allow green waste to be accepted at Baldovie and mixed waste to be accepted at Riverside.

The changes introduced have to date been successful in achieving the financial savings required. At the same time there has been no significant impact on recycling levels achieved at the Recycling Centres and in some areas there have been a number of positive improvements. At the same time there has been no adverse impact on the incidents of fly tipping in the city and nor has there been any significant change in the amount of residual waste collected within the grey bins.

The additional costs associated with this change are largely associated with handling and transport costs and are estimated to be £85,000 in a full financial year. The Director of Corporate Services advises that the pro-rata expenditure of £52,000 will be funded from general contingencies in 2013/2014 with provision to be made in future years' revenue budgets.

Committee is asked to approve this amendment.

City Chambers  
DUNDEE  
DD1 3BY

9th August, 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, 19th August, 2013 following the meetings of the City Council, Education, Environment, Housing, City Development and Social Work and Health 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 339-2013 enclosed).

### **3 ADULT LEARNING FUND (GRANTS TO ADULT EDUCATION ASSOCIATIONS)**

(Report No 326-2013 enclosed).

### **4 COMMUNITY ASSET TRANSFER STRATEGY**

(Report No 244-2013 enclosed).

### **5 UNIT RATE CONTRACT FOR GROUND INVESTIGATIONS - AUGUST, 2013 - MARCH, 2016 (AN94-2013)**

Reference is made to Article II of the minute of meeting of this Committee on 24th August, 2009 which approved the existing Unit Rate Contract and to Article VII of the meeting of the Environmental Services and Sustainability Committee of 22nd August, 2005, wherein the continued implementation of the Contaminated Land Strategy was agreed.

As part of this strategy the City Engineer recommended that a Unit Rate Contract was utilised to obtain rates from a number of specialist contractors experienced in contaminated land site investigation. The contract specification has been updated to reflect current testing methods and practices and tenders for the Unit Rate Contract for the period August, 2013 to March, 2016 have now been submitted by the undernoted specialist contractors:-

- Aitken Laboratories Ltd
- BAM Ritchies Ltd
- Environmental Reclamation Services Ltd
- Fugro Engineering Services
- Raeburn Drilling & Geotechnical Ltd
- REC Renewable Energy Ltd

Authority is sought to use the most advantageous offer utilising the Unit Rate Contract for appropriate future ground investigation work.

## **6 REPLACEMENT OF HARRIS ACADEMY**

(Report No 302-2013 issued with the papers for the Education Committee).

## **7 RELIEF OF RATES - CHARITY RELIEF**

(Report No 321-2013 enclosed).

## **8 COMMUNITY DEVELOPMENT FUND GRANT - YUSUF YOUTH INITIATIVE (AN93-2013)**

The Committee is asked to approve the award of a £1,500 Community Development Fund Grant to the Yusuf Youth Initiative. The purpose of the grant is to support the delivery of a programme of activities aimed at raising awareness with young Muslim men around themes including counter-terrorism, violence and criminality, supporting vulnerable individuals and reporting concerns. The cost of this award will be met by funds provided by the Scottish Preventing Violent Extremism Unit.

## **9 VOLUNTARY EARLY RETIREMENT/VOLUNTARY REDUNDANCY SCHEME**

(Report No 342-2013 enclosed).

## **10 BLACKLISTING (AN95-2013)**

This item has been placed on the agenda at the request of Councillor McCready.

“Dundee City Council is deeply concerned by recent revelations that some major construction companies have been involved in denying employment to workers who have been engaged in trade union activity, such as the reporting of breaches of health and safety standards, through the unacceptable practice of operating a “blacklist” of these workers collated by private consultancies such as the Consulting Association.

This Council notes that:-

- Information and evidence has been provided to the Scottish Affairs Select Committee during the committee’s enquiry into the use of blacklisting of trade unionists in Scotland.
- The UK Information Commissioner has investigated and taken action against the Consulting Association for this practice.
- Trade Unions (notably Unite, GMB and UCATT) have an on-going campaign against the blacklisting of trade unionists which has severely impacted on many trade unionists and their families.
- The operation of such blacklists may be a breach of statute laws, regulations and conventions covering employment rights, human rights, freedom of information, data protection and rights to freedom of association.

- Victimisation of workers raising concerns over workplace health, safety and welfare discourage efforts to prevent workplace accidents, fatalities and injuries and encourage industrial disputes both official and unofficial.
- The current consideration by the Scottish Government of legislation on rules for Public Procurement provides an opportunity to ensure that companies engaged in the blacklisting of trade unionists are prevented from tendering for public sector contracts.
- Councils, such as Hull City Council, have resolved to ensure that companies involved in blacklisting are not included, where lawful to do so, in future lists of approved suppliers and have urged UK Government Ministers to ensure that such companies are prevented from securing future public sector contracts by the inclusion of appropriate clauses in the sustainable procurement bill being considered at Westminster.

This Council resolves to:-

- Support the campaign by trade unions against the operation of blacklists against trade unionists.
- Where lawful to do so to exclude companies involved in blacklisting of trade unionists from securing future Council contracts.
- Where lawful to do so, request that companies that tender for Council contracts demonstrate that they have processes in place to encourage the reporting by workers, including those who are trade union members, of workplace concerns, particularly in respect of health, safety and welfare.
- Write to the Scottish Government urging the inclusion of clauses in future Scottish bills covering public procurement to prevent companies involved in the blacklisting of trade unionists from securing future public sector contracts."

**The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.**

## **11      HARSHIP RELIEF**

**REPORT TO: POLICY AND RESOURCES COMMITTEE – 19 AUGUST 2013**

**REPORT ON: DUNDEE COMMUNITY REGENERATION FUND 2013/14**

**REPORT BY: CHIEF EXECUTIVE**

**REPORT NO: 339-2013**

**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 £75,951 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 Colleside, 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	£25,176	£13,219	£86,605
East End	£125,111	£101,933	£0	£23,178
Lochee	£125,000	£65,992	£7,115	£51,893
Maryfield	£125,000	£28,563	£36,526	£59,911
North East	£125,000	£68,400	£16,786	£39,814
Strathmartine	£125,011	£85,883	£2,305	£36,823
<b>Total</b>	<b>£750,122</b>	<b>£375,947</b>	<b>£75,951</b>	<b>£298,224</b>

- 5.2 The proposals contained in Appendix A recommend the allocation from local budgets of £75,951.

## 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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12/08/2013

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
CP1302	Housing Department	Coldside	Contribution towards costs of the installation of controlled entry systems, with intercoms for 31 houses at Butterburn Square, redesign and closure of insecure entry points to the block and providing a secure fence around the square.	£40,345	£5,000	£5,000
CY1302	Hilltown Out of School Club	Coldside	Funding towards club development plans including part funding to pilot a part-time Development Manager for the Club, and additional staff training in family support approaches and behavioural management techniques.	£11,344	£5,672	£3,748
CY1303	Active Schools	Coldside	To provide a free extra-curricular sport & activity programme for approximately 200 Primary School children. Activities will be delivered in the four Primary Schools and the Secondary School in the Ward and will focus on increasing activity levels, particularly in girls.	£18,543	£4,471	£4,471
L1311	Women's Rape and Sexual Abuse Centre	Lochee	To provide a six week course of self defence classes for 12 women.	£720	£720	£720
L1312	Craigowl Communities	Lochee	To deliver a programme of activities that will help 12 participants to sustain their tenancies and improve their employability skills.	£4,835	£4,835	£3,223



<b>Ref No.</b>	<b>Applicant</b>	<b>Ward</b>	<b>Description of Project</b>	<b>Total Project Costs</b>	<b>Amount Requested</b>	<b>Forum Decision Amount</b>
L1313	Charleston Community Centre LMG	Lochee	To fund the cost of a drama worker to run a weekly drama group for approximately 12 young people from Sept 2013-March 2014	£400	£400	£400
L1315	Menzieshill Community Centre LMG	Lochee	To start an 'arm chair yoga' group for 10-12 people with physical and/or learning difficulties. The group aims to be self funding by the end of the year.	£720	£720	£720
L1316	Menzieshill Community Centre LMG	Lochee	Contribution towards family fun day activities in order to minimise cost to local residents. 700 people are expected to attend.	£1,677	£1,677	£1,677
L1317	Little Stars Toddlers Group	Lochee	To build a storage cupboard for toys and purchase new toys for approximately 40 children attending the group to use.	£375	£375	£375
M1307	Friends of Baxter Park	Maryfield	To employ an artist to help the group create an exhibition to mark the 150 <sup>th</sup> anniversary of Baxter Park. The exhibition will be seen by all visitors to the Pavilion and its anticipated will attract additional visitors.	£2,000	£2,000	£2,000
M1308	Boomerang	Maryfield	To fund the printing and distribution costs of 3 issues of a community newsletter in the Maryfield Ward, focussing on the Community Regeneration Area.	£1,707	£1,707	£1,707

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
M1309	Active Schools	Maryfield	To provide free extra-curricular sport & activity programme for approximately 80 children attending Clepington and Glebelands Primary Schools and Morgan Academy, including a 'Fit for Girls' group aiming to increase activity levels for girls.	£10,752	£3,142	£3,142
MY1305	Yusuf Youth Initiative	Maryfield	To fund 3 integration events and a group leader residential. Each event will bring together 40-50 young people aged 8-14 years to participate in sporting activities, team building exercises, communal eating and cultural information sharing.	£3,125	£2,125	£2,125
MY1306	Dundee United FC	Maryfield	To employ six local young people on a Friday night at DISC to become Dundee United Community Coaches and a Dundee United Community Youth Worker to support these coaches into employment.	£17,534	£5,104	£5,104
MY1307	Morgan Academy	Maryfield	To employ a youth worker for 10 hours a week for 26 weeks and provide resources for a breakfast club at Morgan 5 days a week. This will benefit approximately 35 pupils each day.	£3,924	£3,924	£3,924
MY1308	Morgan Academy	Maryfield	To part fund a two night residential trip to Dalguise Activity Centre for 40 S6 pupils from Morgan Academy with the aim of developing their leadership and team working skills.	£5,228	£2,028	£2,028

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
MY1309	DEAP Limited	Maryfield	To employ two youth workers and a caretaker for a 29 week pilot youth project that will benefit 50 local young people aged 16-25. A mix of training and recreational activities will be on offer and support this. The grant will be used to purchase five computers, and other resources such as arts and craft materials.	£16,496	£16,496	£16,496
NE1313	Mill O' Mains Pavilion	North East	To provide a range of activities for a Summer Fun Day, with approximately 250 local people expected to attend.	£1,538	£1,387	£1,387
NE1315	Volunteer Centre Dundee	North East	To employ a broker / worker to enable the Timebank to continue running for over 50 people in the North East.	£2,976	£2,976	£2,421
NEP 1303	Environment Department	North East	To undertake a tree planting programme that will improve the environment for approximately 6,500 Whitfield residents.	£10,000	£10,000	£10,000
NEP1304	Mill O' Mains Pavilion	North East	To create a community garden space that will be of benefit to approximately 100 residents of Mill O'Mains and enable approximately 25 volunteers to undergo training in growing vegetables and flowers.	£1,303	£1,303	£1,303
NEY1309	Salto Gymnastics	North East	The provision of new gym mats for use by approximately 270 children who are club members.	£ 1,675	£1,675	£1,675

<b>Ref No.</b>	<b>Applicant</b>	<b>Ward</b>	<b>Description of Project</b>	<b>Total Project Costs</b>	<b>Amount Requested</b>	<b>Forum Decision Amount</b>
S1317	Kirkton Community Centre LMG	Strathmartine	To fund activities at the Kirkton Festival for young children and to provide demonstrations, information sharing and cultural opportunities for the wider community. Approximately 1,500 people are expected to participate.	£2,245	£945	£945
S1319	SS Leonard & Fergus Social Committee	Strathmartine	To provide a festive meal with accompanying music and entertainment for 100 of our most elderly and vulnerable community members.	£1,300	£650	£650
SP1305	Kirkton Community Centre LMG	Strathmartine	To purchase tools, bulbs and seeds to enable approximately 25 young people involved in Kick It Kick Off to improve their local community by cultivating flower beds around the community centre. This will also be of benefit to other centre users as an improvement to the local environment.	£710	£710	£710

## **DUNDEE CITY COUNCIL**

**REPORT TO:** POLICY & RESOURCES COMMITTEE – 19 AUGUST 2013

**REPORT ON:** ADULT LEARNING FUND (GRANTS TO ADULT EDUCATION ASSOCIATIONS)

**REPORT BY:** DIRECTOR, LEISURE AND COMMUNITIES

**REPORT NO:** 326-2013

### **1.0 PURPOSE OF REPORT**

1.1 This report details applications received from Broughty Ferry Education and Recreation Association (BERA) and Stobswell Adult Learning Association (SALA), to assist in the administration and running costs of the programme of evening learning opportunities for the adult community in and around Broughty Ferry.

### **2.0 RECOMMENDATIONS**

2.1 It is recommended that Committee approve the assessed applications, awarding a grant of £3,000 to BERA and £2,670 to SALA. This will allow the organisations to continue to provide a very valuable and wide range in evening learning provision in local community areas.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 The grants can be met from the Department's 2013/14 Revenue Grants Budget (Adult Learning Support Fund).

### **4.0 MAIN TEXT**

4.1 Broughty Ferry Education and Recreation Association is a voluntary Adult Education Association, which works in partnership with Dundee City Council to provide education, recreation and leisure opportunities for the residents of Broughty Ferry and Dundee. BERA was part of a Learning Communities Inspection in February 2013. They received very positive feedback from the Inspection Team on their programme and voluntary activity within the community. It is a well established voluntary organisation providing over 1500 places on a wide variety of subjects such as languages, fitness, IT and crafts.

4.2 The Stobswell Adult Learning Association is a newly funded voluntary organisation that has previously received financial support from Dundee Partnership and development support from Communities staff. Their initial pilot activities saw over 70 people enrolling in a range of learning and leisure opportunities, which are run from Morgan Academy in the evening. A community controlled planning group has been established to take forward the development of the organisation and work in partnership with Dundee City Council with support provided through Communities staff. This is a new development, one which has grown from community demand and is supported through the voluntary efforts of members of the local community. It is a partnership which includes Morgan school being used at night by members of the community thus promoting greater community involvement with the school. This grant will support the organisation to develop and run its first full year's programme.

### **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.

An Equality Impact Assessment is attached to this report.

**6.0 CONSULTATIONS**

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

**7.0 BACKGROUND PAPERS**

7.1 None.

**STEWART MURDOCH**  
**DIRECTOR, LEISURE AND COMMUNITIES**  
**7 August 2013**

## EQUALITY IMPACT ASSESSMENT TOOL

### Part 1: Description/Consultation

<b>Is this a Rapid Equality Impact Assessment (RIAT)?</b> Yes x <input type="checkbox"/> No <input type="checkbox"/>	
<b>Is this a Full Equality Impact Assessment (EQIA)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Date of Assessment:</b> 17 <sup>th</sup> July 2013	<b>Committee Report Number:</b> 326-2013
<b>Title of document being assessed:</b>	Committee Report Adult Learning Fund (Grants to Adult Education Associations)
<b>1. This is a new policy, procedure, strategy or practice being assessed</b> (If yes please check box) <input type="checkbox"/>	<b>This is an existing policy, procedure, strategy or practice being assessed?</b> (If yes please check box) <input checked="" type="checkbox"/>
<b>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</b>	Deliver of evening learning opportunities provided by voluntary Adult Education Associations.
<b>3. What is the intended outcome of this policy, procedure, strategy or practice?</b>	Delivery of Adult Learning opportunities and greater community leadership and community use of schools in the evening.
<b>4. Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.</b>	Constitution of Adult Education Association
<b>5. Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.</b>	Stobswell Adult Learning Association undertook community consultation in the local area which took on board all sections of the community and their needs and expressed ideas for the development of the programme.
<b>6. Please give details of council officer involvement in this assessment.</b>  (e.g. names of officers consulted, dates of meetings etc)	Colin Christie 25/05/13 Jane Clark 25/06/13 Marie Dailly 18/07/13
<b>7. Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?</b>  (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No

### Part 2: Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

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



### Part 3: Impacts/Monitoring


<p><b>1. Have any positive impacts been identified?</b></p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>Widening participation in learning, 1,500 adults take part annually.</p> <p>Development of evening learning provision in a community regeneration area.</p> <p>Concession fees for people on benefits and older persons.</p>
<p><b>2. Have any negative impacts been identified?</b></p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>None</p>
<p><b>3. What action is proposed to overcome any negative impacts?</b></p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. See Good Practice on DCC equalities web page)</p>	<p>N/A</p>
<p><b>4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b></p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>N/A</p>
<p><b>5. Has a 'Full' Equality Impact Assessment been recommended?</b></p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required. Seek advice from your departmental Equality lead.)</p>	<p>No</p>
<p><b>6. How will the policy be monitored?</b></p> <p>(How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>Annual monitoring, regular liaison.</p>

### Part 4: Contact Information

<b>Name of Department or Partnership</b>	Chief Executive, Communities & Policy Division
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<b>Type of Document</b>	
Human Resource Policy	<input 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 checked="" type="checkbox"/>

<b>Manager Responsible</b>	<b>Author Responsible</b>
<b>Name:</b> Neil Gunn	<b>Name:</b> Marie Dailly
<b>Designation:</b> Head of Service CLD	<b>Designation:</b> Adult Learning Manager
<b>Base:</b> Central Library Wellgate Centre DUNDEE	<b>Base:</b> Mitchell Street Centre Mitchell Street DUNDEE DD2 2LJ
<b>Telephone:</b> 01382 307474	<b>Telephone:</b> 01382 435820
<b>Email:</b> neil.gunn@dundee.gov.uk	<b>Email:</b> marie.dailly@dundee.gov.uk

<b>Signature of author of the policy:</b>		<b>Date:</b> 23 <sup>rd</sup> July 2013
<b>Signature of Director/Head of Service:</b>	Neil Gunn	<b>Date:</b> 23 July 2013.
<b>Name of Director/Head of Service:</b>	Neil Gunn	
<b>Date of Next Policy Review:</b>	August 2014	

**REPORT TO: POLICY AND RESOURCES COMMITTEE – 19 AUGUST 2013**

**REPORT ON: COMMUNITY ASSET TRANSFER STRATEGY**

**REPORT BY: DIRECTOR OF CITY DEVELOPMENT**

**REPORT NO: 244-2013**

## **1 PURPOSE OF REPORT**

- 1.1 To seek approval for a Community Asset Transfer Strategy, a copy of which is attached, that details the framework for transferring certain Council property assets to voluntary and community organisations.

## **2 RECOMMENDATION**

- 2.1 It is recommended that Committee approve the attached strategy.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 There is the potential loss of rental income from properties already occupied by voluntary organisations and charities. There is also the possibility of loss of capital receipts. There is also the potential of savings in demolition costs and holding costs, including rates and security. These costs will be considered at the assessment stage of an application.
- 3.2 The strategy includes the identification of a Community Asset Transfer Co-ordinator to support and assist voluntary and community organisations during and after transfers. It is proposed to fill this post on a 0.5 fte basis by secondment of an existing member of staff for a period of 18 months at Grade 9 (£26,604-£29,518 pro rata). This may require re-grading of the staff member identified for the post and any additional costs arising as a result will be met from the General Contingencies budget.

## **4 BACKGROUND**

- 4.1 The aim of this strategy is to set out a transparent, positive and proactive framework that enables and manages the transfer of assets from Dundee City Council to Voluntary and Community Organisations (VCOs) in order to bring about long term social, economic and environmental benefits to the community.
- 4.2 Council property assets are used for a variety of different social, community and public purposes. For some of these assets, community management and ownership could deliver a range of benefits to the local community and to the VCO taking on the asset, as well as to the Council and other public sector service providers.
- 4.3 The Scottish Government is taking forward its manifesto commitment to promote a Community Empowerment and Renewal Bill which, in part, will address areas highlighted by the findings of the Christie Commission, particularly in relation to strengthening community participation, unlocking enterprising community development and renewing our communities. An exploratory consultation on ideas for the Bill was carried out last year and the draft Bill itself will be subject to consultation this summer.

- 4.4 The national policy context also includes 'Building a Sustainable Future' and the 'Community Empowerment Action Plan', through which the Scottish Government and the Convention of Scottish Local Authorities give strong commitment to enabling communities to participate fully in the events and affairs which affect the community in which they live.
- 4.5 There are many different ways in which communities can become empowered; community ownership of assets (land and buildings) is one method that can contribute. The Big Lottery Fund has recognised this by making provision to fund organisations which will gain influence, develop skills, overcome inequality and improve their futures through the ownership and development of local assets. A meeting is to be arranged to discuss the lottery funding criteria in detail.
- 4.6 Adoption of a Community Asset Transfer Strategy will also contribute to achieving the following outcomes set out in Dundee's Single Outcome Agreement:
- Our people will live in strong, popular, attractive communities
  - Our communities will have high quality and accessible local services and facilities
- and the additional corporate outcome set out in the Council Plan:
- Dundee City Council will make maximum use of its assets and aim to reduce the cost per asset
- 4.7 The Community Asset Transfer Strategy details the Asset Transfer Protocol (Appendix D) whereby property assets will be assessed by the Director of City Development regarding their suitability for transfer.

## **5 POLICY IMPLICATIONS**

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

## **6 CONSULTATIONS**

- 6.1 The Chief Executive, the 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 There are no background papers.

Mike Galloway  
Director of City Development

Colin Craig  
Head of Property

CC/LG

20 June 2013

Dundee City Council  
Dundee House  
Dundee



# **Dundee City Council Community Asset Transfer Strategy**

## 8 INTRODUCTION AND PURPOSE OF THE STRATEGY

The aim of this strategy is to set out a transparent, positive and proactive framework that enables and manages the transfer of assets from Dundee City Council to Voluntary and Community Organisations (VCOs) in order to bring about long term social, economic and environmental benefits to the community.

Asset transfer represents one mechanism by which the Council can support the delivery of its Vision. Community asset transfer is not suitable for all properties or all organisations, and the Council will continue to work with VCOs to ensure that a range of tools, programmes and initiatives are in place to support the development of a strong and sustainable voluntary and community sector in Dundee.

The term 'community asset transfer' relates primarily to ownership or long lease arrangements at less than best monetary value of property assets to voluntary and community organisations and social enterprises. For the purpose of this strategy document, the term VCO will encapsulate social enterprises where appropriate.

The following strategy will provide a transparent and positive policy framework for the review of asset transfer requests and will complement and support the provisions of the Property Asset Management Plan. This policy also provides a protocol for surplus property asset disposal.

## 9 NATIONAL POLICY CONTEXT

The Scottish Government is promoting the **Community Empowerment and Renewal Bill** which, in part, will address areas highlighted by the findings of **the Christie Commission**, particularly in relation to community participation, developing community enterprises and community renewal.

Through **Building a Sustainable Future** and the **Community Empowerment Action Plan**, the Scottish Government and the Convention of Scottish Local Authorities (COSLA), give strong commitment to enabling communities to participate fully in the events and affairs which affect the community in which they live.

There are many different ways in which communities can become empowered; community ownership of assets (land and buildings) is one method that can contribute.

Asset ownership will not be the answer for all communities, as much will depend on local circumstances but, when it is appropriate, a range of benefits can be realised.

The Development Trust Association Scotland has been supported by the Scottish Government to review and disseminate effective practice in asset transfer policy to local authorities in Scotland. DTAS looked at both successful and unsuccessful acquisitions and assessed key lessons learned. The review of current practice, **Public Asset Transfer: Empowering Communities** was published in May 2010. [ref:<http://www.scotland.gov.uk/resource/doc/1031/0098558.pdf>].

Through the **Investing in Communities Programme**, the Big Lottery Fund has the ability to fund a wide range of organisations to gain more control and influence over their own future through the ownership of assets.

The Fund's guidelines published in June 2010 highlight three specific investment areas. The most relevant area, in terms of community asset transfer, **Growing Community Assets**, has four specific outcomes which mirror closely several of the Council's desired outcomes from the Single Outcome Agreement (SOA), namely:

- i Communities work together to own and develop local assets,
- ii Communities are sustainable and improve their economic, environmental and social future through the ownership and development of local assets,
- iii Communities develop skills and knowledge through the ownership and development of local assets,
- iv Communities overcome disadvantage and inequality through the ownership and development of local assets

## **10 LOCAL POLICY CONTEXT**

This strategy will positively assist the Council to achieve the desired outcomes of other strategies or initiatives, namely:

- i Single Outcome Agreement (SOA)
- ii Council Plan
- iii Corporate Asset Management Plan (CAMP)
- iv Property Asset Management Plan (PAMP)
- v Surplus Property Disposal Protocol
- vi Local Community Planning Partnerships
- vii Dundee Partnership Fairness Strategy

## **11 AIMS OF COMMUNITY ASSET TRANSFER**

The Council's property assets are used for a variety of different social, community and public purposes. For some of these assets, community management and ownership could deliver a range of benefits to the local community, to the VCO taking on the asset as well as to the Council and other public sector service providers.

### **a Benefits to the Local Community**

- i Devolving power to neighbourhoods in an effort to encourage citizen involvement and community action.
- ii Contributing towards the regeneration of communities and can act as a catalyst for social, environmental and economic regeneration (including the development of community enterprise).
- iii Transferring ownership or management offers opportunities to extend the use of a building or the piece of land, increasing its value in relation to the number of people benefiting and the range of opportunities it offers.
- iv Stimulating the involvement of local people in shaping and regenerating their communities and can be a catalyst for local volunteering and increasing community cohesion.
- v The process of community asset transfer can build confidence and capacity amongst the individuals involved, and can support the creation of community leaders and inspire others to improve their community.

## **b Benefits to VCOs**

Community ownership of assets can:-

- i Generate long term sustainable revenue streams for VCOs making them more sustainable.
- ii Provide local people with a meaningful stake in the future development of the place in which they live and/or work.
- iii Be used as leverage to draw in new finance and expand the level of community activity.
- iv Result in the creation of new organisations (and potentially Council/VCO joint ventures) with the ability to lever in additional resources which would be unavailable to the Council acting independently.
- v Create stronger, more sustainable VCOs, which can deliver a wide range of benefits for the communities they serve. An asset can provide a VCO with financial security, recognition, and management capacity.

## **c Benefits to the Council and Other Public Sector Bodies**

- i Working in partnership with VCOs can help the Council to achieve the agreed outcomes set out in the Single Outcome Agreement.
- ii Deliver social, economic and environmental benefits including employability opportunities.
- iii Contribute to the Council's objective to rationalise its estate and facilitate more effective and efficient use of its asset base where the focus is on better services and community outcomes as a result of strategic asset management.
- iv Help to progress Community Planning priorities.
- v Provide opportunities for long-term working between sectors.
- vi Provide a catalyst for inward investment and local multipliers through local purchasing and employment. Creating the opportunity for investment in the asset that may not be possible within Council ownership.
- vii Bring back into full use properties deemed surplus to requirements or under performing.
- viii Cost savings will be achieved by reducing holding costs, including non domestic rates and security costs. Where appropriate, demolition costs will be avoided.

Benefits can be measured in terms of the economic, social and environmental well being of the community. In considering potential asset transfers, the Council will evaluate each proposal against the benefits based on the submission of a business plan.



## 12 ASSET TRANSFER PRINCIPLES

- i The Council's strategy for the transfer of assets to the community is guided by the following principles:
- ii Proactive Strategy - The Council will seek to implement the policy proactively through awareness raising, outreach and support in order to encourage appropriate groups to take on an asset.
- iii Responding Strategically - The Council will respond to requests for asset transfer by exploring the strategic implications of a transfer. This will take account of priorities set out in other corporate strategies and objectives.
- iv Transparent and Consistent - The Council will have a transparent corporate process for asset transfer which includes a clear point of first contact and clear stages and timescales for each party. The Council will adopt an agreed method of assessing the benefits, costs and risks of the transfer.
- v The Council will identify a suitably qualified Community Asset Transfer Coordinator with in depth knowledge of VCOs operations. The Community Asset Transfer Coordinator, along with other council service staff, will support and assist the VCOs during and post asset transfer.
- vi Whilst fully supporting the principle of asset transfer, this policy also recognises that some assets must remain under Council ownership and management in order to support delivery of essential services, continue to provide an income stream to the Council or support economic activity in an area. In addition some assets may have restrictive covenants on them making them unsuitable for transfer. The Council will consider, as part of the initial assessment of an application, whether an asset should be retained by the Council or could be transferred.
- vii Similarly, the Council will respect the views of groups which want to have access to properties by lease but do not want to take on the responsibilities which will come with transfer of ownership.
- viii Assets will be transferred at less than market value, subject to satisfying the terms and conditions of the **Disposal of Land (Scotland) Regulations 2010**. Any transfers involving HRA property assets will be subject to the approval of the Scottish Ministers in terms of the **Housing (Scotland) Act 1987**.

## 13 ASSESSMENT PROCESS

Any decision to transfer an asset to the community would require the Council to review a number of broad criteria:

- i Benefits to the respective parties
- ii Potential loss of any existing income
- iii Retention of assets for direct service delivery
- iv Asset has been declared surplus by the Council or is subject to a request for transfer from a VCO
- v Potential loss of capital receipts

Applicants should normally be able to demonstrate that:

- i the VCO has the knowledge, skills and structures to take on the liabilities, including health and safety requirements, that go with managing land and buildings and delivering services. Consequently, the key to its success will be the level of support provided to the community to build the skills and expertise in these areas both within existing groups and organisations and also in encouraging the establishment of new ones.
- ii the VCO is formally constituted, is accountable to independent trustees or members, does not distribute profits and is non-political. It is not possible to provide a comprehensive definition of the types of community group covered by this policy. VCOs take many forms and can adopt different types of legal structures.
- iii the above two are met through a robust business plan (see Appendix B). These business plans will be essential in determining whether the group and/or organisation and their proposal for delivering services is viable and acceptable to the Council. The evaluation of such proposals will be undertaken by a group comprising a sub-group of the Social Enterprise Development Board and Community Asset Transfer Coordinator.

Fundamental to the success of any transfer is the demonstration that the proposed applicant has a clear rationale and an ability to manage the asset effectively, backed by a sound business case (Appendix B). For suitable assets, potential transfers will be considered on a case-by-case basis against the criteria.

A support mechanism will be required to support the application and assessment process. There is a network of organisations that can provide specialist business, social, funding, property appraisal advice etc to support VCOs through the process and may be used at the discretion of the VCOs.

## **14 TRANSFER PROCESS**

In considering the potential for an asset transfer, the Council will follow the process set out below. It is recognised that requests for an asset transfer could come directly from a VCO, who may be an existing tenant, or as a result of an asset being declared surplus to operational requirements.

Where the Council has determined that a property is surplus to its service delivery requirements and, following the process set out in the Council's surplus property disposal protocol (Appendix D), it is considered that the property will not be placed on the market, nor is it required by another public sector organisation, then the asset will be subject to an open tender seeking expressions of interest from the community. In the event that more than one group expresses interest in an asset, a selection procedure will be adopted.

The key stages of the transfer process and indicative timescales are set out in Table 1 below. For flowchart see Appendix C.

**Table 1**

<b>Stage</b>	<b>Process or Action</b>	<b>Responsible</b>	<b>Indicative Timeline</b>
Stage 1	Asset declared surplus/vacant and asset transfer protocol confirms community asset transfer should be progressed or Asset transfer request received from VCO	City Development  VCO	
Stage 2	Expressions of Interest Sought from VCOs through Stage 1 Transfer Process or Council assess suitability for transfer of asset	Chief Executive's Department Community Asset Transfer Coordinator	2 months
Stage 3	Submission of Business Plan for assessment through Stage 2 Transfer Process	VCO	2-4 months
Stage 4	Assessment of Business Plan and report to VCO	Community Asset Transfer Coordinator and Social Enterprise Development Board	1 month
Stage 5	Legal aspects and operational issues - Stage 3 Transfer Process	Chief Executive's Department Community Asset Transfer Coordinator	1 month
Stage 6	Recommendation to Council subject to Ministerial consents (if applicable)	Chief Executive's Department Community Asset Transfer Coordinator	As required
Stage 7	Formalise Service Level Agreements, funding and conclude asset transfer Stage 4 Transfer Process	Chief Executive's Department Community Asset Transfer Coordinator and City Development	As required

After one year, the strategy, process and success of community asset transfer will be reviewed and recommendations made to review the strategy, if required.

## Appendix A

### Risk Audit

It has to be acknowledged that there may be a number of potential risks inherent in the transfer and operation of assets. Potential applicants are expected to use the support and advice available from the Community Ownership Support Service (part of DTAS) and the Council's Community Asset Transfer Coordinator. Table 2 lists some of these risks.

A robust business plan and due diligence through the pre-sale assessment process should address any potential risks.

**Table 2**

<b>Identified Risks</b>	<b>Mitigation</b>
The potential length of time involved in concluding a transaction could give rise to a significant cost liability to the Council in terms of increased property holding costs	Streamline review process to sieve out weak or borderline applicants. There will be a holding period which will incur costs (e.g. security, rates, maintenance) to the Council. It is envisaged that it may be approximately 12 months + from receiving an application to the VCO securing funding and the transfer concluding.
Property requires investment to ensure building is fit for purpose	The acquisition price is adjusted to reflect the level of investment required, or the Council incurs this expense on behalf of applicant which will require additional budget.  The business plan should clarify how the investment is to be financed as Big Lottery/Social Investment Fund loan etc.
The VCO does not have the experience or capacity to take on the responsibilities which come with transfer	Third Sector Support Organisations and the Council's Community Asset Transfer Coordinator will work with groups to build capacity and dissuade groups from bidding until they appear capable of succeeding.

For more information on Managing Risks on Asset Transfer go to:

<http://www.dtascommunityownership.org.uk/content/transfer-an-asset/managing-risk-in-asset-transfer>

## APPENDIX B

### Business Plan

Whilst it is not intended to be prescriptive, in terms of format, any assessment of the business case would normally address the following issues amongst others:

**Table 3**

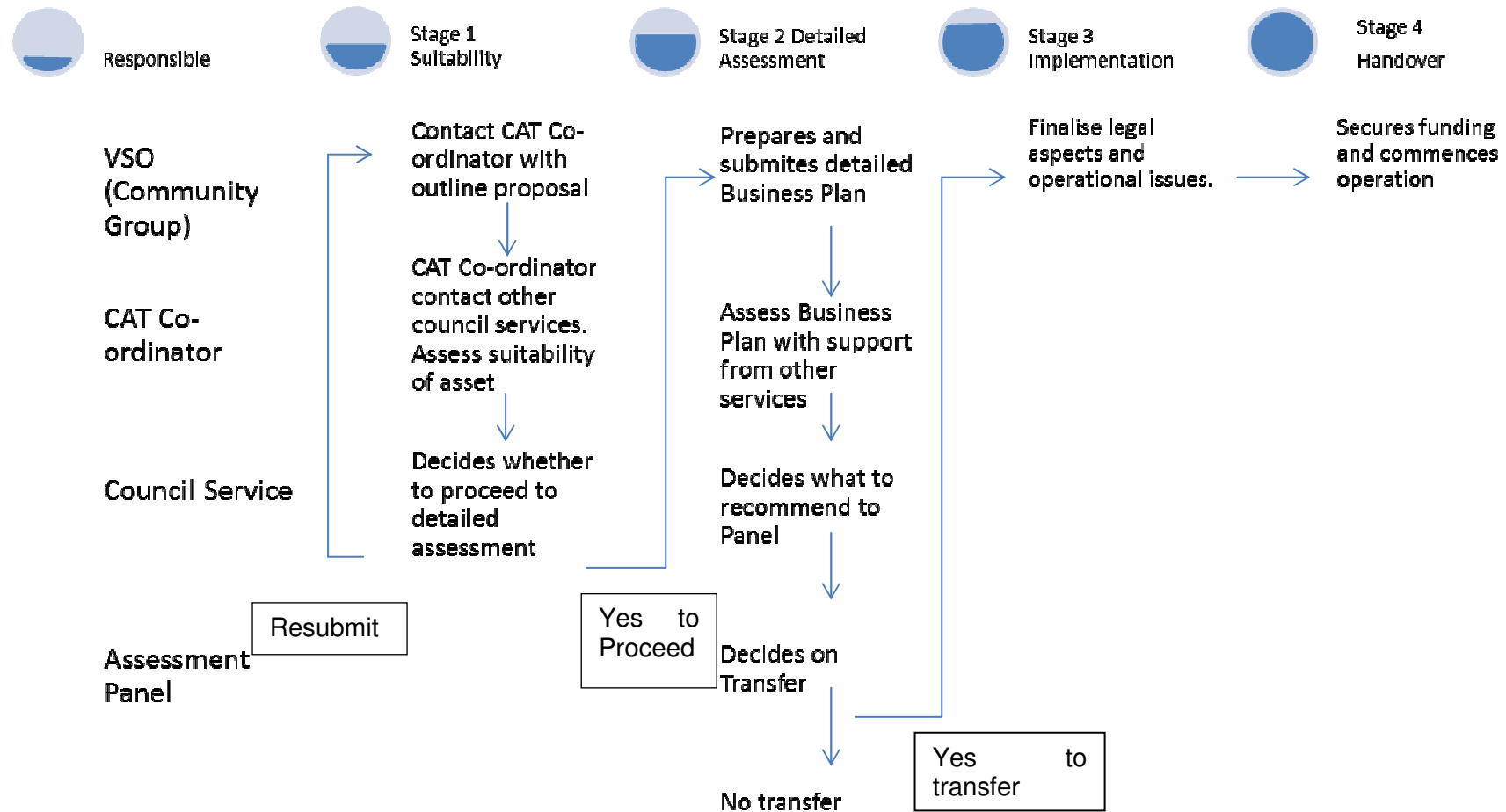
<b>Summary</b>	<b>Detail</b>
Applicant's Detail	Capacity to deliver service Levels of community support Governance and legal structure
Summary of the Project	Type of transfer sought eg sale or lease. If not lease, demonstrate requirement for ownership. Objectives, outcomes and benefits from the transfer.
Market	Social, economic or environmental benefits of transfer below Market Value. Terms of Service Level Agreements. Identification of the asset and the need(s) it will satisfy.
Promotion	Marketing strategy, if applicable.
Resources	Financial sustainability. 5 year business plan. Sources of finance. Cash flow forecasts. Support from relevant service department.
Risk Assessment	Contingency planning arrangements. Proposed investment in property and maintenance regimes. Demonstrate on going capability to manage the premises, including adherence to health and safety legislation. Asset lock in place in event of VCO failure.

## **APPENDIX C**

The Community Asset Transfer Coordinator will be the central contact point for all applications, enquiries and the list of surplus property assets. They will take the lead role in responding but will work with officers from across all services in assessing each application and managing the transfer, if approved.

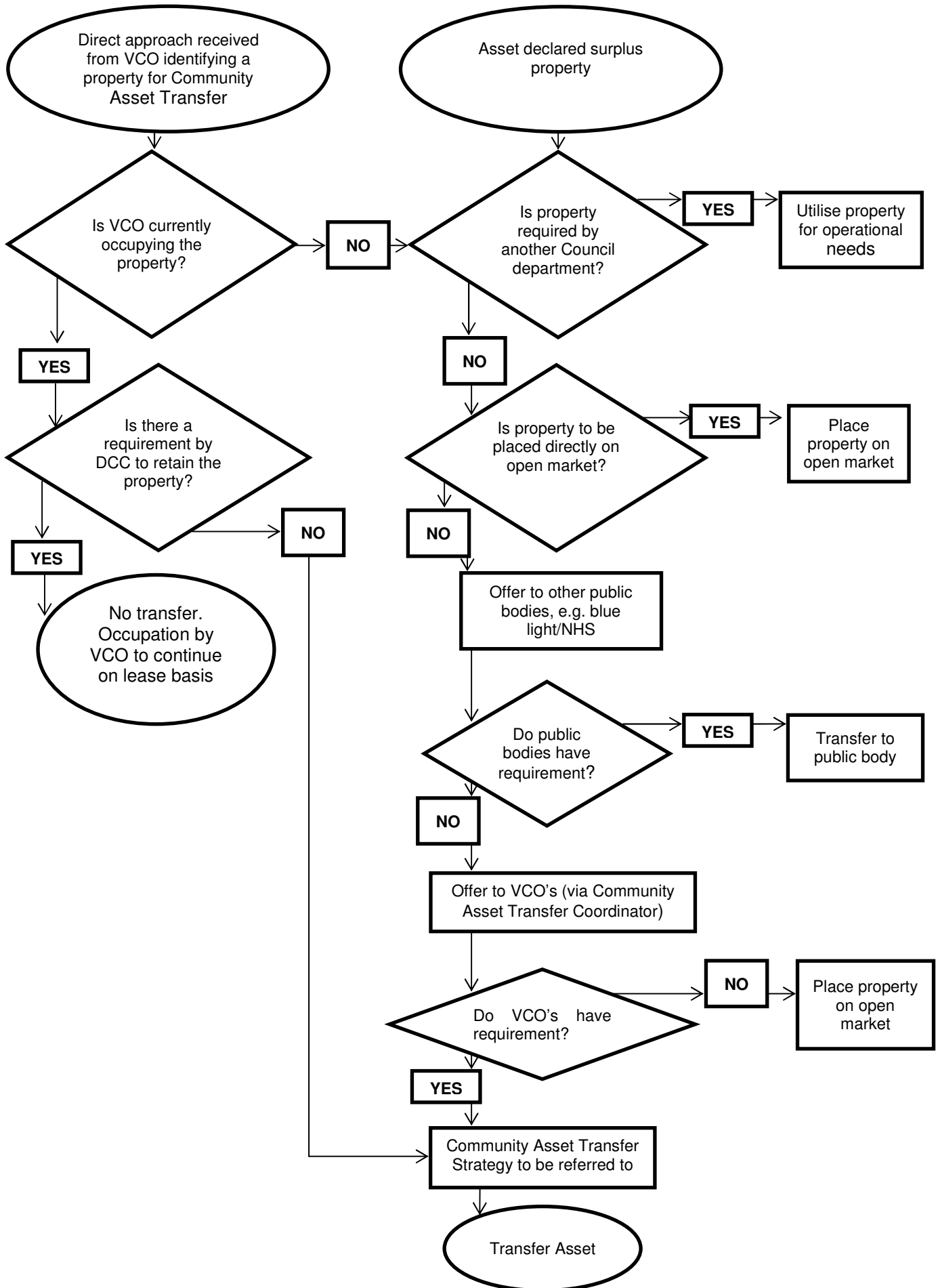
In considering the potential for community asset transfer the Council will follow the process as set out in the table below. For each stage officers of the Council will be available to provide advice and guidance on what is required. Alternatively the VCO may choose to seek help from other support agencies.

Table 4 – Transfer Process



APPENDIX D

COMMUNITY ASSET TRANSFER STRATEGY  
- ASSET TRANSFER PROTOCOL





**REPORT TO:                    EDUCATION COMMITTEE 19 AUGUST 2013**  
**POLICY AND RESOURCES COMMITTEE 19 AUGUST 2013**

**REPORT ON:                    REPLACEMENT OF HARRIS ACADEMY**

**REPORT BY:                    CHIEF EXECUTIVE AND DIRECTOR OF EDUCATION**

**REPORT NO:                    302-2013**

## **1.0     PURPOSE OF REPORT**

1.1     The purpose of this report is to seek the Committees' approval to proceed to Financial Close of the contract to replace Harris Academy.

## **2.0     RECOMMENDATIONS**

2.1     It is recommended that the Committees:

- (i)     note the contents of the report; and
- (ii)    agree to proceed to Financial Close of the contract to replace Harris Academy.

## **3.0     FINANCIAL IMPLICATIONS**

3.1     The net capital cost of replacing Harris Academy will not be known until the finalised cost plan is agreed with Hubco and the level of grant funding based on that plan confirmed by Scottish Futures Trust following Financial Close. However the cost to the Council is projected to come within the figure (£12.029m) included in the Capital Plan 2013-2017.

3.2     The Council's estimated net capital contribution of £12.029m will be funded from borrowing and the resultant annual loan charges of £583,000 (full year effect from 2017-2018) will be contained within future years' Revenue Budgets.

## **4.0     MAIN TEXT**

4.1     Reference is made to Article II of the meeting of the Education Committee of 20 May 2013 and to Article VIII of the meeting of the Policy and Resources Committee of 20 May 2013 when the Committees considered Report No 184-2013 describing the process leading to Financial Close of the contract with Hub East Central Scotland (Hubco) to replace Harris Academy and approved the setting up of an enabling package of advance works with Hubco to allow the demolition of the existing school buildings to commence as soon as possible after their vacation.

- 4.2 An updated cost plan for the replacement of Harris Academy was received from Hubco on 19 July 2013, with the project construction cost shown at £30.178m. However Hubco noted in their submission that certain costs will not be able to be finalised until the demolition of the existing buildings has been completed and site conditions definitively confirmed.
- 4.3 When the Council provisions for loose furniture, professional fees, off-site works and decant and commissioning costs are added to the updated Hubco cost, the total project costs which could qualify for Scottish Government grant funding come to £31.453m, with a projected level of grant funding of approximately £20m.
- 4.4 The actual level of grant funding will be determined by Scottish Futures Trust following Financial Close, taking into account the finalised cost plan agreed with Hubco vis-à-vis the BCIS All-in Tender Price Index, along with the various Council provisions. Although the capital expenditure and grant totals will change, the net capital cost to the Council of replacing Harris Academy is projected to come within the figure (£12.029m) included in the Capital Plan 2013 – 2017.
- 4.5 Accordingly, the Committees' approval is sought to proceed to Financial Close of the contract to replace Harris Academy. Following Financial Close, which should be achieved by October 2013, a further report will be made to Committee detailing the final position with regard to capital costs and government grant.

## **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. An Equality Impact Assessment has been carried out and is attached to this report.

## **6.0 CONSULTATIONS**

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

## **7.0 BACKGROUND PAPERS**

- 7.1 Report No 184-2013 considered by Education and Policy and Resources Committees on 20 May 2013

David K Dorward  
Chief Executive

Michael Wood  
Director of Education

5 August 2013

DUNDEE CITY COUNCIL

**Equality Impact Assessment Tool**

**Part 1 Description / Consultation**

Is this a <b>Rapid</b> Equality Impact Assessment (RIAT) ?	<input checked="" type="radio"/> YES	NO Please circle
Is this a <b>Full</b> Equality Impact Assessment (EQIA)?	YES	<input checked="" type="radio"/> NO Please circle
Date of assessment <b>July 2013</b>	Title of document being assessed <b>Replacement of Harris Academy</b>	
Committee report number 302-2013		
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) ✓	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input type="checkbox"/>	
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	This report seeks approval to proceed to Financial Close of the construction contract to replace Harris Academy.	
3) What is the intended outcome of this policy, procedure, strategy or practice?	Improved education environment and community facilities.	
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Disability Discrimination Act Current Building Regulations and Standards	
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	Presentation of the proposals was made to the West End Local Community Planning Partnership on 18 October 2012 and to the West End Community Council on 13 November 2012. A public exhibition of architect's drawings of the proposed layout of the new school was held over three days from 22 November to 24 November. During the development of the designs regular consultation meetings were held with staff and other key stakeholders. A member of the Harris senior management team also co-ordinated pupil input to the process where appropriate.	
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Gillian Ross Pond. Capital Projects Director David Mann, Education Adviser to Capital Projects Team	
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?	No	

(Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)

**Part 2 Protected Characteristics**

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Part 3 Impacts / Monitoring

<p>1) <b>Have any positive impacts been identified?</b> (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>Disability - The new school building will comply with current DDA requirements and will be barrier free.</p>
<p>2) <b>Have any negative impacts been identified?</b> (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>No</p>
<p>3) <b>What action is proposed to overcome any negative impacts?</b> E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page</p>	<p>N/A</p>
<p>4) <b>Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b> (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>N/A</p>
<p>5) <b>Has a 'Full' Equality Impact Assessment been recommended?</b> (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality lead.</p>	<p>No</p>
<p>6) <b>How will the policy be monitored?</b> (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.</p>	<p>It is intended that a post occupancy evaluation will be carried out once the school is operational.</p>

**Part 4 Contact information**

**Name of Department or Partnership: Education Department**

**Type of Document**

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

**Contact Information**

<b>Manager Responsible</b>		<b>Author Responsible</b>	
Name	Gillian Ross Pond	Name	Gillian Ross Pond
Designation	Capital Projects Director	Designation	Capital Projects Director
Base	Floor 3, 5 City Square	Base	Floor 3, 5 City Square
Telephone	01382 435161	Telephone	01382 435161
Email	gillian.rosspond@dundeecity.gov.uk	Email	gillian.rosspond@dundeecity.gov.uk

Signature of author of the policy:	<i>Gillian Ross Pond</i>	Date	4 July 2013
Signature of Director / Head of Service area:	<i>Michael Wood</i>	Date	4 July 2013
Name of Director / Head of Service:	Michael Wood		
Date of next policy review:	N/A		

**REPORT TO: POLICY & RESOURCES COMMITTEE – 19 AUGUST 2013**

**REPORT ON: RELIEF OF RATES - CHARITY RELIEF**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

**REPORT NO: 321-2013**

#### **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: 321-2013**

**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 £
Wooden Spoon Catering Ltd Unit 1, 5 Coldside Road, Dundee, DD3 8DF	<i>Warehouse Unit 1, 5 Coldside Road, Dundee, DD3 8DF</i>	3,915.45 (01.04.13-31.03.14)  323.91 (01.03.13-31.03.13)	Working to meet the aims of the charity – Dundee International Women’s Centre Wooden Spoon Catering is a social enterprise employing women from social disadvantaged communities. The premises are being used as a production kitchen providing foods for buffets, catering and event management.	Grant 100% Discretionary Relief  This company has since ceased trading as they are unable to meet their debts	783.09
Wooden Spoon Catering Ltd Unit 1, 5 Coldside Road, Dundee, DD3 8DF	Shop 38 Castle Street, Dundee DD1 3AQ	3395.70 (01.04.13-31.03.14)  2346.97 (04.05.12-31.03.13)	This is run as a deli business and is in direct competition with similar businesses in the surrounding area.	Refuse relief	



<p>Children of Songea Trust Per Joyce Mathers, Grange Cottage, Dronley Road, Backmuir of Liff, By Dundee, DD2 5QR</p>	<p>Shop 109-111 High Street, Lochee, Dundee, DD2 3TX</p>	<p>1459.45 (01.06.13-30.06.13)</p>	<p>To alleviate suffering of children and families within the Songea District of United Republic of Tanzania. The property is being used to sell 100% donated goods (furniture, electrical goods, books, dvds, etc)</p>	<p>Recommend 80% Mandatory Relief only</p>	<p></p>
<p>Neon (North East Of North) Ltd Chamber Of Commerce Buildings, 2ND FLOOR Panmure Street, Dundee, DD1 1DN</p>	<p>Office Chamber Of Commerce Buildings, 2ND FLOOR Panmure Street, Dundee, DD1 1DN</p>	<p>6930.00 (01.04.13-31.03.14)</p>	<p>To advance the understanding and accessibility of digital and technology driven art forms</p>	<p>Recommend 80% Mandatory Relief and 20% Discretionary Relief</p>	<p>346.50</p>

**REPORT TO: Policy and Resources Committee – 19 August 2013**

**REPORT ON: Voluntary Early Retirement/Voluntary Redundancy Scheme**

**REPORT BY: Director of Corporate Services**

**REPORT NO: 342/2013**

**1. PURPOSE OF REPORT**

To seek approval to reintroduce a Voluntary Early Retirement/Voluntary Redundancy Scheme (VER/VR) for financial year 2013/14. The scheme will continue to be employee led but the focus will change from an individual application based approach to a Director/Head of Department planned approach, with employees who meet the criteria for the scheme having greater certainty that if they choose to accept an offer, it will be approved.

**2 RECOMMENDATION**

2.1 The Committee is asked to approve the revised approach to VER/VR, attached as Appendix 1. The new approach will continue to promote the options of Flexible Retirement and also other Flexible Working options for staff.

2.2 Approval is also sought to grant the Chief Executive delegated powers to grant approval for applications made outwith this date, as part of Changing for the Future and departmental reviews.

**3 FINANCIAL IMPLICATIONS**

3.1 It is not possible to identify the level of savings which will be achieved as this will be dependent on uptake. All decisions to offer and approve applications for Voluntary Early Retirement/Voluntary Redundancy will be made in the best financial interests of the Council.

3.2 Any strain on the fund and added years costs arising from early payment of pensions will be funded from salary savings. There may be net additional costs in 2013/14 to fund these upfront costs to enable gross salary savings from 2014/15 onwards. These additional costs and any redundancy costs will be funded from General Fund balances.

**4 MAIN TEXT**

4.1 Over the last 3 financial years, the Council VER/VR Scheme has been offered to members of staff meeting specific criteria with respect to age, service and cost basis. The breakdown of applications received and the actual numbers allowed to leave is as follows:-

<b>Year</b>	<b>Applications - Received</b>	<b>Approved</b>	<b>Deferred</b>	<b>Refused</b>
2010/11	524	295		194
2011/12	246	80	23	138
2012/13	173	39	26	105

4.2 The scheme has been successful in terms of ongoing financial savings to the Council of £9.339m per annum but the feedback from some staff and trade unions is that expectations are often raised when the scheme is launched, but over the years, less staff have been allowed to leave. This is borne out by the figures shown above.

4.3 The administrative workload for departmental staff to calculate and process all the documentation for the individual applications is considerable, particularly when it is obvious early on that a particular applicant is unlikely to meet the criteria set down or it is known that an applicant is only asking out of curiosity.

## **5.0 Proposal**

5.1 With the creation of the Corporate Business Support Section (CBSS), the task of administering any new VER/VR scheme will be undertaken by staffs that have transferred to this new section, working together with the Pensions team. Following an initial discussion with Human Resources and CBSS colleagues about handing over the administration of this task, it was acknowledged that any new scheme could be administered and targeted in a different way, in that Directors would be provided with a list of individuals who would meet the cost criteria for their consideration as to whether services could be redesigned. An informed discussion with individual employees who meet the criteria will then take place, with an offer made for the employee to consider. The employee will have 4 weeks to make a decision.

5.2 The benefits of this type of approach are –

- All the preparatory work would be done in advance by selecting all members of staff who meet the age criteria and by running a report, would show the 'strain on the fund' costs
- The report would be further refined to only show individuals who would meet the criteria to be offered the opportunity to leave
- The report would then be shared with Directors/Heads of Service, who would be asked to identify those individuals that could be allowed to leave in a planned and managed way, with in some cases, longer lead in dates allowing for some succession planning
- The potential savings would be easier to identify for budgetary purposes
- The streamlining of administration time etc. for CBSS and Pensions would be beneficial
- Individuals would not have their hopes raised
- Individuals would not be making speculative requests

5.3 Communication with trade unions and staff detailing the revised approach has been and will continue to be undertaken with clear assurances that while the revised approach is a department led targeted one, the scheme itself remains voluntary, with the final decision as to whether to accept, remaining with the employee.

5.4 It is proposed to launch the new scheme in August 2013 with a closing date for applications of 30 October 2013.

5.5 It is also proposed to remind members of staff about the other options available to them allowing individuals to continue to work but reduce their hours of work. There are 2 options – formal Flexible Retirement and applying for Flexible Working. Heads of Department are asked to look favourably on these applications and redesign workloads accordingly.

5 **POLICY IMPLICATIONS**

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

6 **CONSULTATION**

- 6.1 The Chief Executive, Head of Democratic and Legal Services, Head of Human Resources and the Trade Unions have been consulted on the terms of this report.

7 **BACKGROUND PAPERS**

- 7.1 None

Marjory M Stewart  
Director of Corporate Services

8 August 2013

## Appendix 1

### DUNDEE CITY COUNCIL

### VOLUNTARY EARLY RETIREMENT/VOLUNTARY REDUNDANCY SCHEME

Using a targeted approach, where efficiencies can be achieved through improved methods of working or restructuring of services, eligible employees, who accept an offer from their Director/Head of Service, will 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.
- 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 and all decisions will also take account of the financial implications for the Council.
- Approved applicants will be required to sign a settlement agreement/COT3, which safeguards both the applicant and the Council in reaching an agreed position. The Council will make provision for independent legal advice to be made available.
- Approval will be required from the Head of Department, Chief Executive, Director of Corporate Services and Head of Human Resources.. There will be no right of appeal against their decisions.
- The closing date for applications under this scheme will be 30 October 2013. Employees will be given 4 weeks to consider the offer.
- The Chief Executive will have delegated powers to grant approval for applications made outwith this date, as part of Changing for the Future and departmental reviews.

#### **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 receive their pension immediately, with added years as follows:-

<b>Number of years pensionable service</b>	<b>Number of added years</b>
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 2013/14***

## REDUNDANCY READY RECKONER FOR CALCULATING THE NUMBER OF WEEKS' 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.

Service (years)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>Age (years)</b>																			
20	1	1	1	1	-														
21	1	1½	1½	1½	1½	-													
22	1	1½	2	2	2	2	-												
23	1½	2	2½	3	3	3	3	-											
24	2	2½	3	3½	4	4	4	4	-										
25	2	3	3½	4	4½	5	5	5	5	-									
26	2	3	4	4½	5	5½	6	6	6	6	-								
27	2	3	4	5	5½	6	6½	7	7	7	7	-							
28	2	3	4	5	6	6½	7	7½	8	8	8	8	-						
29	2	3	4	5	6	7	7½	8	8½	9	9	9	9	-					
30	2	3	4	5	6	7	8	8½	9	9½	10	10	10	10	-				
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11	11	11	-			
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12	12	12	-		
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13	13	13	13	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14	14	14	14
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15	15	15
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16	16
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17
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	20½
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
61	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30
62	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30
63	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30
64	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

# DUNDEE CITY COUNCIL

## Equality Impact Assessment Tool

### Part 1 Description / Consultation

Is this a <b>Rapid</b> Equality Impact Assessment (RIAT) ?	<b>YES</b> <del>NO</del> Please circle
Is this a <b>Full</b> Equality Impact Assessment (EQIA)?	<del>YES</del> <b>NO</b> Please circle
Date of assessment <b>1 August 2013</b>	Title of document being assessed <b>Report No xx/2013 Voluntary Early Retirement/Voluntary Redundancy Scheme</b>
Committee report number	
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input checked="" type="checkbox"/>
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	Voluntary Early Retirement/Voluntary Redundancy Scheme (VER/VR Scheme)
3) What is the intended outcome of this policy, procedure, strategy or practice?	Revised VER/VR Scheme. Age is a determining factor in qualifying for pension entitlements.
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Report 227-2010 DCC - VER/VR Scheme AN180-2011 VER/VR Scheme Report 224-2011 VER/VR Scheme Report 441-2012 VER/VR Scheme
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Janet Robertson - August 2013 Marjory Stewart - August 2013 David Dorward - August 2013 Roger Mennie - August 2013
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?  (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No



## Part 2 Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<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"/>
Pregnancy & Maternity	<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 Impacts / Monitoring**

<p>1) <b>Have any positive impacts been identified?</b> (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>If yes please give further details N/A</p>
<p>2) <b>Have any negative impacts been identified?</b> (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>If yes please give further details N/A</p>
<p>3) <b>What action is proposed to overcome any negative impacts?</b> E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page</p>	<p>Please give further details N/A</p>
<p>4) <b>Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b> (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>If yes please give further details N/A</p>
<p>5) <b>Has a 'Full' Equality Impact Assessment been recommended?</b> (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality lead.</p>	<p>If yes please give further details No</p>
<p>6) <b>How will the policy be monitored?</b> (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.</p>	<p>Please give details <b>Data collection</b> <b>Further reports if required</b></p>

#### Part 4 Contact information

Name of Department or Partnership: Corporate Services

#### Type of Document

Human Resource Policy	<input type="checkbox"/>
General Policy	<input checked="" 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	Marjory Stewart	Name	Janet Robertson
Designation	Director of Corporate Services	Designation	Corporate Business Support Manager
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Email	marjory.stewart@dundeecity.gov.uk	Email	janet.robertson@dundeecity.gov.uk

Signature of author of the policy: J Robertson

Date: 8 August 2013

Signature of Director: M Stewart

Date: 8 August 2013

Name of Director: Marjory Stewart

Date of next policy review: August 2013