

City Chambers
DUNDEE
DD1 3BY

21st October, 2011

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, 31st October, 2011 following the meetings of the City Council, Environment, Housing, City Development and Social Work and Health Committees called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

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

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

AGENDA OF BUSINESS

1 MINUTES

- (a) SUPERANNUATION INVESTMENT SUB-COMMITTEE OF 29TH AUGUST, 2011
- (b) PERSONNEL APPEALS SUB-COMMITTEE OF 5TH SEPTEMBER, 2011

The minutes of meetings of the above Sub-Committees are enclosed for information and record purposes. (Appendices I and II).

2 REVENUE MONITORING

(Report No 444-2011 by Director of Finance, to follow).

3 CAPITAL MONITORING

(Report No 440-2011 by Director of Finance, enclosed).

4 RELIEF OF RATES - CHARITY RELIEF

(Report No 483-2011 by Director of Finance, enclosed).

5 DUNDEE COMMUNITY REGENERATION FUND 2011/2012

(Report No 453-2011 by Chief Executive enclosed).

6 CITY DEVELOPMENT DEPARTMENT - REVIEW OF ORGANISATIONAL STRUCTURE

(Report No 402-2011 by Director of City Development, enclosed).

7 APPOINTMENT OF PROJECT MANAGERS FOR V & A AT DUNDEE (AN170 - 2011)

In order to assist in the management of the V & A at Dundee Project, Turner & Townsend Project Management Ltd were appointed as project managers following a competitive tender process undertaken by the University of Dundee on behalf of Design Dundee Ltd. It is now proposed that responsibility for Turner & Townsend's contact be transferred to the City Council given that the Council will be the formal client for the construction contract.

All costs associated with the project management contract will be covered by revenue funds allocated to the project by the Scottish Government.

It is recommended that the Committee agree to the novation of the contract to the City Council.

8 GP SERVICES IN ARDLER (AN171 - 2011)

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

He will ask the Chief Executive to write to the Chief Executive of NHS Tayside asking for an assurance that the NHS and its partners will deliver a complete wrap-around healthcare package that will improve and deliver better health outcomes for the local community.

He will ask that the service be delivered locally and spear-headed by a General Practitioner.

9 DUDHOPE CENTRE - DEVELOPMENT OFFICER

(Report No 447-2011 by Director, Leisure and Communities enclosed).

10 OLYMPIA ANNUAL MAINTENANCE CLOSURE (AN172 - 2011)

To enable boiler testing, essential maintenance and a programme of deep cleaning to take place. Leisure and Culture Dundee has requested approval to close Olympia for the period from 5th December to 11th December, 2011, both dates inclusive.

Alternative facilities are available at Lochee Swim and Leisure Centre during the closure.

11 COMMUNITY LEARNING AND DEVELOPMENT ANNUAL REPORT 2010/2011

(Report No 441-2011 by Director Leisure and Communities, enclosed).

12 ANNUAL HEALTH AND SAFETY REPORT 2010/2011

(Report No 419-2011 by Head of Personnel, enclosed).

13 CORPORATE HEALTH AND SAFETY PLAN

(Report No 445-2011 by Head of Personnel, enclosed).

14 QUEEN'S DIAMOND JUBILEE (AN173 - 2011)

Having considered advice received from COSLA on the options available, it is recommended Committee grant an additional day of annual leave to celebrate the Queen's Diamond Jubilee on 5th June, 2012. Offices will remain open to the public on 5th June, 2012 and employees are required to apply should they wish to take leave on this day. Applications for leave will be subject to the exigencies of the service. Schools, subject to the approval of an application to Scottish Ministers for

exceptional school closure, will close on this day. Employees who work on 5th June, 2011 will be entitled to take an annual leave day at a later date.

15 SUPPLY OF IT EQUIPMENT

(Report No 455-2011 by Head of Information Technology, enclosed).

16 INFORMATION TECHNOLOGY DIVISION SERVICE PLAN REVIEW

(Report No 476-2011 by Head of Information Technology, attached).

17 SERVICE FEE TO LEISURE AND CULTURE DUNDEE

(Report No 482-2011 by Chief Executive, attached).

18 DUNDEE ALCOHOL AND DRUG PARTNERSHIP - ANNUAL REPORT 2010/2011

(Report No 462-2011 by Chief Executive, attached).

19 CHILDREN'S PRESSURES

(Joint Report No 495-2011 by Director of Finance and Director of Social Work, to follow)

20 LANDLORD REGISTRATION - ISSUE OF RENT PENALTY NOTICES (AN 174 - 2011)

Under Part 8 of the Antisocial Behaviour, etc. (Scotland) Act 2004, it is a requirement for all persons leasing residential property in Scotland to be registered with the local authority and for those properties to be included on the register. It is a criminal offence to let the property without being so registered. In addition, the local authority has the power to issue a "Rent Penalty Notice" under Section 94 of the 2004 Act, the effect of which is to prevent the landlord collecting rent from any residential properties whilst s/he is unregistered.

The Committee is asked to approve the Director of Housing as the appropriate officer of the Council authorised to issue Rent Penalty Notices under Section 94 of the said 2004 Act on its behalf and to decide upon any applications under Section 95 of the 2004 Act for the revocation of such notices and for the Scheme of Delegation to be amended accordingly.

APPENDIX

At a MEETING of the **SUPERANNUATION INVESTMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE** held at Dundee on 29th August 2011.

Present:-

Bailie Willie SAWERS Rod WALLACE

COUNCILLORS

Jimmy BLACK Kevin KEENAN
Richard McCREADY

Also in attendance, Rod McKay, UNISON.

Bailie Willie SAWERS, Convener, in the Chair.

Unless marked thus * all items stand delegated.

I APOLOGIES AND SUBSTITUTES

Apologies had been submitted by Bailie George Regan and Councillor Andrew Dawson.

II GOVERNANCE COMPLIANCE STATEMENT

There was submitted Report No 401-2011 by the Director of Finance seeking approval for a Governance Compliance Statement for Tayside Superannuation Funds.

The Sub-Committee approved the Governance Compliance Statement as detailed in the report.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the public and press be excluded from the meeting in order that the undernoted items of business be considered in private on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 4, 6 and 11 of Part I of Schedule 7A of the Act.

III TAYSIDE SUPERANNUATION FUNDS

(a) PERFORMANCE SUMMARIES

There was submitted Report No 395-2011 by the Director of Finance relating to Performance Summaries for the quarter, twelve months and three years to 30 June 2011 and reviewing the investment performance of the Main Fund's four Fund Managers (excluding Property) for the quarter to 30 June 2011. It also considered the performance of the Transport Fund which shared two of these managers.

The report compared investment performances of the Funds with the Funds' specific benchmarks which consisted of various stock market indices.

The Sub-Committee noted the information contained therein with regard to the performance of the Tayside Superannuation Fund and Tayside Transport Superannuation Fund and their Fund Managers.

(b) PERFORMANCE SUMMARY (PROPERTY PORTFOLIO)

There was submitted Report No 396-2011 by the Director of Finance relating the Property Portfolio performance for the quarter, twelve months and three years to June 2011 and reviewing the investment performance of the Property Portfolio for the periods to 30 June 2011.

The report compared investment performances with an appropriate benchmark.

The Sub-Committee noted the information contained therein with regard to the performance of the Property Portfolio.

(c) **SUMMARIES OF INVESTMENTS AND TRANSACTIONS**

There was submitted Report No 378-2011 by the Director of Finance summarising investments and transactions during the period 1 April to 30 June 2011 and reviewing the investment activities of the Main Fund's six Fund Managers for the quarter to 30 June 2011. The Transport Fund shared three of these managers and their transactions were included.

The report summarised the transactions of each Fund Manager and showed the market values of the Main and Transport Fund.

The Sub-Committee noted the information contained therein with regard to the activities of the Tayside Superannuation Fund and Tayside Transport Superannuation Fund and their Fund Managers.

(d) **QUARTERLY FUNDING REPORT**

There was submitted Report No 394-2011 by the Director of Finance which reviewed the current funding level of the Funds as assessed by the Fund Actuary.

The Sub-Committee noted the report.

IV PRESENTATION - REVIEW OF ALLIANCE BERNSTEIN

Sharon Fay and Frances Smyth, of Alliance and Bernstein gave a short presentation reviewing its performance for 2011 in respect of the Tayside Superannuation Fund, and outlining a review of its portfolio strategy for the future.

It was noted that this strategy sought to minimise areas of high risk whilst retaining opportunities for the future, and they were confident of the Fund's performance in the longer term.

After Ms Fay and Ms Smyth had made their presentation and answered questions from members of the Sub-Committee, they were thanked for their presentation by the Convener.

Willie SAWERS, Convener.

At a MEETING of the **PERSONNEL APPEALS SUB-COMMITTEE** held at Dundee on 5th September, 2011.

Present:-

Councillor Alan ROSS
Baillie Derek J SCOTT
Councillor Mohammed ASIF

Councillor Alan ROSS, Convener, in the Chair.

The minute of meeting of this Committee of 23rd August, 2011 was held as read.

Unless marked thus * all items stand delegated.

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

APPEAL AGAINST DISMISSAL (PA7/11)

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

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

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

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

Alan ROSS, Convener.

REPORT TO: POLICY & RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: CAPITAL EXPENDITURE MONITORING 2011/12

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 440-2011

1 PURPOSE OF REPORT

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

2 RECOMMENDATION

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

3 FINANCIAL IMPLICATIONS

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

	General Services Capital 2011/12 £000	Housing HRA Capital 2011/12 £000
Approved Budget	66,566	29,440
Budget Adjustments	<u>(1,846)</u>	<u>-</u>
Revised Budget	<u>64,720</u>	<u>29,440</u>
Projected Outturn	<u>64,720</u>	<u>26,015</u>
Variance over/(under) Budget	<u>-</u>	<u>(3,425)</u>
Actual Spend to 31 August 2011	<u>17,315</u>	<u>7,798</u>

An explanation of the major variances since the capital plan was approved at Committee is shown in Section 5 of the report. In terms of the percentage of actual capital spend to projected outturn, General Services and Housing HRA Capital as at 31 August 2011 were 27% and 30% respectively, compared with 24% and 23% respectively for the comparable period to 31 August 2010.

4 BACKGROUND

- 4.1 The Special Policy & Resources Committee of 10 February 2011 approved the 2011/12 Capital Budget for General Services (Report 53-2011). The Housing HRA Capital Programme 2011/12 was approved at the Policy & Resources Committee on 24 January 2011 (Report 19-2011). The Housing HRA Capital Budget reflects information contained in Scottish Housing Quality Standard submission.
- 4.2 Local Authorities from 1 April 2004 are required, by Regulation, to comply with the Prudential Code under Part 7 of the Local Government Act 2003. The Capital Budget for 2011/12 is being monitored within the framework of the Prudential Code.

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

5 GENERAL SERVICES CURRENT POSITION

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

The latest capital monitoring statement shows a revised Capital Budget for 2011/12 of £64.720m, a decrease of £1.698m since last month's capital monitoring report. The main reasons for this are detailed below.

- 5.1.1 Reduction in expenditure of £1.222m on Day Services Accommodation for Learning Disabilities (Social Work). This project has been rephased to reflect the latest timescales for this project. This expenditure will be required in future years and will be funded from borrowing.
- 5.1.2 Reduction in expenditure of £476,000 on Birkhill Cemetery Extension (Environment). This project has been rephased to reflect the latest timescales for the project. This expenditure will be required in later 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	10,186	1,155	11,341	11,341	-
Capital Receipts/Capital Fund	1,854	727	2,581	2,581	-
Capital Funded from Current Revenue	3,210	(394)	2,816	2,816	-
Borrowing	<u>51,316</u>	<u>(3,334)</u>	<u>47,982</u>	<u>47,982</u>	-
	<u>66,566</u>	<u>(1,846)</u>	<u>64,720</u>	<u>64,720</u>	-

- 5.2.1 The revised budget for Borrowing is £47.982m, a decrease of £1.615m, since last month's capital monitoring report due, in the main, to the reasons as detailed in 5.1.1 and 5.1.2.

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

	2011/12 £000	2012/13 £000	2013/14 £000
Adjustments Per Monitoring (per Appendix 3)	<u>(1,846)</u>	<u>9,433</u>	<u>2,100</u>
Financed By:-			
General Capital Grant	1,155	-	-
Capital Receipts/Capital Fund	727	-	-
Capital Funded from Current Revenue	(394)	591	-
Borrowing	<u>(3,334)</u>	<u>8842</u>	<u>2,100</u>
	<u>(1,846)</u>	<u>9,433</u>	<u>2,100</u>

6 HOUSING HRA - CURRENT POSITION

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

6.2 The latest capital monitoring statement shows a Projected Outturn of £26.015m, an increase of £263,890 since last months capital monitoring report.

The increase is due to the projected outturn for the new build project in St Leonard's Place being revised and costs now reflect the agreed budget.

6.3 The latest capital monitoring shows projected capital resources of £23.158m, a reduction in resources of £3.400m since the capital budget was approved. This is due to a reduction in the anticipated receipts from the sale of Council Houses/New Build sales and Land Sales.

6.4 Projected capital expenditure as a percentage of projected capital resources is currently standing at 113%. This variance between expenditure and resources will be met by additional slippage to be identified 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 2011/12. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.

7.2 Currently, building cost inflation levels are low, however, they can on occasion be relatively high in comparison to general inflation. Therefore delays in scheduling and letting contracts may lead to increases in projected costs. In such an event, every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.

7.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken.

7.4 Capital projects can be subject to unforeseen price increases. The nature of building projects is such that additional unexpected costs can occur. The Council is currently experiencing very competitive tenders. Contingencies are built into the budget for each capital project and these will be closely monitored throughout the project.

7.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital Programmes will be adjusted to reflect updated cost estimates.

7.6 The accurate projection of the value and timing of capital receipts from asset sales is difficult in the current economic climate. There is therefore a risk that the level of capital receipts assumed in the financing of the capital programme will not be achieved. In preparing the capital plan the Council has budgeted for a low level of Capital receipts being achieved. The Council has a Capital Fund which can be used to cover any shortfall, in the short-term, in the level of receipts required. Similarly, additional borrowing can be used to cover any temporary shortfalls in capital receipts.

- 7.7 The amount and timing of capital receipts can also be difficult to accurately project as sales are often conditional on planning permission and other non-financial factors. This is the case even in times of relative economic stability.
- 7.8 General Capital Grant is received from Scottish Government via the Local Government Finance Settlement each year. There is a risk associated with future years' grants as indications suggest that levels of public sector support may be reduced. In the current Capital Plan the Council has assumed a 10% year on year reduction in General Capital Grant levels received. Any further reductions will necessitate a review of the Council's Capital Programme.
- 7.9 Capital projects must be affordable in terms of their impact on the Council's Revenue Budget. The option appraisal process should ensure that the revenue impact of capital projects has been calculated and reflected in future years' Revenue Budgets.

POLICY IMPLICATIONS

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

There are no major issues.

9 CONSULTATION

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

10 BACKGROUND PAPERS

- 10.1 None

MARJORY M STEWART
DIRECTOR OF FINANCE

17 OCTOBER 2011

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2010/11</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>2011/12</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Jul 2011</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Aug 2011</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2011/12</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
GENERAL SERVICES												
<u>Capital Expenditure 2011/12</u>												
Education	21,276	1,077	(134)	(3,867)		(2,924)	18,352	2,642	5,048	18,352	0	28%
Social Work	2,891	304		(1,231)		(927)	1,964	451	671	1,964	0	34%
City Development	20,538	4,528		(3,518)	640	1,650	22,188	4148	6062	22,188	0	27%
Environment	5,124	1,275		(1,699)	55	(369)	4,755	485	497	4,755	0	10%
Chief Executive / Support Services/Finance	2,701	796	1,155		(659)	1,292	3,993	347	824	3,993	0	21%
Leisure & Culture	14,036	761	272	(1,565)	(36)	(568)	13,468	3,829	4213	13,468	0	31%
Capital Expenditure 2011/12	66,566	8,741	1,293	(11,880)	0	(1,846)	64,720	11,902	17,315	64,720	0	27%
<u>Capital Resources 2011/12</u>												
Expenditure Funded from Borrowing	51,316	7,817	138	(11,289)		(3,334)	47,982	4,263	7501	47,982		
Capital Grants	10,186		1,155			1,155	11,341	5,160	6450	11,341		
Capital Funded from Current Revenue	3,210	197		(591)		(394)	2,816	283	1107	2,816		
Capital Receipts:-												
Net Asset Sales/ Capital Fund Contribution	1,854	727				727	2,581	2,196	2257	2,581		
Capital Resources 2011/12	66,566	8,741	1,293	(11,880)	0	(1,846)	64,720	11,902	17,315	64,720		
Capital Expenditure as % of Capital Resources	100%						100%			100%		

DUNDEE CITY COUNCIL CAPITAL EXPENDITURE MONITORING 2011/12

Appendix 1

	<u>Approved</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Carry</u> <u>Forward</u> <u>from</u> <u>2010/11</u> <u>£000</u>	<u>Budget</u> <u>Adjust</u> <u>£000</u>	<u>Carryforward</u> <u>into</u> <u>Future Years</u> <u>£000</u>	<u>Virements</u> <u>£000</u>	<u>Total</u> <u>Budget</u> <u>Adjustments</u> <u>£000</u>	<u>Revised</u> <u>Capital</u> <u>Budget</u> <u>2011/12</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>30 Jul 2011</u> <u>£000</u>	<u>Actual</u> <u>Spend</u> <u>31 Aug 2011</u> <u>£000</u>	<u>Projected</u> <u>Outturn</u> <u>2011/12</u> <u>£000</u>	<u>Variance</u> <u>£000</u>	<u>Spend as</u> <u>a % of</u> <u>Projected</u> <u>Outturn</u>
HOUSING HRA												
Capital Expenditure 2011/12												
Free from Serious Disrepair - Roofs	2,734					0	2,734	459	640	2,262	(472)	20%
Free from Serious Disrepair - Roughcast	160					0	160	1	1	162	2	1%
Free from Serious Disrepair - Windows	90					0	90	0	0	90	0	0%
Energy Efficient - External Insulation and Cavity Fill	1,942					0	1,942	27	63	1,948	6	1%
Energy Efficient - Heating, Kitchens and Bathrooms	12,772					0	12,772	2,383	2995	12,072	(700)	20%
Energy Efficiency - Boiler replacement	50					0	50	13	16	50	0	26%
Energy Efficiency - Renewables Initiatives	1,000					0	1,000	0	0	1,000	0	0%
Modern Facilities & Services - Individual Shower Programme	100					0	100	27	39	100	0	27%
Healthy, Safe & Secure - Fire Detection	25					0	25	0	0	25	0	0%
Healthy, Safe & Secure - Door Entry System & Secure Doors	900					0	900	414	455	1,654	754	25%
Healthy, Safe & Secure - Lift Replacement	500					0	500	0	0	0	(500)	0%
Healthy, Safe & Secure - Security and Stair Lighting	100					0	100	0	0	0	(100)	0%
Miscellaneous - Fees	10					0	10	0	2	10	0	0%
Miscellaneous - Disabled Adaptations	750					0	750	160	179	750	0	21%
Increase Supply of Council Housing	4,861					0	4,861	1,631	2070	2,912	(1,949)	56%
Demolitions	4,046					0	4,046	729	1384	3,491	(555)	21%
Access Road Whitfield	0					0	0	0	0	50	50	0%
Owners Receipts	(890)					0	(890)	(46)	(46)	(851)	39	5%
Community Care - Sheltered Lounge Upgrades	50					0	50	0	0	50	0	0%
Community Care - Warden Call Replacement	240					0	240	0	0	240	0	0%
Capital Expenditure 2011/12	29,440	0	0	0	0	0	29,440	5,798	7,798	26,015	(3,425)	22%
Capital Resources 2011/12												
Expenditure Funded from Borrowing	19,671					0	19,671	5,024	6,610	19,671		
Capital Receipts:-												
Council House / New Build Sales	2,887					0	2,887	765	888	2,278		
Land Sales	3,200					0	3,200	9	9	409		
Sale of Last in Block	800					0	800	0	291	750		
	26,558	0	0	0	0	0	26,558	5,798	7,798	23,108		
Capital Expenditure as % of Capital Resources	111%						111%			113%		

EDUCATION CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £000
Structural Improvement	200				(84)	(84)	116	18	116
Kitchen Improvements	90				(50)	(50)	40	16	40
Computers	645					0	645	463	645
Vehicles	35				5	5	40	0	40
Cladding	324				(323)	(323)	1	0	1
Public Access	50				(13)	(13)	37	0	37
Curriculum Improvements	150				133	133	283	63	283
Electrical Upgrades	300				98	98	398	252	398
General Improvements & Upgrades	25	500			55	555	580	174	580
Replacement Heating Systems	450				147	147	597	143	597
Roof Replacements	400				211	211	611	229	611
Window Replacements	500				(314)	(314)	186	41	186
Toilets	100				162	162	262	148	262
Kingspark Special Project		3				3	3	(199)	3
Whitfield Project	5,078	219				219	5,297	1,776	5,297
Lochee Project	3,150	12		(1,812)		(1,800)	1,350	183	1,350
West End Project	8,701	6	(134)	(1,858)	(90)	(2,076)	6,625	761	6,625
Harris Project	200	147		(197)		(50)	150	12	150
Less Scottish Government Capital Grant		(47)				(47)	(47)	(47)	(47)
Eastern PS Transfer to Grove	878	237			63	300	1,178	1,015	1,178
Balances	0					0	0	0	0
Education Total	21,276	1,077	(134)	(3,867)	0	(2,924)	18,352	5,048	18,352

SOCIAL WORK CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2010/11 £000
Property Upgrades	50	50				50	100	46	100
Elmgrove House Replacement	750					0	750		750
Day Services Acc for Learning Disabilities - Wellgate Day Centre	199	16				16	215		215
Day Services Acc for Learning Disabilities - Whitetop Centre	1,242			(1,222)		(1,222)	20		20
Elms Residential Unit for Young People	109	61				61	170	122	170
Seymour Lodge Replacement	1,175	496		(27)		469	1,644	871	1,644
(Less Contribution Tayside Health Board)	(392)	(166)		10		(156)	(548)	(135)	(548)
(Less Contribution Tayside Police Joint Board)	(392)	(165)		8		(157)	(549)	(135)	(549)
Refurbishment MacKinnon Centre	150					0	150		150
Claverhouse Offices - Sprinklers		12				12	12		12
Oakland Roof						0	0		0
Millview Cottage								(98)	
Social Work Total	2,891	304	0	(1,231)	0	(927)	1,964	671	1,964

CITY DEVELOPMENT CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £000
BUILDING & PROPERTY									
Parking									
Allan Street Car Park & Associated Road Works	4,185	197		(591)		(394)	3,791	1,107	3,791
Administrative Buildings									
Tayside House Pooled Property Payment	50					0	50		50
Dundee House	1,754	810				810	2,564	2,257	2,564
Office Accommodation	419	492				492	911		911
City Square - Strengthening/Waterproofing	200					0	200		200
City Square -Toilets(retention)								(4)	
Automatic Meter Reading Equipment		82				82	82		82
Whitfield Life Services Building	4,185	72		(2,927)		(2,855)	1,330	29	1,330
V & A Dundee		116	3,100	(1,116)		2,100	2,100	406	2,100
Less Capital Grant Scottish Government		(116)	(3,100)	1,116		(2,100)	(2,100)	(395)	(2,100)
Industry/Business									
Acquisition of Land/Buildings	250	375				375	625		625
Industrial Estates Improvements	250	110				110	360		360
Business Support Initiative	50					0	50	3	50
Incubator units								(2)	
Other Expenditure									
Shopping Parade Improvements	150	174				174	324	(5)	324
Mews Building		83			(37)	46	46	(2)	46
Demolition of Surplus Properties	550	628				628	1,178	25	1,178
St Saviours		55				55	55		55
ROADS INFRASTRUCTURE									
Road & Minor Schemes									
Road Safety Measures	150	50				50	200	16	200
Pedestrian Crossings / Traffic Lights	100					0	100	73	100
Footpaths	300	110				110	410	2	410
Unadopted Footpaths					640	640	640	90	640
Cycling, Walking & Safer Streets					206	206	206	22	206
Less Scottish Government Grant Funding					(206)	(206)	(206)		(206)
Smarter Choices Smarter Places		70				70	70	15	70
Environmental Improvements Programme									
Central Area & Other Projects	200	237			37	274	474	140	474
Community Regeneration Project									
Lochee	180				100	100	280	24	280
Whitfield	10					0	10		10
Hilltown	10	38				38	48	37	48
Accepted Practices									
Street Lighting Renewal	580					0	580	253	580
Road Reconstruction / Recycling	1,500					0	1,500	311	1,500
Bridge Assessment & Work Programme	289					0	289		289
Linlathen Bridge East	312	22				22	334	81	334
Less Developers Contributions	(312)	(22)				(22)	(334)	(81)	(334)
Regional Transport Partnership	2,799	54			(100)	(46)	2,753	366	2,753
Less TACTRAN Grant	(290)	(54)				(54)	(344)	(293)	(344)
Coastal Protection Works	230	17				17	247	70	247
Beach Defences Broughty Ferry		552				552	552	167	552
Dykes of Gray	2,437	376				376	2,813	1,350	2,813
City Development Total	20,538	4,528	0	(3,518)	640	1,650	22,188	6,062	22,188

ENVIRONMENT CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £000
Purchase of Bins	240					0	240	108	240
Baldovie Redevelopment	300					0	300	0	300
Riverside Landfill Site	50	110				110	160	13	160
Purchase of Skips	30					0	30	0	30
Waste Management Property	480					0	480	4	480
Purchase of Vehicles & Equipment	600					0	600	43	600
Fleet - Washbay and Fuel Facility	350					0	350	0	350
Recycling Initiatives/Zero Waste Fund	223	110				110	333	0	333
Air Quality Monitoring Equipment	30					0	30	0	30
Contaminated Land	117					0	117	0	117
Public Open Space	50					0	50		50
Playground Improvements	50	18				18	68	0	68
Purchase of Plant, Machinery & Vehicles	450	442				442	892	216	892
DISC Replacement Pitches		350	225		13	588	588	0	588
(Less Sportscotland Funding)			(225)			(225)	(225)	0	(225)
Parks / Master Plan	80					0	80	4	80
Caird Park Velodrome		87	91		37	215	215	0	215
(Less Sportscotland Funding)			(91)			(91)	(91)	0	(91)
Camperdown Gardeners Cottage					19	19	19	0	19
Camperdown Country Park - Development Plan	60	10				10	70	0	70
Cemeteries	501	55		(476)		(421)	80	11	80
New Cemetery Linlathen	1,358	(20)		(1,223)		(1,243)	115	7	115
Environmental/Paths for All	55	13				13	68	5	68
(Less Forestry Commission Grant)								(2)	
Purchase of Vehicles & Equipment	100	100	14		(14)	100	200	102	200
(Less Sale of Vehicles)			(14)			(14)	(14)	(14)	(14)
Environment Total	5,124	1,275	0	(1,699)	55	(369)	4,755	497	4,755

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

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £'000
Vacant & Derelict Land Fund - 07/08 - 10/11 Programme		313	35			348	348	364	348
(Less Scottish Government Capital Grant)		(164)				(164)	(164)	(164)	(164)
(Less Sustran Contribution)			(35)			(35)	(35)	(35)	(35)
Vacant & Derelict Land Fund - 2011/12 Programme			1,435			1,435	1,435		1,435
(Less Scottish Government Capital Grant)			(1,435)			(1,435)	(1,435)		(1,435)
Central Waterfront									
Surface Water Drainage Tank			15			15	15	(31)	15
Works Completion Bridge Ramp One incl GellatlySt	1,993		(623)			(623)	1,370	1,236	1,370
Completion of Western Road Network			229			229	229	1	229
Construction New Rail Bridge, Concourse	525		(51)			(51)	474	131	474
Junction 6 & Public Utilities Diversions	850		1,478			1,478	2,328	176	2,328
A92/Trades Lane	7		8			8	15	5	15
Demolition Tayside House & Olympia	1,900		(800)			(800)	1,100	25	1,100
Discovery - Coach Park & Service Road to V&A			45			45	45		45
Land Decontamination	300					0	300		300
Project Management & Design	71		300			300	371	268	371
V & A Dundee			5			5	5	1	5
(Less SE Contribution)	(5,114)		549			549	(4,565)	(1,630)	(4,565)
Cycling, Walking & Safer Streets	206				(206)	(206)	0		0
Less Scottish Government Grant Funding	(206)				206	206	0		0
Unadopted Footpaths	500	140			(640)	(500)	0		0
Disabled Access	50					0	50		50
Health & Safety Works	589	255			(19)	236	825		825
Purchase of Computer Equipment	850	55				55	905	342	905
Energy - Spend to Save	100					0	100		100
ICT Strategy	50	16				16	66	16	66
Telephony and Data Network & Infrastructure Upgrade	20	116				116	136	115	136
Purchase to Payment System		29				29	29	0	29
Corporate Electronic Records Management System	10	36				36	46	4	46
Chief Executive/Support Services/Finance Total	2,701	796	1,155	0	(659)	1,292	3,993	824	3,993

LEISURE & CULTURE CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	2010/11 Carry Forward £'000	Budget Adjust. £'000	C/f into Future Years £'000	Virements £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £'000
McManus Galleries Restoration & Dev Project								(138)	
(Less Historic Scotland)								28	
McManus Display								(4)	
(less MGS / Orchar Fund / PF Trust Conts.)								60	
Leisure Centre Improvements	50					0	50	0	50
Dick McTaggart Gymnastic Centre	1,800	(32)	178			146	1,946	27	1,946
(Less Sportscotland Funding)	(1,200)					0	(1,200)	0	(1,200)
Allan Street New Swimming Pool	13,959	578		(1,799)		(1,221)	12,738	3,975	12,738
(Less Sports Scotland Lottery Funding)	(1,188)			234		234	(954)	0	(954)
Camperdown Development (incl Visitor Ctre & Electrical Works)		36			21	57	57	62	57
DCA	80					0	80	22	80
Caird Hall	100	70				70	170	70	170
Roof Replacement/Improvement Programme	110					0	110	0	110
Camperdown Roof Replacement	221	118	65		4	187	408	175	408
(Less Historic Scotland)	(46)		(65)			(65)	(111)	(65)	(111)
Window Replacement	75				(75)	(75)	0	0	0
Heating & Ventilation	75					0	75	0	75
Dundee Ice Arena - Storage Area		(9)	94			85	85	1	85
Purchase of Equipment					14	14	14	0	14
Leisure & Communities Total	14,036	761	272	(1,565)	(36)	(568)	13,468	4,213	13,468

HOUSING HRA CAPITAL MONITORING 2011/12

Nature of Expenditure	Approved Budget 2011/12 £'000	Budget Adjust. £'000	C/f into Future Years £'000	Total Adjusts £'000	Revised Budget 2011/12 £'000	Expenditure to 31/08/2011 £'000	Projected Outturn 2011/12 £'000
Free From Serious Disrepair							
Roof Replacement	2,734			0	2,734	640	2,262
Roughcast Renewal	160			0	160	1	162
Windows	90			0	90	0	90
Energy Efficiency							
External Insulation and Cavity	1,942			0	1,942	63	1,948
Heating, Kitchens and Bathrooms & Showers	12,772			0	12,772	2,995	12,072
Ferolli & Ravenheart boiler replacement	50			0	50	16	50
Renewable Initiatives	1,000			0	1,000	0	1,000
Modern Facilities and Services							
Individual Shower Programme	100			0	100	39	100
Healthy, Safe and Secure							
Fire Detection	25			0	25	0	25
Door Entry System	900			0	900	455	1,654
Lift Replacement	500			0	500	0	0
Security & Stair Lighting	100			0	100	0	0
Increase Supply of Council Housing							
New Builds	4,861			0	4,861	2,070	2,912
Demolitions	4,046			0	4,046	1,384	3,491
Access Road Whitfield						0	50
Miscellaneous							
Fees	10			0	10	2	10
Disabled Adaptations	750			0	750	179	750
Owner Receipts	(890)			0	(890)	(46)	(851)
Community Care							
Sheltered Lounge Upgrades	50			0	50		50
Warden Call Replacements	240			0	240		240
Housing HRA Total	29,440	0	0	0	29,440	7,798	26,015

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

(and effect on future years)

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>Adjustments:</u>			
<u>Education</u>			
Carryforward from 2010/11	1,077		
West End PS - reduction and rephasing of expenditure	(2,082)	1,115	(150)
Lochee PS - rephasing of expenditure	(1,812)	352	1,400
Harris Academy - rephasing of expenditure & income	(197)	(50)	850
General Improvements Upgrades (virement from West End PS)	90		
<u>Social Work</u>			
Carryforward from 2010/11	304		
Seymour Lodge - rephasing of expenditure (net of external contributions)	(9)	9	
Whitetop Centre - rephasing of expenditure	(1,222)	1,222	
<u>City Developments</u>			
Carryforward from 2010/11	4,528		
Allan Street Car Park & Associated Road Works - rephasing of expenditure	(591)	591	
Transfer of Unadopted Footpaths and CWSS from Chief Executive	640	500	
Whitfield Life services - rephasing of expenditure	(2,927)	2,927	
<u>Environment</u>			
Carryforward from 2010/11	1,275		
DISC Replacement Pitches - vire from Leisure & Culture (Window Replacement)	13		
Caird Park Velodrome - vire from Leisure & Culture (Window Replacement)	37		
Camperdown Gardener's Cottage - vire from Chief Executive (Health & Safety)	19		
Purchase of Equipment - vire to Leisure & Culture	(14)		
New Cemetery Linlathen - rephasing of expenditure	(1,223)	1,223	
Birkhill Cemetery Extension - rephasing of expenditure	(476)	476	
<u>Chief Executive, Support Services & Finance</u>			
Carryforward from 2010/11	796		
Central Waterfront - rephasing of expenditure and income	1,155		
Transfer of Unadopted Footpaths and CWSS to City Development	(640)	(500)	
Camperdown Gardener's Cottage - vire to Environment	(19)		
<u>Leisure & Culture</u>			
Carryforward from 2010/11	761		
Dundee Ice Arena - Storage Area	94		
Purchase of Equipment - vire from Environment	14		
Window Replacement - vire to Environment (DISC Replacement Pitches)	(13)		
Window Replacement - vire to Environment (Caird Park Velodrome)	(37)		
Allan Street Swimming Pool - rephasing of expenditure & income	(1,565)	1,565	
Dick McTaggart - increase in total project cost	178	3	
	(1,846)	9,433	2,100

REPORT TO: POLICY & RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: RELIEF OF RATES - CHARITY RELIEF

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 483-2011

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 which was carried out for Report No 433-2010 in September 2010 fully addresses the proposals in this report and is available on the Council's website <http://www.dundee.gov.uk/equanddiv/dequimpact/>.

6.0 CONSULTATION

The Chief Executive and Depute Chief Executive (Support Services) have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

None

Marjory Stewart
Director of Finance

Date:

REPORT NO: 483-2011**POLICY & RESOURCES COMMITTEE****REPORT BY DIRECTOR OF FINANCE****SUBJECT: RELIEF OF RATES**

APPLICANT	SUBJECTS	UNIFIED BUSINESS RATE PAYABLE £	REMARKS	RECOMMENDATION	ANNUAL COST TO COUNCIL £
W.A.S.P.S. Ltd The Briggait, 141 Bridgewater, Glasgow, G1 5HZ	Office Meadow Mill West Henderson's Wynd Dundee, DD1 5BY	848.22 (01.07.11-31.03.12)	To promote, maintain, improve and advance public education and interest in the Arts by establishing Studio and Workshop facilities for artists in Scotland	Grant 80% Mandatory Relief and 20% Discretionary Relief	42.41
Nilupul Foundation 11 The Square Letham, Angus, DD8 2PZ	Meeting Room 51 Reform Street,Dundee,DD1 1SL	2851.06 (01.09.11-31.03.12)	Providing health and well being services to the local community. A meeting place for the local Buddhist community and a small cafe/shop	Grant 80% Mandatory Relief	
Tin Roof C/O Thornton's Whitehall House 33 Yeaman Shore Dundee, DD1 4DJ	Warehouse 38-40 Bellfield Street, Dundee, DD1 5JA	2215.20 (01.04.11-31.03.12) 701.60 (01.12.10-31.03.11)	Providing support for graduate and emerging artists in Dundee. Premises being used as a workshop and for storage. 50% Small Business Bonus Relief has already been applied.	Grant 100% Discretionary Relief	553.80

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: DUNDEE COMMUNITY REGENERATION FUND 2011/12

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 453-2011

1. PURPOSE OF REPORT

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

2. RECOMMENDATIONS

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

3. FINANCIAL IMPLICATIONS

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

3.2 Grants of £16,707 in 2011/12 are recommended in this report.

4. BACKGROUND

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

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

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

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

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

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

5. FUNDING ALLOCATIONS AND PROPOSALS

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

Dundee Partnership Fund 2011- 2012

Local Forum	Total Allocation	Previously Allocated	Current Proposals	Still Available
Coldside	£137,127	£74,575	£1,000	£61,552
East End	£126,000	£105,180	£11,183	£9,637
Lochee	£125,571	£79,875	£406	£45,290
Maryfield	£160,993	£40,213	£500	£120,280
North East	£125,283	£67,899	£0	£57,384
Strathmartine	£125,156	£62,220	£3,618	£59,318
Total	£800,130	£429,962	£16,707	£353,461

- 5.2 The proposals contained in Appendix A recommend the allocation from local budgets of £16,707 in 2011/12.

6 POLICY IMPLICATIONS

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

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

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

7 CONSULTATIONS

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

8 BACKGROUND PAPERS

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

David K Dorward
Chief Executive

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25/10/2011

POLICY & RESOURCES COMMITTEE
31 October 2011

DUNDEE PARTNERSHIP - 2011/2012

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
CY014	St. Johns High School	Coldside	To engage a sessional art worker to work with vulnerable first year pupils at St Johns High School on a community art project. This activity will increase the young people's confidence and their participation in education. Delivery will be 2x2 hour sessions per week for 7 weeks and end with a project exhibition.	£1,000	£1,000	£1000
EE013	Douglas Community Centre Local Management Group	East End	To purchase a cooker suitable for use in cookery classes within the community centre and to purchase additional bridge tables.	£1,593	£1,593	£1,193
EE014	Douglas Community Centre Local Management Group	East End	To replace chairs and coffee tables for general use within the community centre.	£4,440	£4,440	£3,840
EE015	Douglas Jolly Walkers & Communities Division	East End	To develop work with the Douglas Jolly Walkers group to produce a community resource promoting walking as a healthy community activity.	£2,865	£1,150	£1,150
EEP004	Craigiebank Association	East End	To contribute to the cost of replacing cast iron roof rones for the main and small halls at Craigiebank Church. These halls are used by several community groups.	£11,928	£5,000	£5,000
LY019	Leisure & Culture Dundee, Sports Development	Lochee	To enable a trampoline coach to deliver 30 weekly classes to encourage physical activity for sixteen S1/S2 girls.	£1108	£406	£406

POLICY & RESOURCES COMMITTEE
31 October 2011

DUNDEE PARTNERSHIP - 2011/2012

Ref No.	Applicant	Ward	Description of Project	Total Project Costs	Amount Requested	Forum Decision Amount
M012	Tayside Fire & Rescue	Maryfield	To part fund the purchase of fire prevention kitchen equipment. These will be issued to those at greatest risk within the regeneration area of the Maryfield Ward in exchange for existing (more dangerous) equipment.	£1,000	£500	£500
S019	St Leonard's & St Fergus Social Committee	Strathmartine	To bring together approximately 100 elderly and vulnerable members of the community for a social event.	£1350	£650	£650
S020	Kirkton Digital Photography Group	Strathmartine	To purchase supplies for the Digital Photography Group, which meets one night per week throughout the year.	£862	£862	£862
SY008	Leisure & Culture Dundee, Sports Development	Strathmartine	To enable a trampoline coach to deliver 29 weekly classes to encourage physical activity for sixteen S1/S2 girls.	£738	£392	£392
SY009	Leisure & Culture Dundee, Sports Development	Strathmartine	To enable Sports Development sessional staff to deliver a free weekly basketball session for 30 young people within Baldragon Academy over a 30 week period.	£1253	£857	£857
SY010	Leisure & Culture Dundee, Sports Development	Strathmartine	To enable Sports Development sessional staff to deliver a free weekly basketball session for 30 young people within Craigowl PS over a 30 week period.	£1253	£857	£857

REPORT TO: POLICY & RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: CITY DEVELOPMENT DEPARTMENT - REVIEW OF ORGANISATIONAL STRUCTURE

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 402-2011

1 PURPOSE OF REPORT

- 1.1 This report proposes changes to the organisational structure of the City Development Department following a review by the Director of City Development and the Head of Personnel.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the organisational structure outlined in Appendix 1 of this report.

3 FINANCIAL IMPLICATIONS

- 3.1 The savings included in the City Development Department's Revenue Budget for 2011/12 for deleted posts under the approved Voluntary Early Retirement scheme was £238,579 and this has been achieved.
- 3.2 In addition the savings included in 2011/12 for restructuring under the voluntary retirement scheme was £253,682 and this has also been achieved.
- 3.3 The proposed staffing structure set out in this report will in addition to the above save a further £149,872 in 2011/12, bringing the savings to £642,133.
- 3.4 The total savings in respect of the Voluntary Retirement Scheme for the Architectural Services Division in 2011/12 is £90,756. In 2012/13 there will be a total saving of £249,109 under this scheme.
- 3.5 In addition the savings included in 2011/12 for restructuring under the Voluntary Retirement Scheme is £610,631.
- 3.6 It should be noted that the total savings identified in paragraphs 3.4 and 3.5 above of £701,387 in 2011/12 will be offset by a corresponding reduction in fee income resulting in a zero net saving.

4 BACKGROUND

- 4.1 The Council reviewed its organisational structure in a report which was initially agreed by the Changing for the Future Board and was subsequently approved by the Policy and Resources Committee on 28 March 2011.
- 4.2 There are three significant implications for the City Development Department which required a review of the Department's Organisational structure to be carried out:
- The transfer of the Architectural Services Division from Support Services Department to the City Development Department.

- The consolidation of all property related matters becoming the responsibility of the City Development Department.
 - The required reorganisation within the Department's divisional structures following the results of the Voluntary Early Retiral Scheme.
- 4.3 The review has been undertaken under the principle of the Council's continuing commitment to making savings while still providing high quality essential services.
- 4.4 The transfer of the Architectural Services Division will mean that the City Development Department will now have seven Divisions each with a Head of Service/Manager who, with the Director, will form the Departmental Management Board.
- 4.5 The seven Divisions are:
- Planning Division
 - Transportation Division
 - Economic Development Division
 - Property Division
 - Support Services Division
 - City Architect's Division
 - City Engineer's Division
- 4.6 Each Divisional Structure has been reviewed and the implications identified in para 4.2 above have been addressed and the proposals are as follows:
- a Planning Division**
- The Research and Information Team to transfer to the Corporate Information and Research Team within the Chief Executive's Department.
 - The CAG Project Officers (2) to transfer to IT Department as part of the consolidation of IT staff resources across the Council.
 - The internal transfer of the Engineering Team (4) (Road Construction Consents) currently in the Planning Division to the Transportation Division.
 - The amalgamation of the Strategy and Policy Team and the Regeneration and Partnership Team into a new Development Plans and Regeneration Team under one Team Leader.
 - Change of title of the Development Quality Team to Development Management.
- b Transportation Division**
- The amalgamation of the Network Management Team and the Traffic Team into a new Network Management Team.
 - The creation of a new Traffic and Transport Team by the amalgamation of Traffic Control staff (3), Senior Engineer from the current Traffic Team (1), the internal transfer from the Planning Division of the Road Construction Team (4) and the existing Transportation Team (6).

c Economic Development Division

- There are no significant structural changes outwith the deletion of 4 posts and the replacement of these with two posts at lower grades.

d Property Division

- The review of the Property Division's structure deals with both Voluntary Early Retirals and the consolidation of all Property related matters becoming the responsibility of the City Development Department as part of the Council's review of its organisational structure.

The following proposals reduce the number of Teams from 6 down to 5:

- The creation of an Asset Management and Development Team from the amalgamation of the current Property Valuation (2), Property Development (2), and the transfer of a Senior Estates Surveyor post (1) from the former Property Management Team. This proposal will provide the necessary resources to fulfil the corporate remit to develop and maintain the Council's Asset Management Plan.
- The creation of 2 Teams - Building Surveying Services and Capital Projects from the current Property Maintenance and Property Education Teams.

This proposal seeks to properly integrate the Property Maintenance function and help fulfil the corporate remit to manage the Council's Property Asset within a Corporate Property Unit.

- Amend the title of the Property Services Team to Property Services and Energy Management.
- Amend the title of the Property Management Team to Estates Management.

e Support Services Division

The review of the Support Services Division deals with both the Voluntary Early Retirals and the integration of the Support Staff from the Architectural Services Division being transferred to City Development.

- The ICT Development and Support Team (5) has been transferred to the IT Department as part of the consolidation of all IT staff resources across the Council.
- The transfer of an Administration Officer post to the Transportation Division, Parking Team in order to provide an Office Manager role.
- Transfer the Corporate eRDMS Project Manager post to the IT Department.

f City Architect's Division

The review of the City Architects Division deals with the Voluntary Early Retirals, the transfer of Administrative Support Staff to the Support Services Division and the structure that will be in place in 12 months due to numerous staff retirements and the non filling of the resultant vacancies.

The proposed structure which is detailed in Appendix 1 of this report outlines the main structural changes as follows:

- The creation of two Teams - Mechanical Services and Electrical Services from the current Building Services Team.
- The consolidation of the Quantity Surveying and Architectural Services Teams as a result of the Voluntary Early Retirement Scheme and the reduction in the capital building programme.

g City Engineers Division

- There are no structural changes to the City Engineers Division.

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.

An Equality Impact Assessment has been carried out and will be placed on the Council website.

6 CONSULTATIONS

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

7 BACKGROUND PAPERS

- 7.1 None

Mike Galloway
Director of City Development

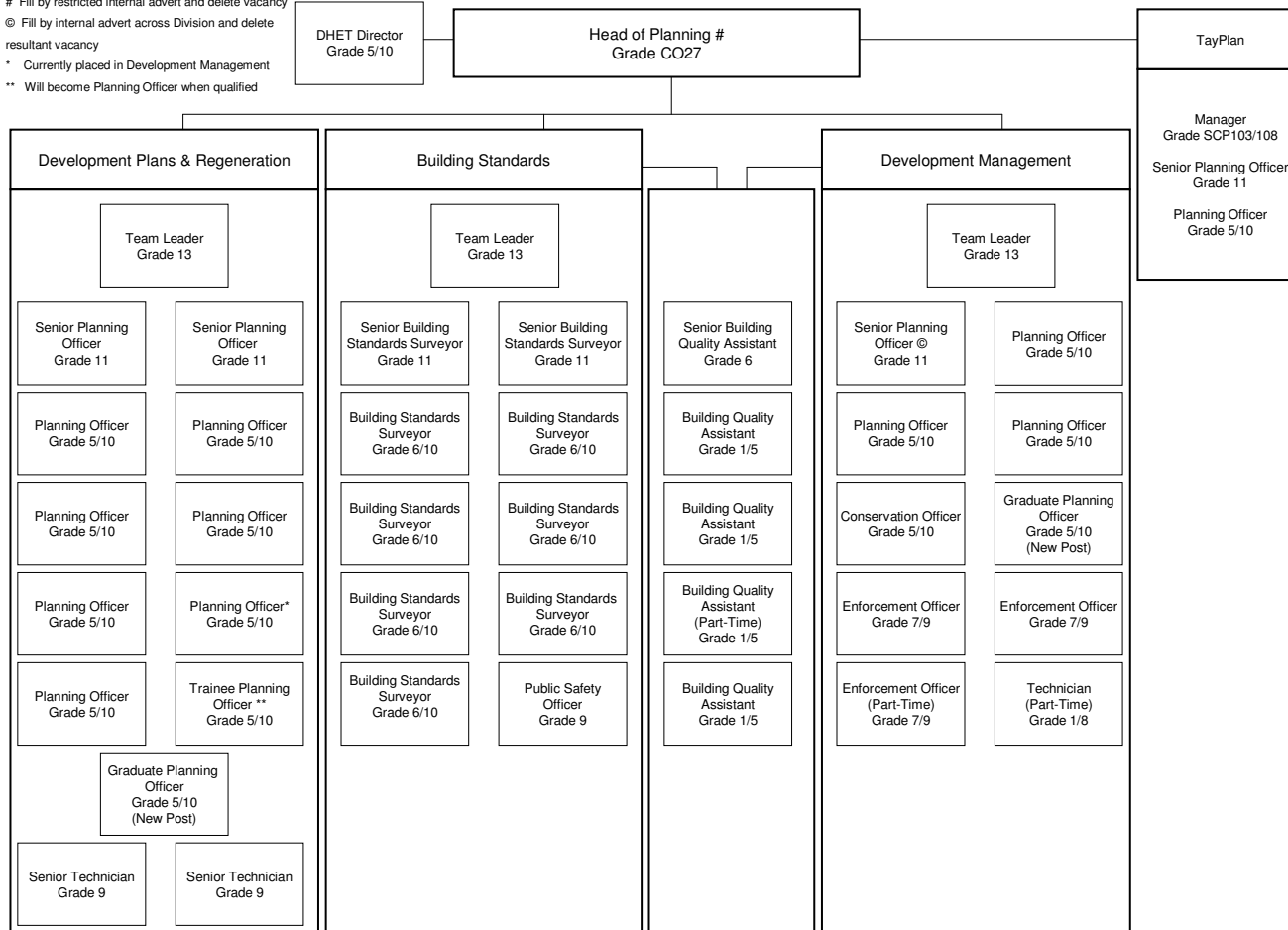
Alison Baird
Support Services Manager

MPG/AB/MS

6 September 2011

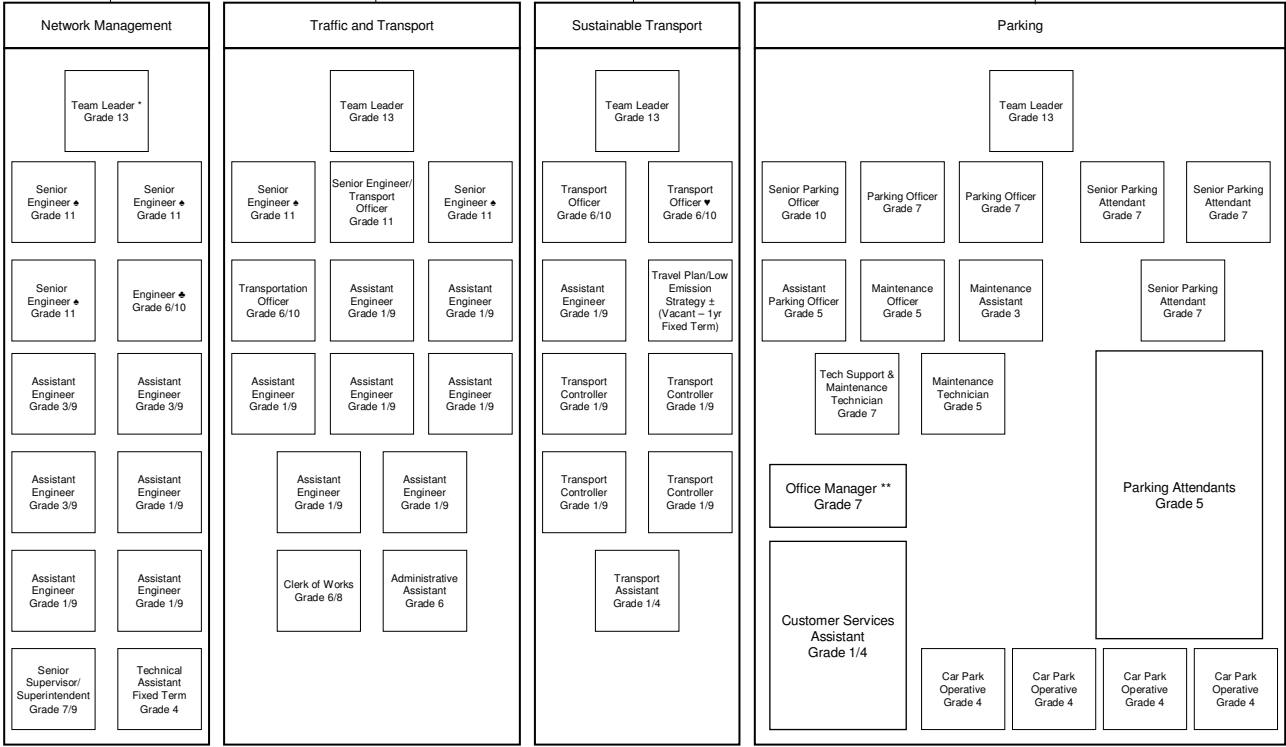
APPENDIX 1

Fill by restricted internal advert and delete vacancy
 © Fill by internal advert across Division and delete resultant vacancy
 * Currently placed in Development Management
 ** Will become Planning Officer when qualified



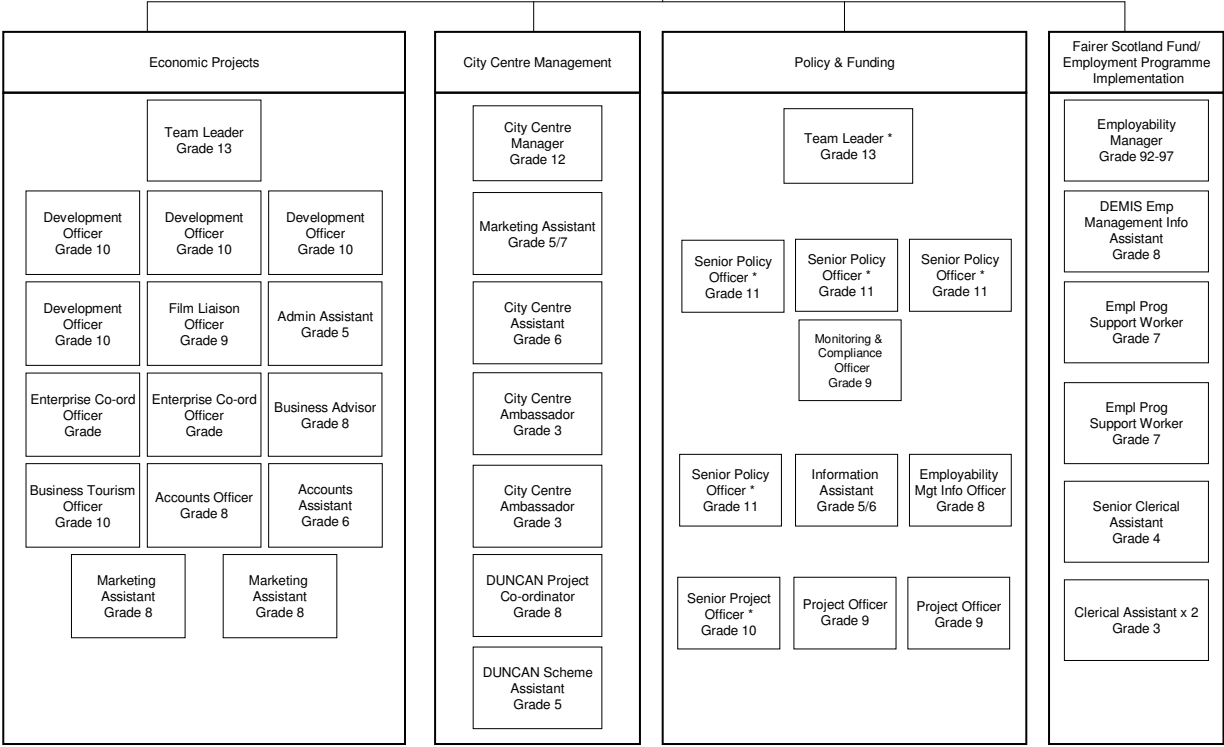
Head of Transportation
Grade CO27

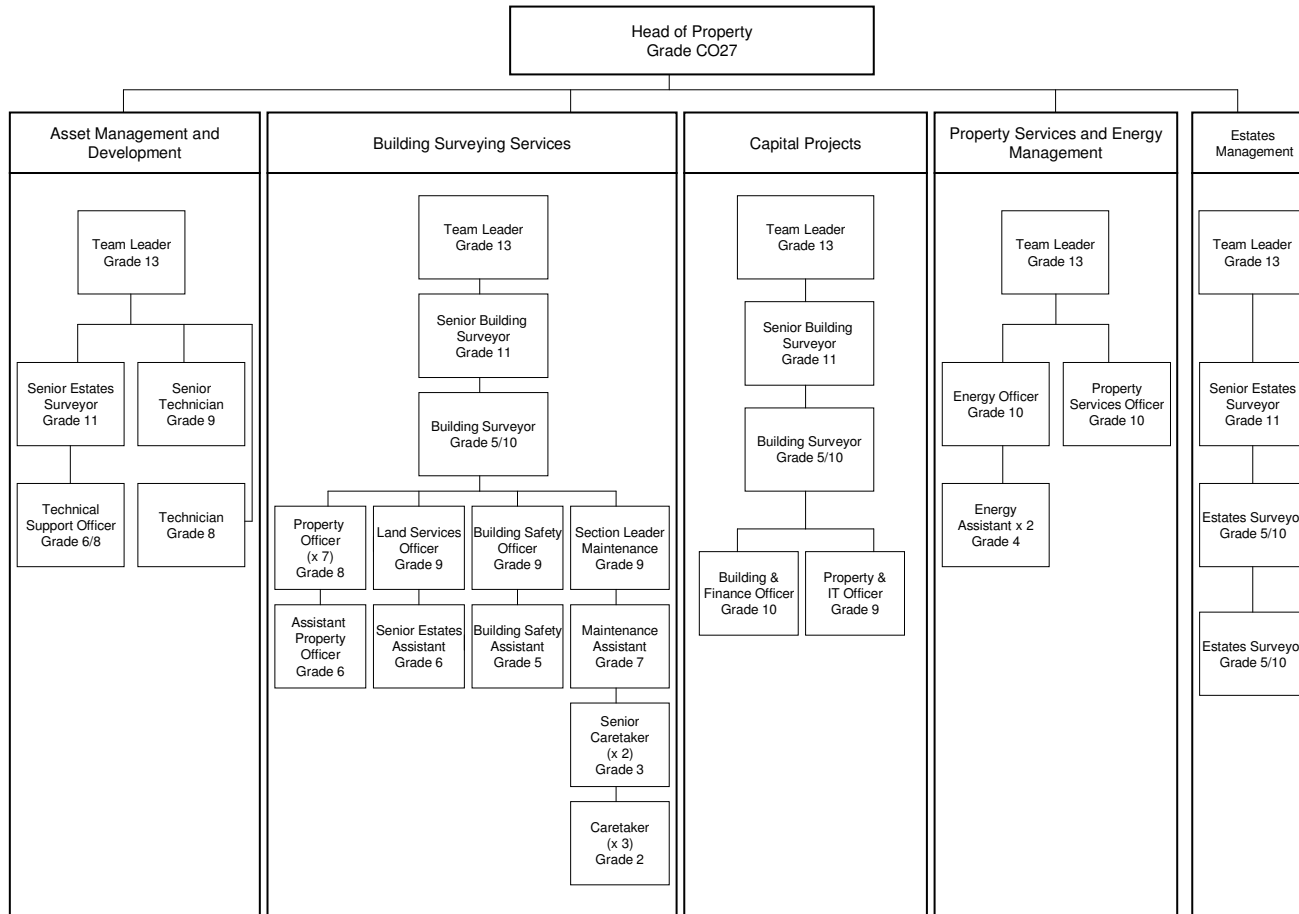
- * Fill and delete resultant Senior Engineer vacancy
- * One of these posts will be responsible for development of Residents Parking Schemes from 2010/11 – 2012/13.
- * Recruited from Assistant Engineers with successful candidates post converted from Assistant Engineer to Engineer.
- * Recruited from within Transportation Division.
- ± Dependant upon external funding and post to be evaluated once funding is approved
- ** To be filled internally and delete subsequent vacancy

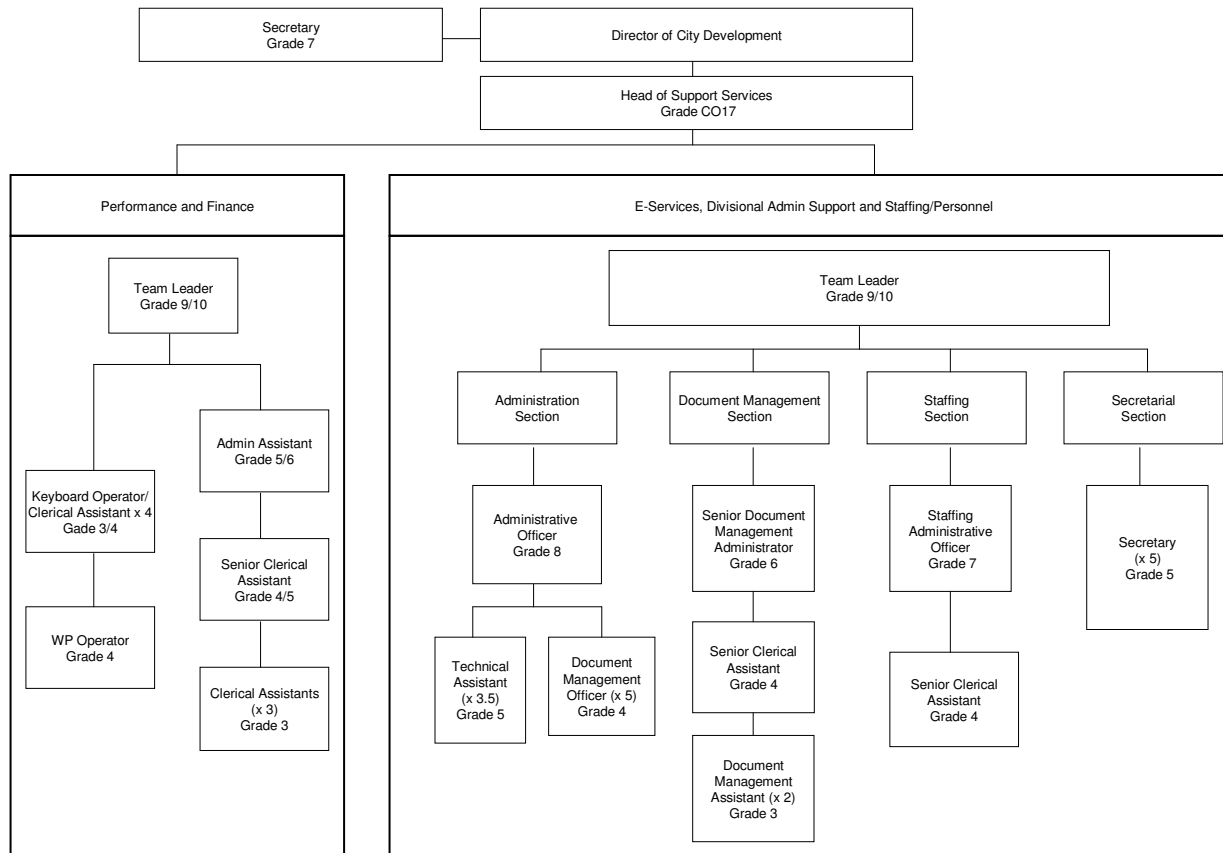


Head of Economic Development
Grade CO27

* Fill and delete Senior Policy Officer vacancy

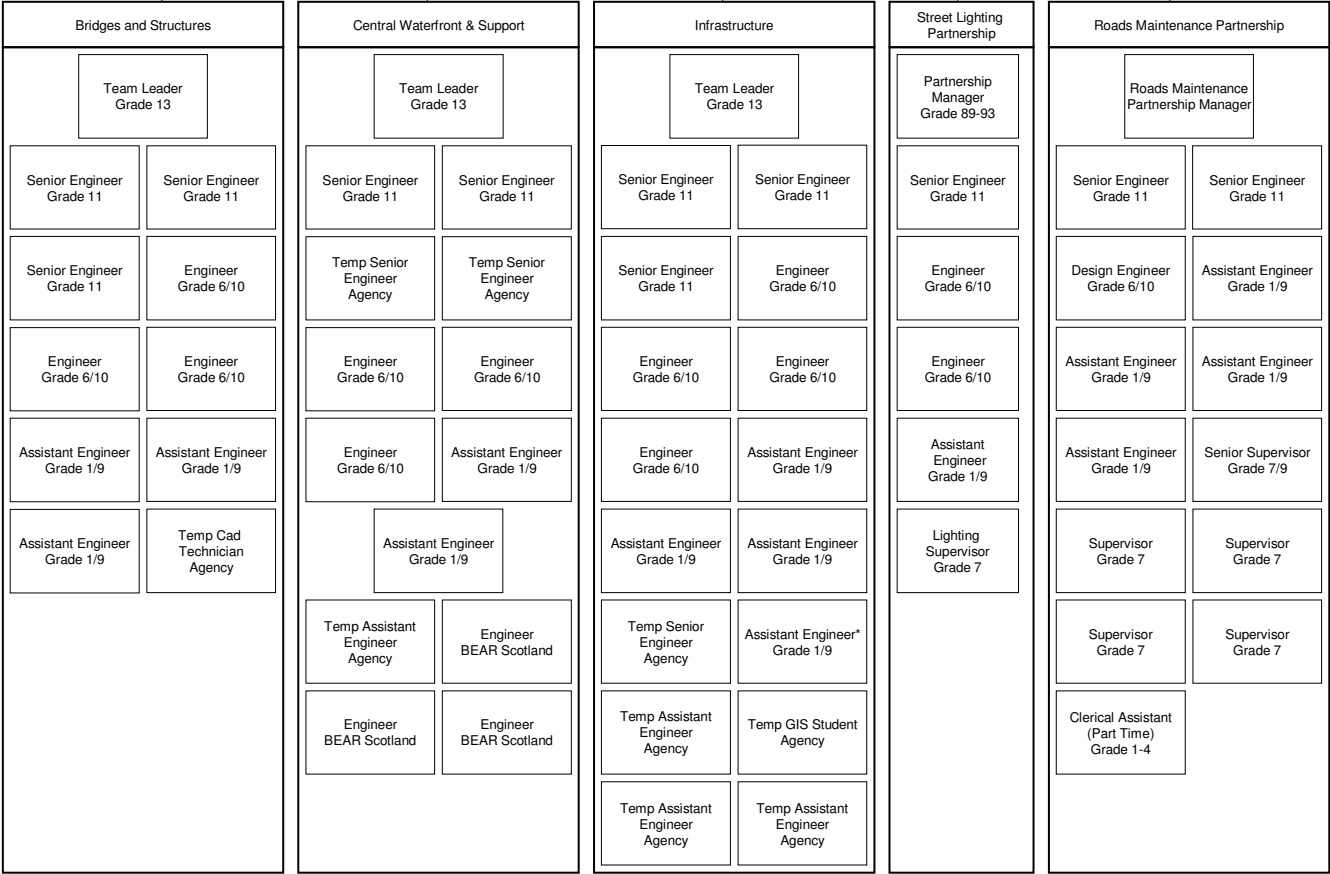






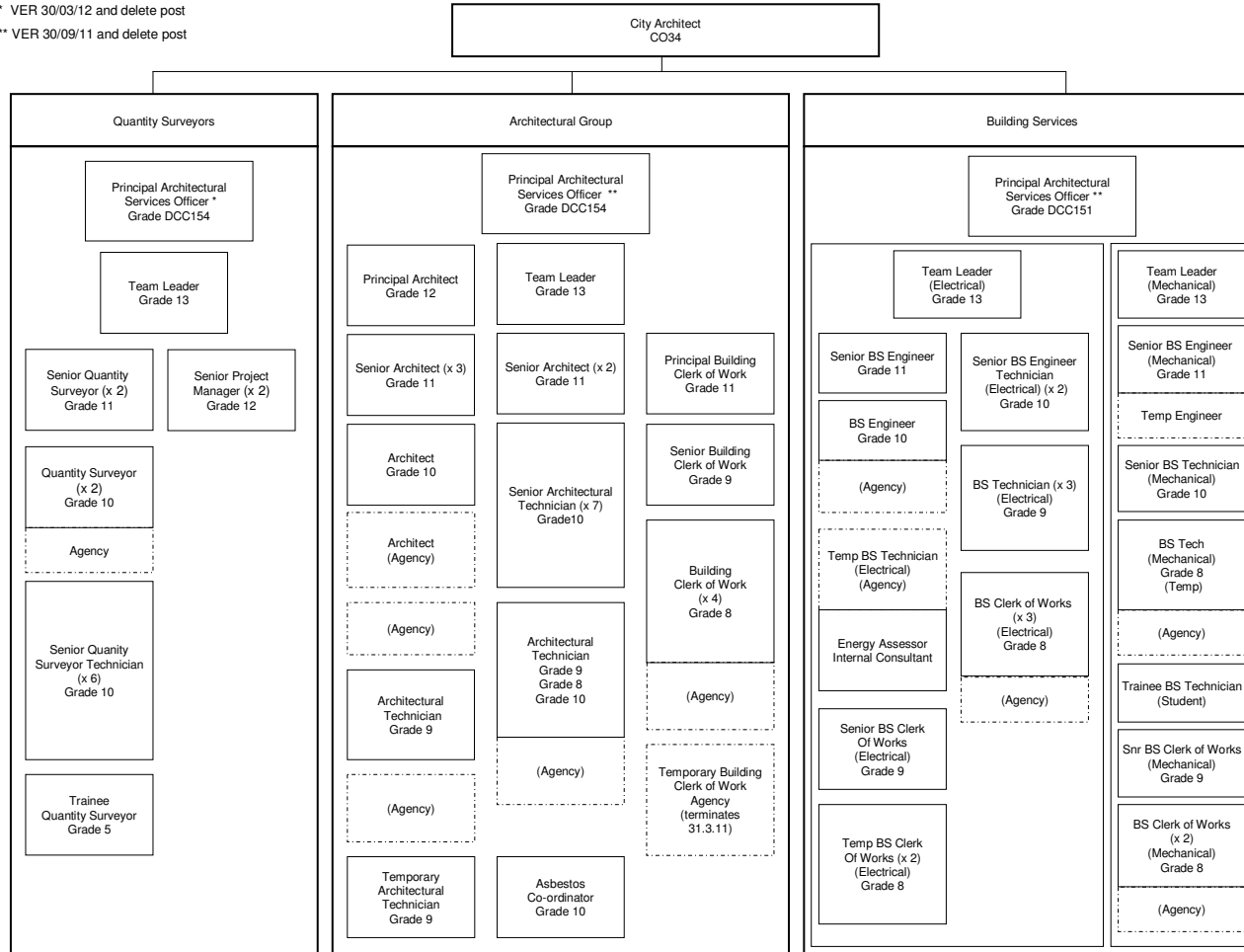
City Engineer
Grade CO27

* Seconded to Roads Maintenance



* VER 30/03/12 and delete post

** VER 30/09/11 and delete post



REPORT TO: POLICY AND RESOURCES COMMITTEE – 31 OCTOBER 2011
REPORT ON: DUDHOPE CENTRE – DEVELOPMENT OFFICER
REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES
REPORT NO: 447-2011

1.0 PURPOSE OF REPORT

1.1 To seek agreement from Dundee City Council that it should part fund a Development Officer for the Dudhope Centre for a three year period.

2.0 RECOMMENDATIONS

2.1 It is recommended that Dundee City Council agree to a contribution of £15,000 per year in each of the next three financial years commencing 2011/12, as its contribution to the establishment of a post of Development Officer for the Dudhope Centre.

2.2 The conditions on this grant are that the Management Committee:

- secures funding to match the City Council's offer of grant;
- works towards promoting the sustainability of the Centre as a social enterprise over the three year period for which financial support is being offered;
- actively encourages use of the Centre by the local community for adult learning, community groups, tenants' associations/residents' groups, and youth activities.

3.0 FINANCIAL IMPLICATIONS

3.1 The cost of a Development Officer for Dudhope Centre, based on local authority grade 9, would be £33,434 to £37,181 (inclusive of superannuation and National Insurance) per annum.

3.2 Subject to match funding being secured, the City Council is asked to agree to a contribution of £15,000 per year (£5,000 in 2011/12, £15,000 in 2012/13, £15,000 in 2013/14 and £10,000 in 2014/15) towards the cost of such a post and to provide professional advice on the recruitment to this post. These costs can be met from contingencies in 2011/12 and will be included in the 2012/13, 2013/14 and 2014/15 revenue budgets.

3.3 The Bharatiya Ashram, who operate the Dudhope Centre, have secured external funding of £10,000 for one year from a major charity and are actively seeking the remaining amount. They have had meetings with Creative Scotland who are considering a substantial development fund grant to the organisation.

4.0 BACKGROUND

4.1 The Dudhope Centre is based in the former primary school building in Dudhope Place. The building is leased on a peppercorn rent basis to the Bharatiya Ashram (Registered Charity SC027124) and they have been responsible for its operation and development over the last three years.

- 4.2 Through their efforts, and with support from Dundee City Council, the Bharatiya Ashram have raised in excess of £800,000 towards the restoration of the building as a centre for multi-cultural arts. For a period of time, they also received external funding for the position of Centre Manager. However, the temporary external funding has now come to an end and there is a need now to employ a Development Officer to continue improvement work, to increase usage and seek external funding.
- 4.3 The current programme of the Centre includes lunch clubs for elders from Dundee's minority ethnic communities, literacy classes, and a wide range of cultural activities (Appendix 1).
- 4.4 The Group has approached the City Council to ask for development assistance, given the targeted work they do to support the City's minority ethnic communities and to provide a venue for the promotion of multi-cultural arts. The Group is also in dialogue with Creative Scotland and other funders with the objective of creating a partnership approach to the funding of a Development Officer who would manage the centre, seek longer term funding and develop the programme operated by the Dudhope Centre, integrating it with other initiatives being taken forward within Dundee's Cultural Agencies Network.

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.
- 5.2 There are significant potential benefits for ethnic minority groups in the City.
- 5.3 An Equality Impact Assessment has been carried out and will be made available on the Council website: <http://www.dundee.gov.uk/equanddiv/equimpact/>

6.0 CONSULTATION

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), and the Directors of Finance and Social Work have been consulted on the contents of this report.

7.0 BACKGROUND PAPERS

- 7.1 Equality Impact Assessment.

STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
19 OCTOBER 2011

Bharatiya Ashram

Dudhope Centre

5 St Mary Place, Dundee, DD1 5RB
tel: (01382) 220023
email : ashram1@btconnect.com

Introduction

Bharatiya Ashram was established in 1995 to promote benefits for all, but primarily for ethnic minority clients of Dundee and surrounding areas. With an overall objective of improving the quality of life, the Dudhope Centre under the auspices of Bharatiya Ashram currently runs activities under the themes, Education, Health, Art, Social Initiatives and facilitates a wide range of other support services.

The Centre provides educational classes. On health issues the Centre provides Healthy Eating and Living initiatives, including a vegetarian lunch club. Dudhope Centre promotes Asian arts and culture and offers classes in Sitar, Tabla, Indian vocal performance and Dance. Art classes for the young and Life Drawings for adults, Arts Business Courses, Master Classes, Workshops etc. Yoga, Keep Fit sessions, Health Talks, Complementary Healing Services, Recreational Courses.

Dudhope Centre Development

We have obtained a 25-year lease on the large property to increase and extend the Ashram's existing services. The plans are to consolidate current services and provide a focus to increase, expand and introduce a range of support services within a centre which will service multi-ethnic and indigenous communities.

While the centre is open to all, the Ashram intends that the new facility will also become a wider ethnic centre, connecting the indigenous community with different cultures.

Dudhope Centre Development is fundamentally about changing people's skills, knowledge, abilities, self-confidence, image, relationships and health. The Centre will accelerate delivery of these issues by co-ordinating and developing voluntary skills and input. The new facility, will allow the Ashram to encourage a greater proportion of the indigenous population to participate is expected to expand. The Centre will also provide surgery services for support groups e.g. Debt Counselling, Health, Pensions, Recruitment and Guidance, Investment and Employment services.

Sustainability

The Centre is to be developed to service a wide range of client groups. The centre is intended to become sustainable through income derived from the activities which will range from: the rental of accommodation to other voluntary organizations or relevant service providers; to fees charged where arts activities and performances occur; to income based on public sector contracts.

CURRENT PROGRAMME

Monday

Healthy Eating Lunch Club - Chinese Cuisine 12:30pm - 2:00pm

Tuesday

Zumba 6:30pm – 7:30pm

Wednesday

English For Speakers of Other Languages 5:15pm – 7:45pm

English For Speakers of Other Languages 7:45pm – 9:00pm

(Run by Dundee City Council Adult Learning Team)

Art Classes

Thursday

Bollywood Dance For Adults 7:30pm – 8:30pm

Zumba 6:15pm – 7:15pm

Saturday

Indian Vocal 10:00am – 11:00am

American Tribal Belly Dance (Improvers) 10:45am - 11:25am

Tribal Fusion Belly Dance (Improvers) 11:25am - 12:35am

Tabla Drumming (every second Saturday) 12:00am – 2:00pm

Bollywood Dance for Children (3-8 yrs) 12:30am - 1:30pm

Healthy Eating Lunch Club - South Asian Cuisine 12:30am - 2:00pm

Egyptian Belly Dance (Improvers) 12:50am - 2:00pm

Sunday

Indian Classical Dance for Children (3-8 yrs) 9:40am – 10:15am

Indian Classical Dance for Adults 10:15am – 12:00am

Indian Vocal 12:00pm - 1:00pm

Art Classes

Future Classes

Sewing Class starting in November

Yoga Class starting in November

DUNDEE CITY COUNCIL

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: COMMUNITY LEARNING AND DEVELOPMENT ANNUAL REPORT 2010-11

REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES

REPORT NO: 441-2011

1.0 PURPOSE OF REPORT

1.1 This report brings the Committee's attention to the key achievements of the Community Learning and Development Service (CLDS) for the period 2010-11 and illustrates the contribution the Service makes to social inclusion and improvements in the quality of life for the citizens of Dundee.

2.0 RECOMMENDATIONS

It is recommended that Committee:

2.1 Notes the key achievements of the CLD Service for the period 2010-11.

2.2 Acknowledges the positive contribution that CLD makes to improving the quality of life for individuals and communities in Dundee.

2.3 Recognises that early intervention has been embedded in the work of CLD, an approach which focuses on trying to prevent social problems arising rather than dealing with their consequences, a priority identified by the Christie Commission Report on the Future Delivery of Public Services.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4.0 BACKGROUND

4.1 2010-11 has been a successful year for the CLD Service, culminating in the transfer of the Service into the Chief Executive's Department as part of the new Communities and Policy Division.

4.2 The HMle Inspection of the Learning Community around the Harris Academy school catchment area reported four Very Good grades and an Excellent for Adult Learning.

4.3 The CLD Service promotes social inclusion by targeting work with learners from the most disadvantaged areas in Dundee. This work has supported the development of confidence and new skills which has improved attainment and achievement, and supported learners' progression into volunteering, further education, training and employment. In so doing, CLD has provided life changing opportunities for individuals and community groups.

5.0 KEY ACHIEVEMENTS

5.1 Youth Work

The key achievements for the Youth Work Section during the period 2010-11 include:

- An 83% increase in the number of young people voting in the Scottish Youth Parliament elections.
- 2,047 young people participated in peer led drugs, alcohol and smoking awareness sessions.
- 424 young people have achieved nationally accredited awards.

- The Corner made 12,773 contacts with young people through their drop-in and community outreach programmes.
- 184 young people have been involved in influencing local and national developments.
- 273 young people have been engaged in volunteering.
- 2,297 young people have been involved in youth diversionary activities.
- 2,557 young people have participated in community learning and development activities.
- 410 young people have progressed into further education, employment or training.
- 6 young people from Dundee assisted to visit India to participate in the Delhi handover ceremony for the Commonwealth Games.
- 3 young people participated in the Tall Ships Race this year as a result of their involvement with the youth work programme.
- A young person from Xplore received the YouthLink National Award for role model/peer mentor of the year and the Peer Education Project won the COSLA Gold Award for the Health and Wellbeing Theme.
- Dundee Youth Council established.

The full Youth Work Annual Report can be accessed on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

5.2 **Adult Learning**

The key achievements for the Adult Learning Section for the period 2010-11 include:

- 1181 adults received literacy and numeracy supports.
- 721 people received adult guidance
- 666 people increased their English language skills.
- 1,761 people took part in community based adult learning programmes.
- 333 young people aged 16-24 received literary support.
- 356 learners moved into further/higher education, volunteering or training.
- 139 learners moved onto to secure employment.
- 155 learners achieved accredited national qualifications.
- 94% of learners reported increased confidence as a result of their participation in learning.
- The Mitchell Street Adult Learning Team received a Scottish Learning Partnership Award.
- The Fintry Song Writer Group won the Dundee Partnership's Learning and Culture Award.

The full Adult Learning Section report can be found on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

5.3 **Community Regeneration**

The key achievements for Community Regeneration for the period 2010-11 include:

- 10,906 people attended community engagement events.
- 128 local residents represented their communities on the Dundee Partnership.
- 708 individuals accessed personal support, training and/or development.
- 9,588 attendances at community group meetings.

- 137 community and volunteering groups supported.
- 1,396 volunteers employed by Council supported groups.
- 282 community groups accessed grant aid, buildings and/or equipment.
- St. Mary's Community Facility is an excellent example of communities taking action to increase the range of social learning opportunities in their own community. Funding has been secured to ensure that the programme which has been developed at St. Mary's Community Facility can be sustained in future years.
- Dundee Healthy Living Initiative was successful in receiving the Investors in Volunteers Award in February 2011. This is recognition of the very significant contribution that the Healthy Living Initiative has made to supporting volunteers and health and wellbeing activities for many years. The Healthy Living Initiative programme was described as "life changing" by the HMI inspectors earlier this year.
- Young people in the Ferry ward have been supported to find significant levels of funding to upgrade the Sandy Park. The play area has been transformed from one which has been deemed to be unsafe by a local community to one which has had new equipment installed and trees and shrubs planted to enhance the environment.
- Whitfield Development Group have undertaken a huge amount of consultation of people of all ages in Whitfield to seek advice on how best the existing green and open spaces could be utilised in the future. The group are currently making plans to share findings on the consultation back to the community with service planners and providers.
- For the second year running local people in the East End ward were supported to participate in a Christmas pantomime, Cinderella. Feedback from the community in terms of those who participated and those who attended the panto was extremely positive and confirmed the very positive impact that it had in relation to community celebrations and the promotion of positive wellbeing.
- In May 2010 members of the community in the West End ward came together to work with a Rapid Response Team to participate in a very successful high profile graffiti removal initiative. The initiative received very positive publicity in local media including television coverage and is to be repeated this month.
- The Local Community Planning Partnerships have had another good year, with the introduction of five new LCPP Chairs. Across the city an average of 83% of actions identified in the local community plans have been delivered, with a further 10% in progress.

The full Community Regeneration and Health Annual Report can be accessed on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

5.4 **Community Safety**

The key achievements for the Community Safety Team during the period 2010-11 include:

- Between 1 April 2010 and 31 March 2011 Community Safety Wardens dealt with 5,398 incidents of which 71% were reported to the Community Intelligence Unit. 56% were youth related calls and the team assisted in the search for 96 missing persons. The team were also involved in 918 drug related incidents including the removal of needles.
- Community Safety Workers delivered technology safety talks to 3,275 people including both young people and adults.
- Community Safety Workers delivered 46 focused events/talks to 2,983 people on personal safety.
- The Community Safety Team engaged over 11,000 people in a wide range of events.

- The Community Safety Team has worked with partners to produce a reduction in crime over the last five years in relation to:
 - youth related calls;
 - shoplifting;
 - theft;
 - domestic dwelling house break ins;
 - drugs offences;
 - serious assaults;
 - motorcycle noise calls;
 - secondary fires.

The full Community Safety Annual Report can be found on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

5.5 Community Centres

The key achievement for the Community Centres Section during the period 2010-11 include:

- During 2010-11 the community centres registered 73 cultural events ranging from the Dundee Women's Festival, galas, Christmas events, family fun days, sports festivals, photography exhibitions, dance shows, theatre productions and art exhibitions. Over 13,000 people participated in these events.
- The community centres have maintained a varied programme of holiday provision throughout the city aimed at children, families and young people with 3,893 attending.
- Based on a survey which asked 700 community centre users about their views of the centres.
 - 99.7% of those surveyed found the community centres welcoming.
 - 96% of those surveyed either agreed or strongly agreed that the present community centre programme met their needs.
- The community centre user figures increased by 4,239 attendances last year to 386,969 despite the extreme weather conditions at the turn of the year.

The full Community Centres Annual Report can be found on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

5.6 Outdoor Education

The key achievements for the Outdoor Education Team during the period 2010-11 include:

The Outdoor Education Team at Ancrum has come through what has been a difficult year. Back-room functions have been rationalised to produce a leaner, more efficient staff team. Despite the difficulties the following results have been achieved:

- Development of an Outdoor Education Database which will simplify the corporate risk assessment/trip approval procedure for outdoor learning activities.
- All the standard operating procedures and risk assessments have been reviewed and updated and are available online.
- 295 young people have participated in 37 Duke of Edinburgh Award expeditions.
- The Outdoor Education Service Level Agreement with the Education Department has been renegotiated and will offer outdoor learning experiences to all S2 pupils from the 2012-13 academic year onwards.
- There has been a significant increase in equipment hire, the number of courses delivered, as well as the number of attendances as follows:
 - number of equipment hires - 27,338
 - number of adventure weeks - 23
 - number of open courses run - 217

- number of school pupils participating in SLA activities - 2,041
- number of participants in Youth Diversionary Activities - 270
- total number of participants - 3,620

The full Outdoor Education Annual Report can be found on the Dundee Partnership website at <http://www.dundeepartnership.co.uk> .

6.0 HMIE INSPECTIONS

6.1 The HMIE Inspection of the Learning Community around Harris Academy confirmed Dundee's position as a sector leading authority. The Excellent grade received for Adult Learning was only one of two Excellent grades achieved for adult learning in 96 inspections across Scotland during the period 2008-10. The two Very Good grades achieved for "improvement in performance" and "improving services" were amongst the top six. The table below shows the result achieved in CLD inspections over the last two years.

Indicator	2010 Grade	2011 Grade
1.1 Improvements in Performance	Good	Very Good
2.1 Impact on Young People	Good	Very Good
2.1 Impact on Adults	Very Good	Excellent
4.1 Impact on Communities	Very Good	Very Good
5.10 Improving Services	Good	Very Good

6.2 In relation to Youth Work, the HMIE report stated:

"Young people from a range of youth projects have overcome significant personal obstacles to achieve their goals. Youth Workers motivate and encourage them to aim high. They have well defined life and career plans and can demonstrate very good progress in achieving them."

6.3 In relation to Adult Learning, the report HMIE report stated:

"Learners take pride in their individual learning folders which document their progress and achievements. They can clearly identify and articulate the positive impact their involvement in provision is having on their work, family and personal lives. Notably high numbers have achieved national accreditation and developed the confidence and skills they need to progress into volunteering, education, training or employment."

6.4 In relation to Community Capacity Building, the HMIE report stated:

"Significant numbers of increasingly confident and skilled local people are involved in a wide range of community activity. Taking action has increased community confidence and their success has motivated local people to continue to work to improve their communities."

"Volunteers within the Dundee Healthy Living Initiative (DHLI) plan, organise and lead activities. All volunteers have gained confidence and learned new skills. For many, their involvement has been a life changing experience resulting in reduced social isolation, supporting them in overcoming depression and helping them to adapt to healthier lifestyles. As a result of the training opportunities available at DHLI, volunteers have moved into employment, including setting up their own business."

7.0 SUMMARY AND CONCLUSIONS

7.1 The Communities Division is a high performing unit which promotes social inclusion by targeting work with young people, adults and their families in Dundee's most deprived communities.

Through the development of new skills and confidence, CLD provides life changing

opportunities which help to improve the quality of life for individuals and community groups, based on an early intervention approach.

8.0 POLICY IMPLICATIONS

8.1 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.

8.2 An Equality Impact Assessment has been carried out and will be made available on the Council website at <http://www.dundee.gov.uk/equanddiv/equimpact> .

9.0 CONSULTATION

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

10.0 BACKGROUND PAPERS

10.1 CLD Annual Reports 2010-11

10.2 Equality Impact Assessment

10.3 Christie Commission Report on the Future Delivery of Public Services.

STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
19 OCTOBER 2011

REPORT TO: Policy and Resources Committee - 31 October 2011

REPORT ON: Annual Health and Safety Report 2010-11

REPORT BY: Head of Personnel, Corporate Services

REPORT NO: 419-2011

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval of the Council's Annual Health and Safety Report (attached).

2 RECOMMENDATION

- 2.1 It is recommended that the Policy and Resources Committee approves the Annual Health and Safety Report, which helps to promote the management of health and safety across the Council and provides information regarding the further development of health and safety management throughout the Council.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs associated with further development of health and safety management will be funded from existing departmental budgets.

4 MAIN TEXT

- 4.1 The Government's "Revitalising Health and Safety" strategy recommends that all public bodies summarise their health and safety performance in an Annual Report.
- 4.2 The Annual Report highlights that the management of health and safety is a senior management issue, and that the Council is committed to improving its health and safety performance through the implementation of the Council Health and Safety Policy and the Corporate Health and Safety Plan.

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.

The Equality Impact Assessment will be made available on the Council website - <http://www.dundee.gov.uk/equanddiv/equimpact/>

There are no major issues.

6 CONSULTATIONS

- 6.1 The Council Management Team, the Health and Safety Co-ordinators Group and the trade unions have been consulted in the preparation of the Annual Health and Safety Report.

7 BACKGROUND PAPERS

- 7.1 Equality Impact Assessment.

Iain Martin
Head of Personnel

1 September 2011

DUNDEE CITY COUNCIL

**DRAFT ANNUAL
HEALTH & SAFETY
REPORT
2010/11**

Corporate Services

August 2011

CONTENTS	PAGE NO.
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APPENDICES

Appendix 1 - Corporate Health and Safety Action Plan 2008/11

Appendix 2 - Health and Safety Incident Data 2010/11

FOREWORD BY HEAD OF PERSONNEL

During the last year significant progress has been made with the implementation of the Corporate Health and Safety Plan. Further progress has also been made with the occupational health surveillance programme. Priority continues to be given to risk assessment action plans, and the communication of risk control procedures and the implementation of risk controls. This report evaluates the progress to date and highlights health and safety priorities requiring attention to further improve the Council's health and safety performance.

I commend this report to you, and I trust that it will encourage all of us to take further practical steps to reduce the risks of accidents and occupational ill-health in our own workplace. Management need to consciously consider the health and safety implications of their decisions and actions on a daily basis to further advance the health and safety culture within the Council. Senior Management need to consider the content of this report and the measures that require to be addressed over the next 12 months.

A Review of Health and Safety was conducted by Corporate Planning, which has recommend that Departmental Health and Safety Officers, continue to be line managed in their Department, but that they transfer to Corporate Services for professional support and Development.

I would like to thank all who have positively contributed towards the Council's health and safety performance during 2010/11.

Iain Martin
Head of Personnel

August 2011

1 INTRODUCTION

- 1.1 The management of health and safety is a senior management issue that is reflected by the Council's commitment to the continuous improvement and implementation of the Corporate Health and Safety Plan to improve health and safety performance.
- 1.2 This annual report has two main purposes; firstly to promote health and safety management, and secondly to give general information on the progress being made to improve health and safety throughout the Council.
- 1.3 Dundee City Council is a major employer in the area, employing over 8,000 people who manage and deliver services to all those residing within the Council boundaries. As such a large employer, the Council influences and affects the quality of life of many people; therefore it is important that services are delivered in a manner which takes cognisance of the health and safety for all. Health and safety should therefore be managed in the same planned, considered and informed manner as all elements of the organisation.
- 1.4 The Council, like many other similar organisations involved in a wide range of work activities, has developed an approach relying upon line management, Health and Safety Co-ordinators and Health and Safety Advisers. In order to effectively manage health and safety in this manner, a blend of both standardised procedures and systems, coupled with the reliance upon a competent workforce, is required. Where health and safety rules, standards and procedures are prescribed, then those systems must be transparent, up-to-date, valid, and easy to comprehend and be readily accepted and implemented by staff.

2 MANAGEMENT OF HEALTH AND SAFETY

- 2.1 The Council's Health and Safety Policy, states that a Chief Officer be appointed to champion and lead Health and Safety and allocate roles and responsibilities for health and safety performance within the Council. This Chief Officer has been appointed, and is the Head of Personnel.
- 2.2 The principal aim of the policy is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are eliminated by the effective management of health, safety and welfare.
- 2.3 This has been developed into five key objectives:-
- To lead the Council forward by providing health and safety policies and guidance that provides clear support and direction to achieve best practice, recognising legal compliance as a minimum standard.
 - To ensure that all levels of management, and employees, are sufficiently competent to discharge their duties with due regard for health and safety.
 - To facilitate the integration of health and safety considerations into the Council's decision making process, so as to ensure that resources are appropriately and effectively allocated by all levels of management.
 - To promote and co-ordinate the development and implementation of health and safety plans to improve standards, and their implementation, for the benefit of all

who may be affected by the Council's work activities.

- To monitor and evaluate the health and safety performance to motivate management to take effective measures to reduce health and safety losses and improve performance.

2.4 The Corporate Health and Safety Section of the Council is an integral part of the Personnel Department, as the management of employee health and welfare are key components of personnel management. The role of the section is therefore a fundamental part of personnel management providing professional advice and guidance that can "add value" to the activities of line management and staff. In order to achieve these objectives, the Corporate Health and Safety Section is required to:-

- Provide corporate health and safety guidance, standards and procedures and to keep those standards under review as required by changes in legislation and other requirements;
- Ensure that Directors and Chief Officers are kept briefed and informed of health and safety developments within the Council;
- Provide competent health and safety advice, guidance, information and support to all Departments;
- Effectively communicate, consult and liaise with trade union appointed safety representatives and representatives of employee safety, to further improve health and safety standards;
- Liaise with the Health and Safety Executive and other enforcement agencies on behalf of the Council;
- Promote pre-employment health screening, where appropriate, as part of the recruitment and selection process;
- Develop a base-line health and safety education standard for all levels of staff within the Council;
- Respond to health and safety enquiries within 48 hours;
- Develop and deliver corporate health and safety training to improve risk control;
- Use promotional opportunities to encourage activities and events that will improve the health and safety culture of the organisation;
- Participate in the European Health and Safety Week to promote health and safety compliance within the Council;
- Develop, and produce, a Health and Safety Toolkit for all work locations;
- Audit work activities using a priority planned approach;
- Produce an analysis of accident data on a regular basis to assist in evaluating the Council's health and safety performance;
- Assist departments in their investigation of accidents and incidents;

- Undertake surveys on request, to determine the Council's performance in a particular health and safety field;
 - Retain strong links with other health and safety professionals through the ABC Benchmarking Group and be regularly audited against the Good Practice Guide;
- 2.5 Each Director/Chief Officer is required to provide and revise as often as necessary their own departmental health and safety policy. These policies are to detail arrangements for implementing the Council Health and Safety Policy within each department.
- 2.6 In particular each departmental policy must detail the specific arrangements for:-
- Undertaking risk assessments and implementing controls
 - Producing and implementing safe systems of work
 - Ensuring that sufficient resources are available to implement the policy
 - Maintenance and repair of work equipment
 - Storage and use of hazardous substances
 - Management of change (including changes in management systems and organisation, systems of work, new plant and equipment, introduction of new substances or work practices)
 - First aid
 - Accident investigation, recording and reporting
 - Information, instruction, training and supervision
 - The control of contractors/visitors
 - Undertaking Health Safety Inspections
 - Monitoring performance
- 2.7 Some larger Departments have appointed their own Health and Safety Officer to assist senior management in the implementation of the health and safety policy and risk controls.
- 2.8 All Directors/Chief Officers have appointed a Departmental Health and Safety Co-ordinator to support and assist in the day-to-day management, development and implementation of Health and Safety Policy and practice. The role of the Health and Safety Co-ordinator is to promote and monitor the management of health and safety within their department and to provide a direct communications link between the Corporate Health and Safety Section and Chief Officers.
- 2.9 The Health and Safety Co-ordinators meet on a quarterly basis to focus on the development and promotion of effective health and safety management within Council departments. The purpose of the group is to develop a consistent approach to compliance with Council policies.

3 SIGNIFICANT ISSUES

- 3.1 The Council's reporting of injuries under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) has improved over the last 12 months. The under-reporting of minor incidents is currently at 11% which is a marked improvement in the past year, and compares very favorably to the national average of 60% for under reporting of incidents, according to the HSE. The importance of reporting minor incidents is now being understood by employees with

the help of management. Management appear to be investigating minor incidents in a positive manner, avoiding blame and increasingly identifying the underlying causes to the incidents to ensure that appropriate corrective action can be taken.

- 3.2 During the past year there has been a 22% reduction in the number of notifiable incidents to the HSE under the Reporting of Diseases and Dangerous Occurrence Regulations. This reduction is greatly welcomed however slips trips and falls continues to be the main cause of major injuries.
- 3.3 The completion rate for all risk assessor-training courses across the Council in the past year also improved over the year is currently at 53% which is a reduction from 62% the previous year. Line managers need to monitor more closely those employees who attend risk assessor training to ensure that the end of course assessment is completed. There is a target pass/completion rate of 70%.
- 3.4 The Council's Health and Safety Policy was revised in April 2011 and existing health and safety guidance has been revised and updated. During the year the Council also introduced guidance on Lifting Operations and Lifting Equipment.
- 3.5 All approved corporate guidance has now been issued for inclusion in the Health and Safety Toolkit. The Toolkit was launched in June 2005 with the Toolkit being updated by the Corporate Health and Safety Section in June on an annual basis. The review for 2010 has been completed, and will be distributed during the month of June. The Toolkit is currently being reviewed for 2011 and will be made readily available to all employees and managers alike, as it contains valuable information in relation improving risk control and the management of health and safety.
- 3.6 Manual handling incidents account for 16% of all incidents this year, maintaining the same level as the previous year. This is 2% below the national average for manual handling injuries and has only been achieved as a result of minimising the need for manual handling, reducing loads where possible and updating and revising risk controls. Manual handling work activities need to be kept under constant review with controls being examined following any manual handling injury.
- 3.7 One section of the Corporate Health and Safety Plan for 2008/11 is aimed at improving the management of musculo-skeletal injuries across the whole Council. During the past year the number of musculo-skeletal injuries has fallen by 12% from the previous year. One of the key issues to improve performance and legal compliance is to ensure that employees receive specific manual handling training in relation to the manual handling tasks actually being undertaken.

- 3.8 Slips, trips and falls now account for 27% of all incidents this year. This, in real terms, is a reduction of 14 in slip, trip and fall accidents, in comparison with the previous year. Most slip, trip and fall incidents tend to be minor, but 5 of the six major injuries, were attributable to slips trips and falls. Three of the incidents occurred in external environments over which the Council either no control or limited control. Only one of the major injuries occurred in a building over which the Council had direct control. In this case the employee had direct control over their immediate working environment, knew that the floor was wet, with warning signs displayed, but decided work in the area before the floor had been dried.
- 3.9 The Council undertook an organisational stress survey in 2010 using the HSE's Stress Indicator Tool. The survey identified the need for four Focus Groups to be held. Two of these Focus Groups have been held and Action Plans been produced to address issues that if left unattended could cause stress for some employees. The Survey Tool is very much seen as a positive measure to counter possible causes of stress before problems arise within the Council. This stress survey is to be repeated on a 3 yearly basis.

4 CORPORATE HEALTH AND SAFETY PLAN

- 4.1 The Council's Corporate Health and Safety Plan for 2008/11 embraces the challenges of the Government's Revitalising Health and Safety Strategy and builds upon the success of previous Corporate Plans. A new Corporate Health and Safety Plan is currently being formulated through consultations with departments to further improve Health and Safety performance.
- 4.2 All departments are accountable for implementing the action plan that is contained in Appendix 1 to this report. The Council's Health and Safety Policy was reviewed and approved in April 2011. All departments are responsible for keeping their own policies under review by ensuring that the necessary arrangements are in place to implement the Council's Health and Safety Policy. The key aspects being to ensure that detailed arrangements are in place for undertaking risk assessments and implementing risk controls and monitoring performance. A new styled Council Health and Safety Policy is also being considered where there is only one policy to which all Departments are committed.
- 4.3 The Corporate Health and Safety Section monitor the implementation of the action plan. A review of current progress can be found in Appendix 1 of this report.
- 4.4 All departments were to undertake a comprehensive survey to identify health and safety risks that were either inadequately controlled or where significant hazards were not adequately supported by suitable and sufficient risk assessments. Departments are aiming to finalise their action plans by the end of 2011 but it is recognised that undertaking risk assessments and reviewing them is a continual process.
- 4.5 The Corporate Health and Safety Plan is largely on track but the implementation of the action plans to undertake risk assessments and improve the controls of inadequately controlled risks is the key to improving our overall health and safety performance.

- 4.6 A new Corporate Health and Safety Plan is currently being developed in consultation with the trade unions and departments.

5 OCCUPATIONAL HEALTH AND SAFETY

- 5.1 A 3-year Occupational Health Contract was established with OHSAS, in April 2007. The contract covers occupational health advice, a management occupational health referral service and occupational health surveillance as well as health promotion. Occupational health advice is provided to assist the Council to reduce its sickness absence levels and to promote an employee's return to work.
- 5.2 The Council has requested an extension to the current Occupational Health contract up until December 2011, and is currently engaged in the procurement process to tender for a new 5 year contract, with the focus being the quality of the service provided.
- 5.3 A program of occupational health surveillance has been in place for the past 12 months. During this year 506 occupational health screening have taken place. The results of occupational health surveillance has indicated to date that 14% of the results obtained have required adjustments to be made to risk controls to improve our management of occupational health.
- 5.4 The results of all screening are entered into the Council's Occupational Health Database by relevant departments to record employees' health records. Departments had administrators trained to enter relevant information into the database which is monitored corporately. This will become a vital asset in future years for identifying trends and patterns of occupational health management.
- 5.5 Health surveillance has identified that the provision of hearing protection and the examination of noise risk controls has required specific attention in 32% of all audiometry referrals made to OHSAS. This is a reduction 5% in the remedial measures required in comparison with the previous year.
- 5.6 During a survey it was identified that in 38% of cases, that neither a risk assessment nor measurements were in place to show the current level of exposure. Occupational health surveillance is designed to support risk controls and to provide an early indication that risk controls may need to be revised. This situation was found not to be acceptable and the corporate health and safety section have been assisting departments meet their statutory obligations in risk assessment and control.
- 5.7 The survey also identified that information had been given to all employees regarding the results of occupational health surveillance, including the provision and use of personal protective equipment. The results of occupational health surveillance were recorded in the occupational health database in 85% of the cases involved in the survey. The problem was limited to two departments and has since been remedied.

- 5.8 During the year we have reported 2 case of occupational ill-health that would not have been identified without occupational health surveillance. Both of these case related to employees who were operating powered hand-held tools and had symptoms of the early stages of hand-arm vibration syndrome. Both employees have had their workloads risk assessed and were able to keep working, with vibrating hand-held equipment, but their use of such equipment has now been limited. Their workloads will continue to be closely monitored.

6 HEALTH AND SAFETY CONSULTATIONS WITH EMPLOYEES

- 6.1 The Council has established a Council Health and Safety Committee that meets on a quarterly basis. The chair of the committee is shared between Management and Trade Unions, with the agenda being agreed in advance by both parties. The Council's advisers from the Corporate Health and Safety Section always attend the Council Health and Safety Committee.
- 6.2 The trade unions are consulted with regard to the development of corporate health and safety policies and guidance. The functions of the committee are to study accident and occupational ill-health incidents/statistics, audit reports and assist in identifying the need for safe systems of work. The committee can also assist in the monitoring of health and safety standards and performance.
- 6.3 During the past year the topics that have been of particular interest to the Council Health and Safety Committee were the management of stress, the occupational health tendering process, occupational road risk and the investigation of accidents
- 6.4 All departments are to establish a health and safety committee or similar forum for consulting with employees. The Health and Safety Commission's Revitalising Health and Safety Strategy states that "workplaces with trade union representatives and joint health and safety committees have significantly better accident records- over 50% fewer injuries - than those with no consultation mechanism". To be effective these committees, however, need to be recognised as forums for stimulating change and achieving improvements in risk control at a departmental level.
- 6.5 The Council's Health and Safety Policy places significant emphasis on the importance of effective departmental health and safety committees, and the need to consult with employees during the risk assessment process. Health and safety communication needs to flow in both directions and health and safety committees are seen as an effective vehicle to ensure that dialogue and communications take place with a structured manner to achieve improvements in health and safety management. The tracking document for all new and revised risk assessments is to be discussed at departmental health and safety committees, to track the implementation of new risk controls.
- 6.6 The Council continues to offer training for safety representatives and representatives of employee safety to improve the effectiveness of all health and safety consultations.

- 6.7 The Council's Health and Safety Committee produces and endorses a bi-annual bulletin for employees called "Safety Matters". This is published and made available to Trade Unions and is placed on the Council's Intranet. Departments are also encouraged to display the latest copy of Safety Matters on their own Health and Safety Board.

7 HEALTH AND SAFETY PERFORMANCE DATA

- 7.1 Completed health and safety incident reports are copied and sent to the Corporate Health and Safety Section. Each report is to correctly identify not only the immediate cause, but also the underlying causes, and the proposed remedial action. The information is used to produce reports for the Council Management Team on a quarterly basis.
- 7.2 The data is analysed and trends identified to help senior management focus on areas of concern. The level of reporting is monitored along with progress being made to improve performance. The information is also shared with the safety representatives through the Council Health and Safety Committee.
- 7.3 During 2010/11, there were 360 health and safety incidents involving employees compared to 399 in 2010/11. There were also 16 members of the public taken to hospital as the direct result of a work activity in 2010/11 compared to 23 in 2009/10. There were 12 school pupils with Education, 3 from Leisure and Communities, and 1 in Social Work. The health and safety incident data for 2010/11 can be found in Appendix 2.
- 7.4 Over the past year there has been a significant improvement in the under-reporting of incidents. During 2010/11 the under-reporting of minor incidents was found to be only 11%. This is a significant improvement across the Council as the under-reporting of minor accidents was found to be at 43% the previous year. Training sessions were delivered for groups of employees in March 2010 and this appears to have had a positive impact.
- 7.5 The total number of RIDDOR incidents to employees during the year was 64; comprising of 40 +3 day injuries, 2 occupational ill-health, and 6 major injuries. This represents a 22% reduction in RIDDOR reportable incidents in comparison with the previous year. Five of the major injuries were due to slips, trips and falls, 3 of which were in locations, out with the Council's direct control.
- 7.6 The total cost of health and safety incidents, using the HSE costing profile where a fixed calculated cost is given for each type of incident, was calculated to be £129,095. This is a reduction in losses of £67,565 in comparison with the previous year which is attributed to the significant reduction in the number of RIDDOR reportable incidents to the HSE during this period.
- 7.7 During the year the Council had 1 visit from the HSE. The visit was in response to an accident at Riverside involving a sub-contractor who was discharging a load and toppled the vehicle. The sub-contractor was delivering top-soil for a landscaping project. The HSE investigation found that the control measures and the road traffic management procedures adopted by the Council to be adequate, and no action was taken against the Council.
- 7.8 During the year a survey was taken to monitor the effectiveness of accident investigations and the implementation of remedial measures to prevent recurrence.

This revealed that 86% of those people investigating accidents, had been training in incident investigation. The survey also revealed that 68% of those employees injured had received training in the safe system of work to be adopted. This is improvement of 18% since the previous audit. At the time of the survey it was found that management had implemented preventative measures in 73% of the cases examined in the survey. This is a 14% improvement in the past year, but concern was expressed at the length of time taken to implement remedial measures.

- 7.9 In 2008 a target was set to ensure that each workplace with 20 or more employees would have suitable trained risk assessors on site, to undertake and keep current risk assessments under review. The survey revealed that 85% of establishments had an employee trained to undertake general risk assessments, 24% had an employee trained to undertake display screen equipment risk assessments, 30% had an employee trained to undertake a manual handling risk assessment and 45% had an employee trained to undertake risk assessments for hazardous substances. These gaps have now been identified and training can be targeted to address the shortfall.
- 7.10 During the year an organisational stress survey was undertaken for the whole Council using the HSE's Stress Indicator Tool. The results revealed that generally the Council was managing organisational stress better than average, but that there were areas for improvement. Focus Groups are still in the process of being undertaken to identify issues that could be stressors in some Departments.

8 HEALTH AND SAFETY TRAINING

- 8.1 The Corporate Health and Safety Section has produced training calendars for the past seven years to meet the needs of Departments, providing corporate training and also tailoring particular courses to suit departmental needs upon request.
- 8.2 During the year the Corporate Health and Safety Section was scheduled to deliver 38 corporate courses, all of which were to be delivered, but two were cancelled due to the lack of demand. The Section also delivered an additional 39 courses upon request. The 77 training courses compares favourably to 79 training courses the previous year. This equates to 637 employees receiving some form of health and safety training during the year, a reduction of 76 employees from the previous year. The Section was however only able to meet these demands by reducing the amount of time spent auditing health and safety performance.
- 8.3 The average number of delegates per course has been calculated as being 8.2, a reduction of 0.8 employees per course over the previous year. We anticipate the number of employees still requiring training to steadily decline over the next few years as considerable emphasis has been placed upon training in recent years. A wide range of health and safety training will continue to be provided but the number of courses delivered is likely to reduce in line with demand.

- 8.4 During the year 12 risk assessor type training courses were delivered, and 59% of delegates attending this training actually completed this training by submitting suitable and sufficient risk assessments. Progress continues to be made towards reaching our target return rate of 70% of delegates successfully completing the training.
- 8.5 During the past year the Health and Safety Section been increasingly asked to deliver training in the use of fire fighting equipment at the request of the Departments and Tayside Fire and Rescue Service. During the year the Section responded to this demand and delivered upon request, 24 Fire Safety Awareness Courses in the use of fire fighting appliances for 182 employees.
- 8.6 During the year a demand has also arisen for training in the use of Evacuation Chairs, to assist in the evacuation of disabled persons from our buildings in an emergency. This has resulted in 4 training sessions being organised and 29 people being trained.
- 8.7 As the Council has now invested in corporate e-learning packages, it is anticipated that the Corporate Health and Safety Section will make increasing use of this new approach to provide a range of new courses to enable training to be provided electronically where possible. This new approach should result in a reduction in demand for the more traditional type of training.

9 CONCLUSION AND RECOMMENDATIONS

- 9.1 This report highlights that good progress has been made over the past year with regard to the management of health and safety. The reduction in the number of accidents is certainly welcomed. Departments will be required to actively monitor and undertake inspections of their own workplaces to address matters that could give rise to accidents or occupational ill-health. Continued attention requires to be given to ensuring that risk controls are developed and implemented using the Council's approved risk assessment process. The shortened risk assessment form has reduced paperwork involved in the risk assessment process. Clear systems and procedures are required for training employees in the improved risk controls, with arrangements also being established to actively monitor that the new controls are being implemented.
- 9.2 A new Corporate Health and Safety Plan will be developed in consultation with Departments for 2011/15. It is envisaged that Departments will be required to develop their own health and safety plans to enable the objectives of the corporate plan to be achieved. A number of the objectives in the current plan will be transposed into the new plan. Consultation will take place before a new plan is finalised with the aim being continuous improvement.

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DUNDEE CITY COUNCIL'S HEALTH AND SAFETY ACTION PLAN 2008 – 2011

Issue 1		Reducing work-related accidents relating to slips, trips and falls in the workplace				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Slips, trips and falls	Implementation of Policy on Prevention of Slips, Trips and Falls	Chief Officers	Review Annually	A 30 % reduction in number of slip, trip and fall incidents by 2011. Baseline of 106 incidents in 2006/07	A 7% reduction in slips, trips and falls has been achieved in relation to the baseline established in 2006/07.
2	Slips, trips and falls	Design out slip, trip and fall hazards in the workplace, in new builds and during refurbishment.	Council H and S Co-ordinator and Chief Officers	Training to delivered by May 2008	Designers to receive specific training in the Workplace HSand W Regulations 1992	29 Persons trained. CDM Training course continues to be available.
3	Slips, trips and falls	Procedures to be in place for the removal of spillages in all workplace establishments	Local managers of workplaces	June 2008	Written spillages procedures to be available and known by employees on site	A template was produced to create a clear procedure for dealing with spillages in workplaces. This was issued to all work places in 2009.
4	Slips, trips and falls	a. All main access routes into Council buildings to be risk-assessed for slips trips and falls and controls implemented b. All access routes into buildings to be risk assessed	Chief Officers Chief Officers	December 2009 December 2010	Incident reports to be monitored to ensure Quick Risk Assessments attached to incident reports.	Slip, trip and fall incidents that occur in premises over which the Council has control, are submitted with the Quick Risk Assessment forms attached. 102 Slips test measurements undertaken this year with slip-test meter.

Issue 2		Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health and safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Reduce the number of musculo-skeletal injuries	Risk assess manual handling and D.S.E. work activities and use of hand tools as required, where there is a risk of injury	Managers responsible for the allocated work activities.	Review Annually in April	15% reduction in number of musculo-skeletal incidents by 2011. Baseline of 115 incidents in 2006/07	For 2010/11 there were 79 reported incidents. This represents a 31% reduction in the number of musculoskeletal injuries since 2006/07
2	Reduce the number of musculo-skeletal injuries	Ensure that employees are appropriately trained in safe working procedures following risk assessments.	Managers responsible for the allocated work activities.	Review Annually in April	Provision of appropriate training by a competent trainer with training records being retained	A recent study showed that in the manual handling cases examined, training records only existed in 40% of cases following an incident.
3	Reduce the number of musculo-skeletal injuries	Monitor the number of days lost through back, neck, arm and musculo-skeletal injuries on an annual basis.	Personnel Manager and Council Hand S Co-ordinator	Review Annually in April	Reduction in number of musculo-skeletal injuries. Baseline 115 incidents.	In 2010/11 there were 79 incidents. The number of days lost to musculo-skeletal injuries was 455. The average number of days lost is 5.7 per absence.

Issue 3		Reduce the number of days lost due to stress-related absences in line with revitalising health and safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Analyse sickness absence data across all Departments to identify levels of work related stress-related absences	Establish the number of days lost through confirmed cases of work-related stress absences, once Resource Link established	Chief Officers, and Personnel Manager	Review Annually in April	Production of data to establish a baseline of 22,202 days off due to stress.	22,096 days lost due to stress. Unable at present to determine how many are due to occupational stress Average absence 36.7 days.
2	Management of Occupational Stress	<p>Stress Management Policy and Action Plan to be implemented.</p> <p>Examine the implementation of Stress Management Action Plans.</p> <p>Monitor the use of the Counselling Service for stress</p>	Chief Officers 84 employees have received counseling for stress this year. 14 people claimed they suffered work-related stress and 48 claimed they had both personal and work-related stress.	<p>Oct 2010</p> <p>December 2010</p> <p>Annually in April</p>	<p>a Departments to have their first stress surveys / assessments completed.</p> <p>b Identified risk controls implemented</p> <p>c Identify the number of appointments for stress related cases</p>	<p>A stress risk assessment survey was conducted through the whole Council in July 2010.</p> <p>Focus Groups have been held in 2 Departments and others are being progressed within Education and City Development. Action plans will be monitored. 110 Stress Counseling cases, 17 claimed they suffered from work related stress.</p>
3	Effectively address causes of occupational stress	Repeat stress risk assessment process	Chief Officers	Oct 2010	Produce status reports on progress.	A Council wide organisational stress survey was conducted in July 2010.

Issue 4		Improve interventions by occupational health providers to increase awareness and reduce occupational health risks.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Managing Sickness Absence	Implementation of Sickness Absence Policy	Chief Officers	Review Annually in April	Reduction in Sickness Absence on Annual basis. Baseline 13.65 days 2009/11	Absence Rate for the Council is 10.7 days per employee for 2010/11
2	Occupational Health Service	Review provision of Occupational Health Service	Personnel Manager and Council H and S Co-ordinator	Review Annually in April	Include data in Council Annual Health and Safety Report	KPI's are being achieved. Contract going out to tender in 2011
3	Occupational Health	Implementation of Occupational Health Policy	Chief Officers	Review Annually in April	No. of health surveillance results requiring further controls / actions	89 during 2010/11. This is 17% of all health surveillance undertaken
4	Occupational Health	Implementation of Occupational Health Policy	Council H and S Co-ordinator	Review Annually in June	Monitor Occupational Health Surveillance	506 occupational health surveillance measurements undertaken in 2010/11. 86% of surveillance identified no adverse health concerns.

Issue 5		To establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Incident Investigation	Recording, reporting and investigation of all health and safety incidents	Chief Officers	To establish and maintain the standard by April 2011	All work places with 10 + employees to have a person trained in Incident Investigation	32 further employees were trained during 2010/11 in incident investigation
2	Health and Safety Management	Departmental Health and Safety Policies to be Reviewed by September 2010 and revised thereafter annually	Chief Officers	April 2008 and thereafter Review Annually	Provision of Departmental Health and Safety Policies	Departmental policies exist, but new policies will be required for the new Departments that are created due to re-structuring
3	Health and Safety Management	High Risk sites or activities to have managers trained to IOSH Managing Safely Standard	Chief Officers	All sites to be covered by October 2011	At present 85 managers trained by December 2008	134 managers trained by March 2011
4	Health and Safety Risk Control	Ensure local access to competent risk assessors on site	Chief Officers	To establish and maintain the standard by December 2010	Work places with 20 + employees to have sufficient trained competent risk assessors	85% of sites have a trained risk assessor
5	Implementation of the Construction Design and Management Regulations (CDM)	Establish a Process Chart for all those engaged in the implementation of the CDM Regulations to follow	Council H and S Co-ordinator Chief Officers	a. To establish Planning Process chart by March 2008. b. Produce evidence of compliance	Provision of Process Planning Chart Compliance with CDM Regulations	Guidance Approved February 2008. New CDM Awareness Course launched in April 09. Training continues to be available.

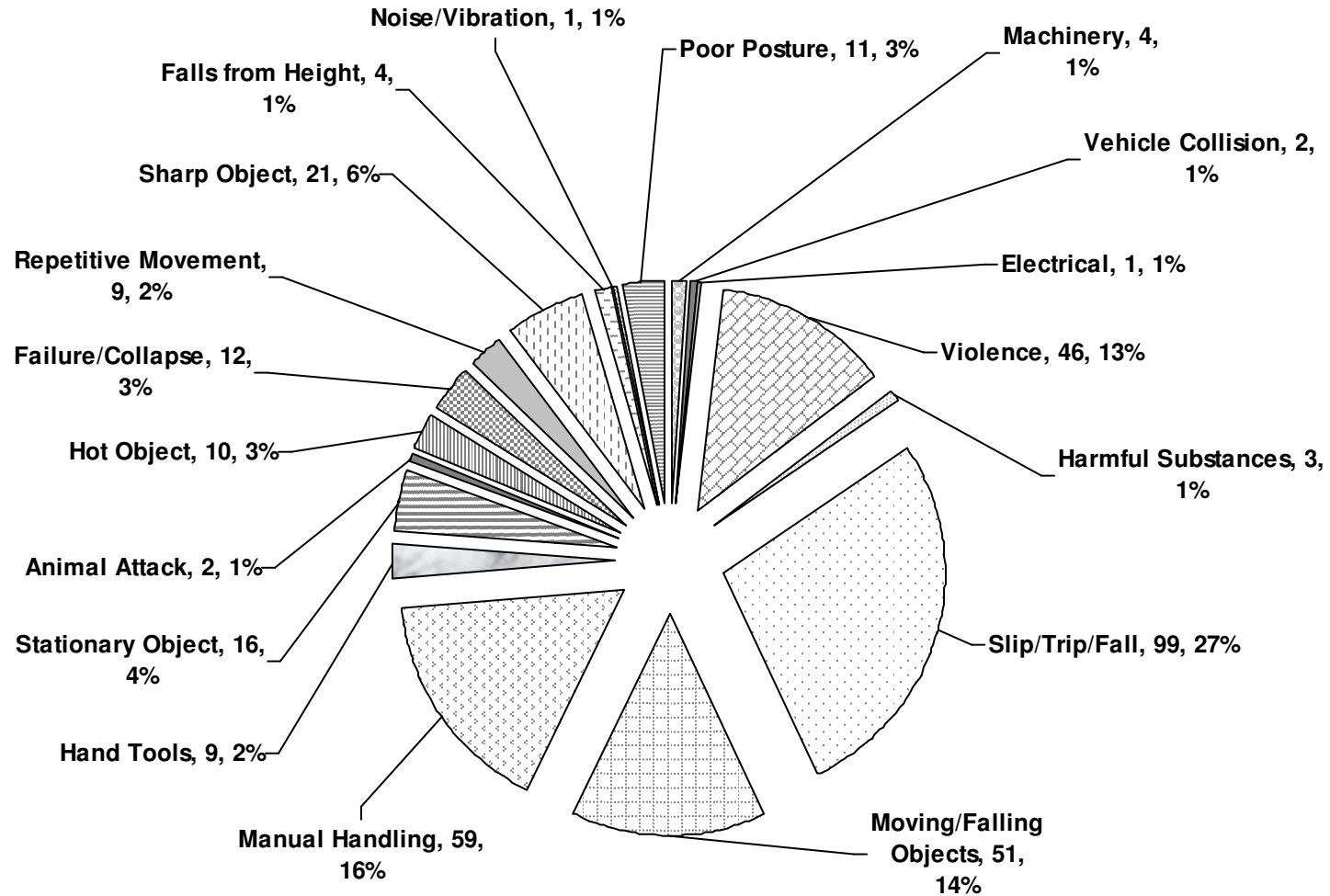
Issue 6		Improve the health and safety culture within the Council, through the effective development and implementation of health and safety management systems by all Departments.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Promote a positive Health and Safety Culture	Health and Safety Charter displayed in prominent place	Chief Officers	March 2008	Charter to be displayed and signed by all Chief Officers	Completed
2	Health and Safety Training	Produce a Corporate Health and Safety Training Programme	Chief Officers Council Health and Safety Co-ordinator	In September each year In December each year	a Produce Dept. health and safety training plans b Produce and implement H and S training programme	Training calendar for 2011 produced and is being implemented
3	Management of Health and Safety Risks:	1. All Departments to undertake surveys to identify all health and safety hazards. 2. To categorise hazards as High, Medium or Low. 3. Each department to produce their own Action Plan with time scales for addressing hazards.	Chief Officers Chief Officers Chief officers	February 2009 May 2009 November 2009	a To submit results of survey to Dept H and S Committee b Complete Form A and categorise and prioritise risks c To submit Risk Assessment Action Plan to Dept H and S Committee	Completed This is still being progressed in one department. Nearly all departments have produced a H and S Risk Assessment Action Plan
4	Health and Safety Committees	Effective Departmental H and S committees	Chief Officers	Every 6 months	Minutes of Departmental H and S Committees available.	The minutes of committees available from 9 Departments

Issue 7		To monitor and evaluate the health and safety performance, to motivating management to take effective measures to reduce health and safety losses and improve performance.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Annual Health and Safety Report	Production of Annual Report with involvement of all Departments	Council Health and Safety Co-ordinator and Health and Safety Champion	Annually by October	Approval at Policy and Resources Committee	Annual H and S Report produced June 2011
2.	Health and Safety Inspections	Departments to complete H and S Inspections of Workplace	Workplace Managers	Annually by December	Completed Inspection Report from Toolkit.	To be determined during site audits
3	Incident Reporting	Reporting Health and Safety Accident statistics, and any significant legislative changes to Council Management Team.	Council Health and Safety Co-ordinator	3-monthly to CMT. Accident statistics to have a downward trend.	A general reduction in incidence rate. Base line 14.9 per 1000 employees in March 2008.	Incidence rate is 12.9 per 1000 employees - March 11
4	Monitoring Performance	Periodically undertake surveys and specific audits, to monitor the implementation of corporate guidance.	Council H and S Co-ordinator	As and when required	Publication of survey results to Directors / Chief Officers	Loss Time Survey, Risk Assessor Survey and Occupational Health Survey reports to CMT
5	Monitoring Performance	Monitor progress of implementation of this Corporate H and S Action Plan	Council H and S Co-ordinator	Review Progress in Annually December	Report to Council Management Team	Update contained in this Annual H and S Report

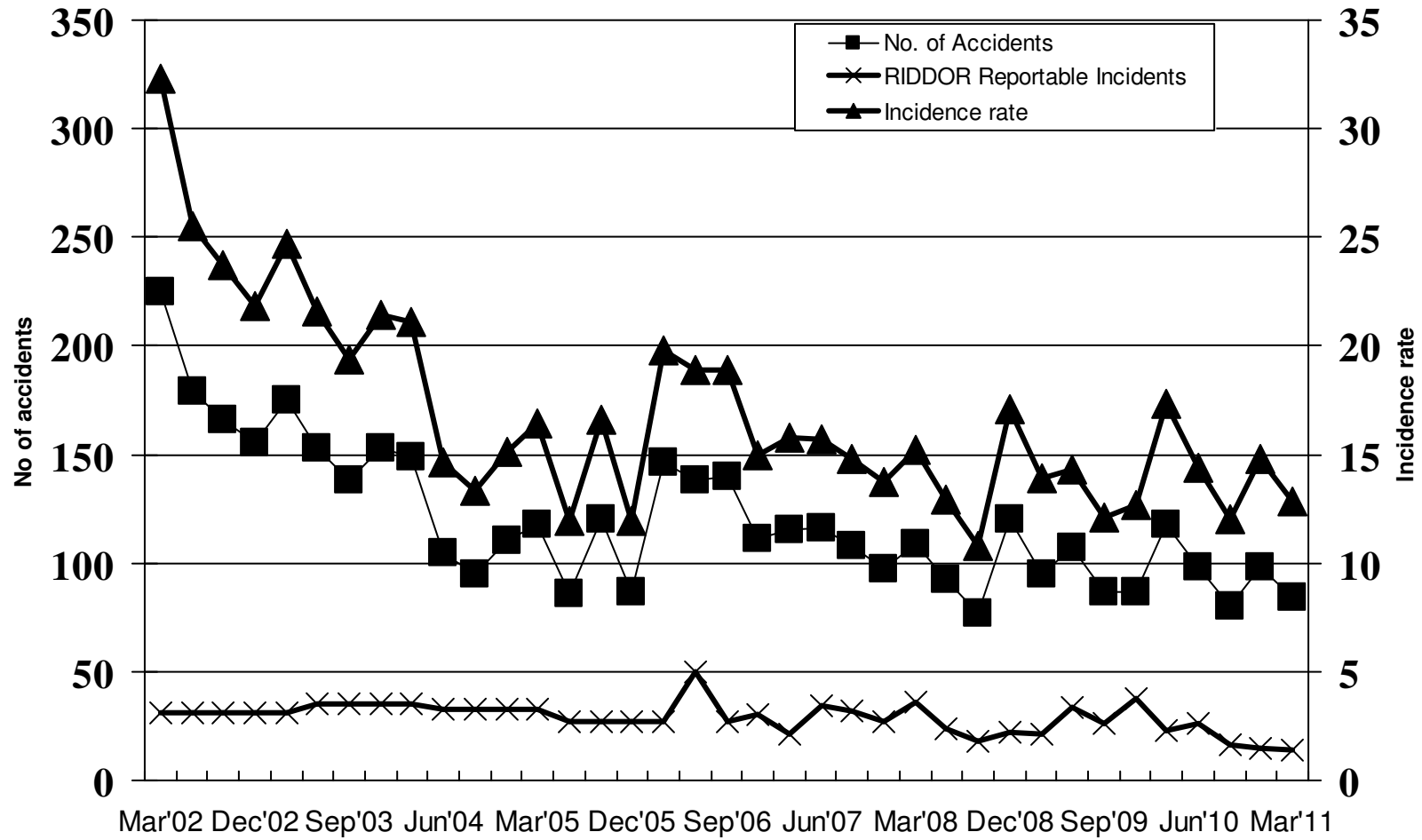
Dundee City Council
Accident Severity April 2010 - March 2011
(Excluding non-reportable injuries to members of the public)

	Deaths	+ 3 days	Minor - No Lost Time	< 3days	Public to Hospital	Major	Dangerous Occurrence	Near Miss	Ill Health
Chief Executive's									
City Development		1	4						
Waste Management		5	39	6				2	
DCS		18	49	7		1		2	2
Education		4	109	5	12	1		11	
Finance									
Housing		3	8			2			
IT									
L&C		4	11	1	3	1	1		
Architectural Services									
Personnel				1					
Social Work		5	45	4		1		4	
Support Services			2					1	
EHTS									

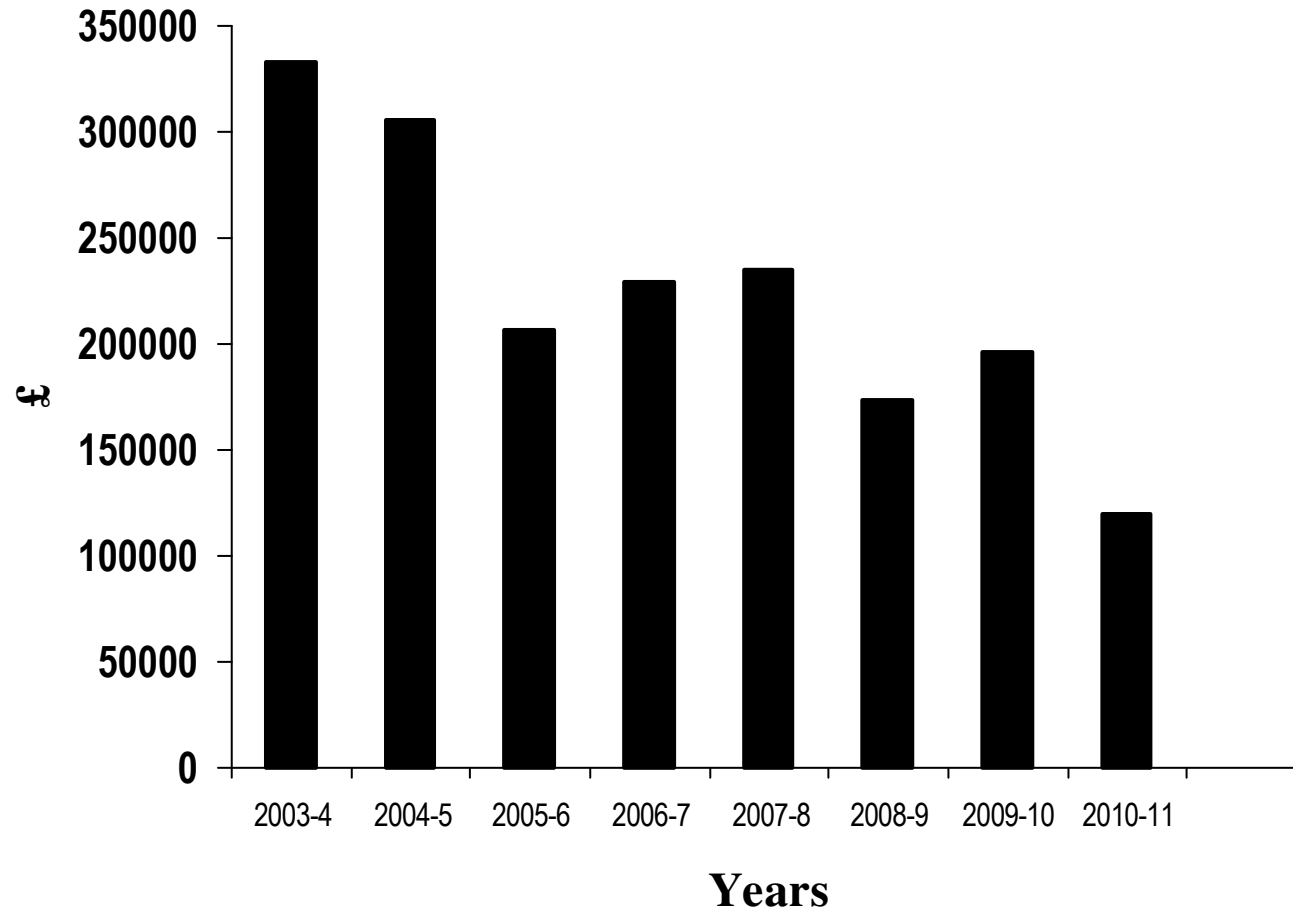
Dundee City Council Causes (Employees Only)
April 2010 - March 2011



Dundee City Council Quarterly Employees Incidence Rate Jan 2002 - March 2011



**Costs of Accidents April 2003 - March 2011
Dundee City Council**



DUNDEE CITY COUNCIL

REPORT TO: Policy and Resources Committee - 31 October 2011

REPORT ON: Corporate Health and Safety Plan

REPORT BY: Head of Personnel

REPORT NO: 445-2011

1 PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek the Policy & Resources Committee's approval of the Corporate Health and Safety Plan for 2011 - 2015.

2 RECOMMENDATION

- 2.1 It is recommended that the Policy and Resources Committee approve the Council's Corporate Health and Safety Plan for 2011/2015, to ensure the continuous improvement of health and safety management within the Council.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of implementing the plan will be funded from existing departmental budgets.

4 MAIN TEXT

- 4.1 The Corporate Health and Safety Plan 2011/2015 builds upon the achievements of the previous plan covering the period 2008/ 2011.
- 4.2 The Key aim of the Plan is to establish a health and safety culture in which the opportunities for accident and ill health are minimised through effective management. A series of targets and includes an action plan to address key health and issues facing the Council.
- 4.3 The main health and safety issues facing the Council include the management of slips, trips and falls, the management of occupational stress, and the management of manual handling risks, the management of occupational road risk and construction health and safety. A series of performance indicators have been established which will be actively monitored to ensure continuous improvement.
- 4.4 Significant progress has been made by the Council in the Management of Health and Safety through the implementation of previous plans, supported by the production and delivery of a comprehensive health and safety training programme, the updating of the Health and Safety Toolkit which will be supported also by establishing health and safety committees in all Departments, following the recent restructuring of the Council. These successes provide the foundation, for continuous improvement and the platform for the Corporate Health and Safety Plan for 2011 - 2015.

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 report has been accepted by the Council Management Team.
- 6.2 The trade unions, through the Council Health and Safety Committee, have been fully consulted in the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 None.

Iain Martin
Head of Personnel

21 October 2011

Dundee City Council

CORPORATE HEALTH AND SAFETY PLAN 2011 – 2015

Corporate Services

September 2011

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1 Introduction	3
2 Background	3
3 Implementation of the Corporate Health and Safety Plan	4
4 Monitoring and Review of Plan	5

Appendix 1 Council Management Team Statement of Commitment

Appendix 2 Corporate Health and Safety Action Plan

1 INTRODUCTION

The Corporate Health and Safety Plan establishes strategic targets to support the Council's Corporate Health and Safety Policy. This Corporate Health and Safety Plan has been developed for the years 2011-2015 with the aim of ensuring the continuous improvement of health and safety management, which can be measured against an agreed set of standards. The plan builds upon the achievements of the previous plan covering the years 2008 -2011.

The Council is committed to providing employees with good health and safety conditions which requires effective management arrangements at all levels to ensure the well being of employees to minimise the adverse impact to individuals and the Council from ill health and injury. It requires that we search out and adopt best practice relevant and proportionate to the risks involved and that we follow our own Health & Safety Guidance. Managers at all levels need to be committed and ensure that safe working practices are developed, adopted and are followed.

This approach supports the Health & Safety Commission's (HSC) Council's "Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond". The HSC's strategy endorses the principle that those who create risks are best placed to manage those risks. The objective is to protect people's health and safety, by ensuring that risks in the changing workplace are properly controlled.

This document establishes the Council's plan to address the key health and safety issues currently facing the Council. This Corporate Health and Safety Plan sets out the expectations of the Chief Executive, and details the measures required to achieve the Council's health and safety objectives.

2 BACKGROUND

The Health and Safety Commission's document "Revitalising Health and Safety" established and detailed a series of targets which were to be achieved by 2010. Many of these targets were and included in the Council's Corporate Health & Safety Plan for 2008 - 2011. This current document builds upon the successes delivered by the previous plan and retains the same strategic health and safety aim.

Key Aim

The Council's strategic health and safety aim is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are minimised by the effective management of health, safety and welfare.

To achieve this aim and to further the Council's progress towards meeting the targets set by the Revitalising Health and Safety Strategy, the following 5 objectives have been developed:-

- 1 To lead the Council forward by providing health and safety policies and guidance that provides clear support and direction to achieve best practice, recognising legal compliance as a minimum standard.
- 2 To ensure that all levels of management, and employees, are sufficiently competent to discharge their duties with due regard for health and safety.
- 3 To facilitate the integration of health and safety considerations into the Council's decision making process, so as to ensure that resources are appropriately and effectively allocated by all levels of management.

- 4 To promote and co-ordinate the development of health and safety plans to improve standards, and their implementation, for the benefit of all who may be affected by the Council's work activities.
- 5 To monitor and evaluate the health and safety performance, motivating management to take effective measures to reduce health and safety losses and improve performance.

3 IMPLEMENTATION OF THE CORPORATE HEALTH AND SAFETY PLAN

Risk priorities: Display Screen Equipment, Occupational Stress, Manual Handling, Slips, Trips and Falls, Construction Health & Safety

The Plan will build upon the work already undertaken in the past three years and will focus upon the following key issues:-

- Reducing work-related accidents relating to slips, trips and falls in the workplace
- Reduce the number of days lost through musculo-skeletal injuries
- Actively manage the causes of organisational work-related stress
- Actively manage occupational health risks by reducing exposure to health risks through the adoption of occupational risk control measures
- Establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery
- Improve the health and safety culture within the Council, through the effective development and implementation of health and safety management systems by all departments
- Actively measuring and monitoring occupational health and safety performance
- Keep health & safety policies, guidance and procedures under review

The Chief Executive and the Strategic Management Team acknowledge their collective and individual responsibilities to ensure the effective implementation of this Plan. Individual Chief Officers do have choices in the context of how they effectively manage health and safety, and in the areas of what can, and should, be delegated. All Chief Officers should, however, be aware that they are ultimately accountable for the health and safety performance of their department. The Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond places great emphasis on partnership working between, Government, employers, employees and trade unions. The effective partnership-working between all these stakeholders on health and safety is seen as being essential to achieve a culture whereby health and safety is designed into all its processes and services.

In meeting specific targets, for the reduction of accidents and occupational ill-health, the Council has established an occupational health policy which is aimed at not only protecting employees health from occupational hazards but also at promoting the mental and physical health and well-being of Council employees.

4 MONITORING AND REVIEW

The Plan will be co-ordinated by the Council's Health and Safety Co-ordinator, with the Head of Personnel acting as the Council's Health and Safety Champion. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Strategic Management Team to determine the need for any additional corrective action at a local level within departments. The Corporate Health and Safety Plan will be reviewed at the end of 2015, and revised to reflect any change in priorities to replicate the Council's performance or due to a change in national priorities as determined by the Health and Safety Executive (HSE).

Appendix 1 SMT statement of commitment

Appendix 2 Corporate Health and Safety Action Plan 2011 - 2015

DUNDEE CITY COUNCIL - STRATEGIC MANAGEMENT TEAM**Our Commitment to Health and Safety**

We, the Strategic Management Team (SMT), recognise our collective and individual responsibilities to employees and others in providing health and safety leadership within the Council.

In committing to continuous improvement in health and safety performance, we will:-

- Review, and report on, the Council's health and safety performance annually.
- Ensure that health and safety policy is reflected in the Council's work practices and procedures.
- Ensure that we are informed of significant health and safety risks which are faced by our employees and of any significant health and safety failures that require to be addressed.
- Ensure that health and safety implications of all SMT decisions are addressed.
- Ensure health and safety remains a standing item on the agenda of all SMT meetings.
- Ensure that health and safety management systems and health and safety committees are in place in all departments, and that they remain effective.
- Ensure the monitoring of the Council's health and safety performance.

The SMT recognises its role in engaging the active participation of representatives of employee health and safety representatives in improving health and safety performance.

The Council's Health and Safety Policy outlines the individual roles of the Chief Executive, Chief Officers and other individual employees. Copies of the Council's and department's' Health and Safety Policies will be available for employees at all staffed work locations.

APPENDIX 2

DUNDEE CITY COUNCIL'S HEALTH & SAFETY ACTION PLAN 2011 – 2015

Issue 1		Reducing work-related accidents relating to slips, trips & falls in the workplace				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Slips, trips & falls	Implementation of Policy on Prevention of Slips, Trips & Falls	Chief Officers	Review Annually -	A 10 % reduction in number of slip trip & fall incidents by 2015. Baseline of 99 incidents in 2010/11	
2	Slips, trips & falls	Design out slip, trip & fall hazards in the workplace, in new buildings and during refurbishment.	Council Health & Safety Co-ordinator and Chief Officers	Review Annually	Where new floor surfaces within buildings are likely to become wet, they are to have non-slip surfaces for wet conditions	
3	Slips trips & falls	All Procedures to be in place for the removal of spillages in all workplace establishments	Building Managers	December 2011	Written spillages procedures to be available and known by employees at all indoor work places	
4	Slips, trips & falls	a. All main entrance foyers/reception areas in Council buildings to be risk-assessed.	Chief Officers	April 2012	Programme of slip resistance measurements to be in place for buildings. 90% of results being satisfactory.	
		b. All kitchen and food preparation areas to be risk assessed	Chief Officers	May 2013	See above	
		c. Secondary access routes in buildings to be risk assessed	Chief Officers	April 2015	See above	

Issue 2		Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health & safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Reduce the number of musculo-skeletal injuries	Risk assess D.S.E. work activities	Managers and employees responsible for the allocated work activities.	Review Annually in April	a) A progression towards 80% of employees to have an up to date DSE risk assessment by 2015	This is a fluid figure as work locations continually change
2	Reduce the number of musculo-skeletal injuries	Investigate all manual handling injuries	Chief Officers	Review Annually in April	a) Manual handling incidents to be accompanied by the summary front sheet of the manual handling risk assessment b) Following an incident 80% of recommendations implemented within 6 months of incident	
3	Reduce the number of musculo-skeletal injuries	Employees engaged in manual handling to receive manual handling training.	Chief Officers	Review Annually in April	A progression towards 80% of employees to have received relevant manual handling training, prior to any incident.	
4	Reduce the number of musculo-skeletal injuries	a Monitor the no. of days lost through back, neck, arm and musculo-skeletal injuries on an annual basis.	Personnel Manager & Council Health & Safety Co-ordinator	Review Annually in April	A 20% reduction in number of musculo-skeletal injuries by April 2015. Baseline established in 2010/11 of 80 incidents and 560 days lost	

Issue 3		Actively manage organisational stress in the Council				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Management of Occupational Stress	Undertake an Organisation Stress Survey every 3 years	Chief Officers, and Council Health & Safety Co-ordinator	December 2013	Production of survey results for all Departments	
2	Management of Occupational Stress	<p>a) Hold Focus Groups within Departments for current survey results where warranted</p> <p>b) Hold Focus Groups within Departments for 2013 survey results where warranted</p> <p>Production of an Action Plan for each focus group</p> <p>Monitor implementation of Action Plans</p>	<p>Chief Officers</p> <p>Chief Officers</p> <p>Chief Officers</p> <p>Council Health & Safety Co-ordinator</p>	<p>September 2011</p> <p>June 2014</p> <p>Within 2 months of focus group</p> <p>Within 4 months from issue of Action Plan</p>	<p>a No. of Focus Groups held. 90% Number of Focus Groups Held within timescale</p> <p>b 90% Number of Focus Groups Held within timescale</p> <p>c Action Plans produced and issued</p> <p>d New controls in place</p>	Completed
3	Management of Occupational Stress	Review Council's Occupational Stress Management Policy	Head of Personnel	January 2012	Approval of Revised Policy.	

Issue 4		Actively manage occupational health risks				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Management of occupational health risks	Identify Occupational Health hazards that pose a risk to employees	Chief Officers/ Council Health & Safety Co-ordinator	October 2011	Complete survey	Completed for Occupational Health Tender
2	Management of occupational health risks	Revise and risk assess identified occupational health risks and record where occupational health surveillance is required	Chief Officers	January 2013	Risk assessments and controls in place	
3	Management of occupational health risks	Provide occupational health surveillance where required	Chief Officers	January 2012	New Occupational Health contract with Departments having a health surveillance programme in place	
4	Management of occupational health risks	Implementation of Occupational Health Policy	Chief Officers	Review Annually in May	No. of health surveillance results requiring further controls / actions	
5	Management of occupational health risks	Implementation of Occupational Health Policy	Council Health & Safety Co-ordinator	Review Annually in June	Monitor Occupational Health Surveillance Service	
6	Management of occupational health risks	Implementation of Occupational Health Policy	Chief Officers	Review every 6 months	Reduce Did Not Attend (DNA's) Appointments from 155. A progressive improvement to reduce DNAs by 75% by 2015	

Issue 5		To establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Incident Investigation	Recording, reporting & investigation of all health and safety incidents	Chief Officers	To establish and maintain the standard by December 2012	All work places with 10 + employees to have a person trained in Incident Investigation	
2	Health & Safety Management	High Risk sites or activities to have managers trained to IOSH Managing Safely Standard	Chief Officers	All sites to be covered by December 2013	At present 132 managers trained by March 2011	
3	Health & Safety Risk Control	Ensure local access to competent risk assessors on site	Chief Officers	To establish and maintain the standard by December 2013	Work places with 20 + employees to have sufficient trained competent risk assessors	
4	Managing Risks of Lone Workers	Risk controls and procedures in place to support lone workers in high risk situations	Chief Officers	To establish and maintain the standard by October 2012	Operating Procedures and risk controls and assessments in place for lone persons working in high risk situations.	
5	The Corporate H & S Section Performance	The Section is to receive a peer review once every 3 years by an ABC partner	Council Health & Safety Co-ordinator	Next Peer Review December 2013	Improve Audit Score Current Score 70/99	

Issue 6		Improve the health & safety culture within the Council, through the effective development and implementation of health & safety management systems by all Departments.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Visible leadership of Health & Safety	Provide H & S Leadership training for Chief Officers	Council Health & Safety Co-ordinator	June 2012	All Chief Officers to receive training.	
2	Health & Safety Training	Produce a Corporate Health & Safety Training Programme	Chief Officers Council Health & Safety Co-ordinator	In November each year In December each year	a. Identify departmental, health & safety training needs. b. Produce and implement H & S training programme	
3	Management of Health & Safety Risks	All Departments to implement their own Health & Safety Action Plans	Chief Officers	October 2012	Departments to submit their completed Action Plans	
4	Health & Safety Committees	Effective Departmental H & S committees	Chief Officers	Every 6 months	a. Minutes of Departmental H & S Committees available. b. Corporate H & S Adviser to attend each committee once per year	
5.	Health & Safety Training	Maintenance of H & S Training records	Training Co-ordinators & Council Health & Safety Co-ordinator	In April each year from 2012	70% pass rates for risk assessor courses.	

Issue 7		To monitor and evaluate the health & safety performance, to motivating management to take effective measures to reduce health & safety losses and improve performance.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Annual Health & Safety Report	Production of Annual H & S Report with involvement of all Departments	Council H & S Co-ordinator and H & S Champion	Annually by October	Approval at Policy & Resources Committee	
2	Health & Safety Inspections	Departments to complete H & S inspection of the workplace	Chief Officers	High Risk Annually - other sites 2 -yearly from January 2012	Site management to complete new Health & Safety Inspection checklist	
3	Incident Reporting	Reporting Health & Safety to Council Management Team Accident statistics, and any significant legislative changes.	Council Health & Safety Co-ordinator	3-monthly reports to the CMT. Accident statistics to have a downward trend.	To have less than 400 health and safety incidents per year.	.
4	Monitor H & S standards during construction phase of projects	Corporate H & S Section, to undertake a spot checks on Council F10 sites during the construction phase of projects	Council H & S Co-ordinator & Chief Officers	Client to advise Corporate H & S Section of F10 projects, monthly from April 2012	Number of reports issued to Departments to check compliance with Part 4 of CDM Regs 2007	
5	Monitoring Performance	Periodically undertake surveys and specific audits, to monitor the implementation of corporate guidance.	Council H & S Co-ordinator	2 large audits or surveys per year	Publication of survey results to Directors / Chief Officers	
6	Monitoring Performance	Monitor progress of implementation of this Corporate H & S Action Plan	Council H & S Co-ordinator	Review Progress Annually in December	Report to Council Management Team	

Issue 8		Keep Health & Safety Policies, Guidance and procedures under review.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1.	Health & Safety Management	Council Health & Safety Policy to be kept under review	Council Health & Safety Co-ordinator	Annually in April	Provision of Council Health & Safety Policy	Current Policy dated April 2011
2.	Health & Safety Management	New Departmental Health & Safety Policies to be established and kept under review.	Chief Officers	September 2012 and thereafter Review Annually	Provision of Departmental Health Arrangements to comply with Council Policy	
3.	Risk Assessments	Keep operational risk assessments under review	Chief Officers	December each Year	Publish a list of risk assessments to be reviewed during the following year and record progress	
4.	Health & Safety Toolkit	Keep Health & Safety Toolkit up to Date	Council Health & Safety Co-ordinator	Annually in September	Publish an annual Update and document under review.	Completed for 2011

REPORT TO: Policy and Resources Committee - 31 October 2011
REPORT ON: Supply of I.T. Equipment
REPORT BY: Head of Information Technology
REPORT NO: 455-2011

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATIONS

2.1 The Committee is recommended to:

- i) Note the I.T. purchases amounting to £ 647,007 detailed in appendix 1. This covers the period 1 April to 30 September of financial year 2011/2012.
- ii) Approve ongoing engineering maintenance costs of £ 31,113 per annum for the above purchases.

3.0 FINANCIAL IMPLICATIONS

3.1 The Director of Finance has confirmed that equipment with a capital value of £ 197,795 has been funded through the current year's allowance of £ 905,000 for the purpose of Computer Equipment in the Chief Executive Department's Capital Plan.

3.2 The Director of Finance has confirmed that equipment with a capital value of £ 412,955 has been funded through the current year's allowance of £ 645,000 for the purposes of Computer purchases in the Education Departments Capital Plan.

3.3 Equipment with a value of £ 36,257 has been funded through existing departmental budgets.

3.4 The annual recurring engineering maintenance costs of £ 31,113 will be met from the 2011/2012 Revenue expenditure for the I.T. Division.

4.0 MAIN TEXT

4.1 The Policy and Resources Committee (900-2002) of 16 December 2002 approved the OGC Catalist Procurement Scheme (now known as Buying Solutions) 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 2011 until 30 September 2011.

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 Assessment. The major issues identified are:

- i) For the operation and maintenance of a wide range of I.T. equipment and support systems, consideration will be given in support of all service developments in line with the **Purchasing and Procurement** principles of the Sustainability Policy.
- ii) The impact of this policy will have the combined effect of reducing energy costs, life cycle costs and ensure sustainable recycling of equipment at end of useful life.

6.0 CONSULTATIONS

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

7.0 BACKGROUND PAPERS

7.1 None

Mr. Ged Bell. Head of Information Technology

Date: 12 October 2011

APPENDIX 1**Details of I.T. Equipment purchased.****1 April 2011 until 30 September 2011**

Name of Company	Value of procurement	Equipment types
Hewlett Packard	£ 400,943	Desktops / Monitors
Insight	£ 131,326	Peripherals
Civica	£ 53,210	Servers / I.T. Managed Services
Misco	£ 28,059	Peripherals
Ergo	£ 24,523	Networks
AVM Education	£ 8,946	Interactive Whiteboards
Total	£ 647,007	

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2011
REPORT ON: INFORMATION TECHNOLOGY DIVISION SERVICE PLAN REVIEW
REPORT BY: HEAD OF INFORMATION TECHNOLOGY
REPORT NO: 476-2011

1.0 PURPOSE OF REPORT

1.1 This report reviews the performance of the Information Technology Division in relation to the Service Plan 2010-2012 and adds new actions flowing from this review and assessments carried out in the last year.

2.0 RECOMMENDATIONS

2.1 The Committee is recommended to approve the Information Technology Division Service Review and instruct the Head of Information Technology to continue to seek improved levels of performance.

2.2 Approve the actions identified in the review to be included in the Division's Service plan.

3.0 FINANCIAL IMPLICATIONS

3.1 The projects and actions identified in the plan will be met from existing revenue and capital budgets.

4.0 MAIN TEXT

4.1 The Information Technology Division made the following improvements or sustained target levels in its priority performance indicators:

- Increased the number citizen self-service applications available on the Council Website
- Increased the number of financial transactions available on the Council Website
- Accelerated the pace of delivery of joined-up inter-agency and inter-departmental systems
- Increased the number of systems using geographical information - both internal systems and web-based systems
- Continued to reduce the average cost per workstation
- Maintained reliability and uptime levels of the Council's website

4.2 None of the Division's Performance Indicators declined over the period of the update.

5.0 HIGHLIGHTS & NEW ACTIONS

5.1 2011 has been an exceptionally busy time for the Information Technology Division. Staff have responded very well to the demanding workload and the following major achievements have been made:

- Replacement of the Council core data network in preparation for the Dundee House move
- Design, construction and commissioning of a new Data Centre
- Successful migration and deployment of Information Technology infrastructure to Dundee House
- Roll-out of Infrastructure to support hot-desking and flexible working in Dundee House
- Deployment of new telephony infrastructure which supports mobile and flexible working
- De-commissioning of Tayside House infrastructure
- Commissioning of the Corporate Electronic Document Management System and core corporate processes
- Increased the numbers of self-service applications, transactions and geography-based services on the Council's website
- Exceeded £1M efficiency savings using joined-up systems and processes

5.2 The Division has taken account of the Service Delivery plan, the Council's new structure, the Best Value Improvement plan and the Corporate Changing for the Future strategy and actions. The above priorities will drive the Information Technology workload. The following key action has been added to the Service plan:

5.3 The Division will carry out a self-assessment using the Public Sector Improvement Framework (PSIF) in 2012/13. This will identify strengths and areas for improvement.

6.0 POLICY IMPLICATIONS

6.1 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.

7.0 CONSULTATION

7.1 The Chief Executive, Director of Finance and Corporate Planning Manager have been Consulted on the contents of this report.

8.0 BACKGROUND PAPERS





8.1 The Council Plan 2010-2012



Ged Bell. Head of Information Technology

Date: 6 October 2011

Objective: Increase efficiency of corporate and inter-agency processes by deploying software solutions

Performance Indicators

Definition	Improvement Status		Benchmarks		Commentary
	Previous Figures	Latest Figures	Yearly Trend	Long Term Trend	
Number of CeRDMS processes and integrations deployed	None	03/11 - 4			NEC applications, ex-CHS grants, DCS major contracts (part-year only - PI only started in August)
Number of corporate self-service applications deployed	None	03/11 - 5			Employee handbook/personnel policy acceptance, telephone tree live this year so far(part-year only - PI only started in August)
Number of joined-up systems for inter-departmental/inter-agency service delivery	03/10 - 15 03/09 - 9 03/08 - 6 03/07 - 3	03/11 - 18			

Status: yearly & long term trend  = >5% improvement,  = maintained








Action Plan update

Description	Owners	Latest Assessment	Target Date	Status
Deploy corporate self service applications to increase efficiency of operations	Ged Bell/Jane Crawford	05/05/2011 Employee handbook rolled out. NEC staff card application is also live. Flexi system has been developed and is live in a number of departments. Dundee House Flexi and Fire register live. Development of absence monitoring system continues. Corporate training records system - now operational. Development of expenses system also underway.	30/06/2012	On Schedule
Deploy joined-up systems for inter-departmental/inter-agency service delivery	Ged Bell/Jane Crawford	05/05/2011 Further systems recently live are Child Protection Messaging, Active4Life extension to P&KC, Active4Life extension to Angus council, Regular activities integration with National Learning Opportunities database (Learn Direct Scotland).	30/06/2012	On Schedule

		Currently working on Common Housing Register, single Shared Assessment, inter-departmental accounts, business directory updates		
Deploy single shared assessment and child protection messaging inter-agency software solution	Ged Bell/Jim Walker	10/05/2011 CP Messaging went live on 9th Dec - Project completed. SSA ongoing and both NHS and DCC staff are working together. DCC Forms to be changed to conform to NHS codes and web services to be finalised. N3 connection meetings have taken place.	30/11/2010	On Schedule
Develop and deploy all software solutions to meet Housing Regulator Action Plan recommendations	Ged Bell/Norrie Maciver	25/04/2011 On target - all planned regulator requirements met	30/06/2012	On Schedule
Develop processes (workflows, eforms and reports) and bespoke integrations to support CeRDMS project	Ged Bell/Jim Walker	10/05/2011 HR Process still being worked on. New processes are being developed. Main focus of these new processes are Paper heavy processes for functions that located in Dundee House. After the Dundee House move other processes will be given consideration.	30/06/2012	On Schedule

Objective: Increase Customer satisfaction when in contact with Council Services

Performance Indicators


Definition	Previous Figures	Latest Figures	Improvement Status		Benchmarks		Commentary
			Yearly Trend	Long Term Trend	Average	Best	
Number of applications providing information using website GIS	03/10 - 8 03/09 - 2 03/08 - 0	03/11 - 14					List of all on line mapping applications: Available Housing, Community Maps, Ward maps, Election 2011, Housing Land Audit, Letting Areas, Location Maps, List of Public Roads, My Dundee, Traffic Regulation Orders, Recycling, Tree Preservation Orders, Winter Maintenance, Grit Bin Faults
Number of orders, requests and financial transactions available on the Council website	03/10 - 64 03/09 - 59 03/08 - 53 03/07 - 47	03/11 - 127					
Number of services delivered by Contact Centres, CRM systems and Information Strategy	03/10 - 31 03/09 - 17 03/08 - 15 03/07 - 10	03/11 - 35					Pest control, grit bins reporting, planning appl, payments and Sports Development Programmes Bookings live this year
Number of services made more efficient by exploiting a web-based GIS toolkit	None	03/11 - 8					List of internal applications using web toolkit: Community Wardens, Disabled Bays, Emergency Planning, Housing Lets, Intranet GIS Land Ownership, Pest Control, Road Street Lighting Faults

Action Plan Update

Description	Owners	Latest Assessment	Target Date	Status
Complete the programme of delivering online all possible services, requests and payments	Ged Bell/John Lawson	02/09/2011 For 2011/12, Photopolis sales, Sports Development Easter Programme and Sports Development Summer Program classes are live. Over 83% of bookings and payments for Sports Development were made over the website. Sports Development October Programme goes live next week. Work in progress on Bulky Uplifts, Education Lets, 3 new FPN types and further EU services directive forms(road-related and food-hygiene-related).	30/06/2012	On Schedule
Deploy applications providing information using Website GIS portal	Ged Bell/Paul Mcgovern	10/05/2011 Added new map service: traffic regulation orders, winter maintenance maps , on line grit bins fault reporting.	30/06/2012	On Schedule
Deploy information strategy action plans - maximising the use of common information and maximising re-use of Citizen and Property information	Ged Bell/Jane Crawford	05/05/2011 Dundee Booklet Sports Development went live in March, matched parents and children to Citizen Account. Work underway includes bulky uplifts, and councillor caseload management and have completed analysis of Waste Management functions. Await secure authentication from Improvement Service to allow citizen-centred self-service	30/06/2012	On Schedule
Make services more efficient by exploiting a web-based GIS toolkit	Ged Bell/Paul Mcgovern	10/05/2011 In development - bulky uplifts (for route creation), expenses claims (for mileage)	30/06/2012	On Schedule

Objective: Extend the provision of Mobile, Flexible and Home working technologies.

Performance Indicators

			Improvement Status		Benchmarks		Commentary
Definition	Previous Figures	Latest Figures	Yearly Trend	Long Term Trend	Average	Best	Latest Update
Number of IT staff who have access to mobile, flexible or home IT services	None	03/11 - 15					4 staff home working, 11 staff using mobile technology to perform support functions

Action Plan Update

Description	Owners	Latest Assessment	Target Date	Status
Develop a common software platform for deploying existing Council software on mobile devices to operate in a robust manner over mobile phone networks	Ged Bell/Ged Bell	05/05/2011 Specification completed	31/12/2010	Completed
Develop an investment proposal for upgrading the Council's telephony estate to provide telephony for flexible workforce	Ged Bell/Ged Bell	22/11/2010 Investment proposal (Committee report) accepted on 8/11/10. Project completed.	31/10/2010	Completed

Objective: Deliver all Information and Technology aspects of the forthcoming major accommodation changes

Action Plan Update

Description	Owners	Latest Assessment	Target Date	Status
Consolidate and upgrade firewalls prior to Dundee House move	Ged Bell/Jim Gorman	02/12/2010 The Firewalls have been upgraded to the latest software. The configuration has been changed to allow for the dual site operation between Dundee House and Shore Terrace.	31/10/2010	Completed
De-commission all possible stand-alone server based applications prior to Dundee House move	Ged Bell/Jim Walker	30/09/2011 Major Project completed successfully	31/7/11	Completed
Deliver all aspects of Data Centre provision at Dundee House	Ged Bell/Steve Boyd	30/09/2011 Major Project completed successfully	31/07/2011	Completed
Deliver all aspects of Information Technology requirements for staff and visitor use at Dundee House	Ged Bell/Steve Boyd	30/09/2011 Major Project completed successfully.	30/09/2011	Completed
Deploy IP Telephony and increase telephony resilience at Dundee House	Ged Bell/Graeme Quinn	15/05/2011 Dundee House Telephony deployment is completed.	31/08/2011	Completed
Deploy additional centralised data storage and upgrade central Linux Servers - to increase capacity and resilience prior to Dundee House move	Ged Bell/Tim Simpson	15/11/2010 Both IBM Zseries servers upgraded to system Z10. Linux os upgraded from Sles 8 to Sles 10. DS6800 disk arrays replaced by XIV arrays	30/11/2010	Completed
Design and deliver resilient network for Dundee House and interconnect to Shore Terrace data-centre	Ged Bell/Graeme Quinn	15/05/2011 Upgrade of the network at Shore Terrace has been completed. Dark fibre installation completed Completion of network delayed but met timescales for Dundee House	31/03/2011	Completed
Eliminate central print functions and replace with web-based reports or CeRDMS - prior to Dundee House move	Ged Bell/Jane Crawford	05/09/2011 Work ongoing. Most print functions eliminated. Completion delayed due to other priorities. End November completion now expected	30/04/2011	Behind Schedule
Perform all major LINUX operating system upgrades prior to Dundee House move	Ged Bell/Jim Gorman	02/12/2010 All operating system upgrades have been completed and systems are running.	30/11/2010	Completed

Provision of CeRDMS platform, storage, live environment and e-mail integrations required for Dundee House	Ged Bell/Jim Walker	30/9/2011 System now live Hand-over and documentation Completed.. iLink email integration was delayed due to supplier rework - has now been delivered	30/04/2011	Completed
Update all systems-based addresses prior to Dundee House move	Ged Bell/John Lawson	16/05/2011 All inhouse systems which require to be changed will be modified prior to the move to Dundee House. Departments responsible for liaising with 3rd party vendors will be contacted to ensure 3rd party software is being changed as required. The council website will be updated to reflect the changed contact information immediately prior to the move to Dundee House. In addition to contact information, maps on website pages will be changed as required.	30/04/2011	Completed
Upgrade central server provision and further consolidate applications onto Citrix VDI platform	Ged Bell/Steve Boyd	10/05/2011 Live migration from Windows 2003 terminal services platform to Windows 2008 Citrix platform is now active. To date, Pensions, Scientific Services and Finance successfully migrated. Detailed migration plan available covering all Council depts	30/04/2012	On Schedule
Upgrade internet filtering software prior to Dundee House move	Ged Bell/Jim Gorman	02/12/2010 Software update has been completed and is now running in the live environment.	31/12/2010	Completed

Objective: Provide an Information and Communications infrastructure which meets the needs of the organisation and supports service improvement

Performance Indicators


Definition	Previous Figures	Latest Figures	Improvement Status		Benchmarks		Commentary
			Yearly Trend	Long Term Trend	Average	Best	
Annual average cost per IT workstation (£)	03/10 - 132.35 03/09 - 134 03/08 - 137	03/11 - £129.91					
Average fix-time for all IT support calls (hours)	None	03/11 - 21.41					Baseline figure
Uptime of citizen-based internet services (%)	03/10 - 99.7 03/09 - 99.5	03/11 - 98.98					Boxoffice 99.84, Online Forms 98.23, Home Page 98.42, Online Payments 99.22 slight drop due to planned downtime in prep. for move to Dundee House

Action Plan Update

Description	Owners	Latest Assessment	Target Date	Status
Consolidate IT asset management information from service desk	Ged Bell/Neil Cathro	10/05/2011 Work Completed for Dundee House and City Square.	31/03/2011	Completed
Develop patch management and upgrade management policy	Ged Bell/Neil Cathro	10/05/2011 Policy was agreed however there resource implications (Dundee House) require more time to fully implement the policy. Roll-out due Dec 2011	28/02/2011	Completed
Implement upgraded security endpoint protection and laptop encryption	Ged Bell/Neil Cathro	10/05/2011 Endpoint protection in place. Encryption tested, policy created. Roll-out is behind schedule due to Dundee House priorities. Due Dec 2011	30/04/2011	Behind Schedule
Provide access to additional cloud based personal data storage for all school pupils	Ged Bell/Niall Gibb	25/04/2011 Technical work complete. Legal Services now confirmed service meets with Council requirements	30/04/2011	Completed

Objective: Improve the efficiency and effectiveness of the Information Technology Division

Performance indicators

			Improvement Status		Benchmarks		Commentary
Definition	Previous Figures	Latest Figures	Yearly Trend	Long Term Trend	Average	Best	Latest Update
Desk:officer ratio- number of desks per 10 staff	None	03/11 - 8:10					8:10 desk ratio's achieved in Education and GIS teams

Action Plan Update

Description	Owners	Latest Assessment	Target Date	Status
Adopt mobile flexible working policies to improve productivity and save office accommodation space	Ged Bell/Ged Bell	05/05/2011 Further deployments of flexible and hot desking in the Education Support area have been completed	31/10/2011	On Schedule
Carry out a departmental PSIF assessment and apply the lessons to the development of the delivery of IT services	Ged Bell/Jane Crawford	05/05/2011 Have attended PSIF lead officer training and EFQM training. IT assessment will be one of the later departments.	31/03/2012	On Schedule
Ensure that all staff have an annual development and appraisal meeting with their manager	Ged Bell/Ged Bell	05/05/2011 All staff have had development and appraisal meeting. Item considered complete. New Staff have joined IT Division and their Appraisals will need to be scheduled	31/12/2010	Completed

DUNDEE CITY COUNCIL

REPORT TO: Policy and Resources Committee - 31 October 2011

REPORT ON: Service Fee to Leisure & Culture Dundee

REPORT BY: Chief Executive

REPORT NO: 482-2011

1.0 PURPOSE OF REPORT

1.1 To gain committee approval for the payment of a Service Fee to Leisure & Culture Dundee for 2011/2012.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

2.1 approve the proposed release of the Service Fee to Leisure & Culture Dundee for the remainder of 2011/2012.

2.2 approve the payment of the Service Fee, on the basis of quarterly in advance.

3.0 FINANCIAL IMPLICATIONS

The service fee to Leisure & Culture Dundee for the part year from 1 July 2011 to 31 March 2012 is £5,942,289 and can be contained within the Chief Executives Departments 2011/12 Revenue Budget.

4.0 BACKGROUND

4.1 Reference is made to Article II of this Committee on 10 February 2011 where it was agreed to establish a Leisure & Culture Company to operate Leisure and Culture facilities owned by the City Council.

4.2 Reference is also made to Article VIII of the meeting of this Committee on 14 March 2011, where it was agreed to establish the Leisure & Culture Company as a Scottish Charitable Incorporated Organisation (SCIO) to take forward the delivery of Leisure, Culture and Library facilities for the City Council and Appendix IX of the meeting of this Committee on 25 April 2011 where it was agreed to approve the constitution of the SCIO and to name it as "Leisure & Culture Dundee".

5.0 MAIN TEXT

5.1 Work has now been completed on the development of a detailed budget for Leisure & Culture Dundee for 2011/12, equivalent to the approved 2011/12 Revenue Budget for the facilities operated by Leisure & Culture Dundee.

5.2 The budget is based on outline plans for the expected income and expenditure, the services, improvements and other expenditure plus the level of financial commitment agreed. The level of fee is consistent with the savings of £334,000 in 2011/12 and £422,000 in a full year, approved at this Committee of 10 February 2011, associated with the establishment of Leisure & Culture Dundee. See Appendix 1 for a summary of the budget.

5.3 It is therefore proposed that the sum of £5,942,289 is paid to Leisure & Culture Dundee as a part year service fee payment made quarterly in advance.

5.4 Future agreements on the Service Fee for Leisure & Culture Dundee and will be approved as part of the normal budget process.

6.0 POLICY IMPLICATIONS

6.1 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.

7.0 CONSULTATION

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

8.0 BACKGROUND PAPERS

None

**DAVID DORWARD
CHIEF EXECUTIVE
19 OCTOBER 2011**

LEISURE & CULTURE DUNDEE TOTAL BUDGET 01 JULY 2011 -31 MARCH 2012**GROSS EXPENDITURE**

LEISURE & SPORT	£3,969,913
LIBRARY & INFORMATION SERVICES	£2,621,098
CULTURAL SERVICES	£1,351,984
SUPPORT SERVICES	£768,749
IRRECOVERABLE VAT	£92,516

TOTAL GROSS EXPENDITURE **£8,804,260**

INCOME

FEE & CHARGES ETC	£2,894,881
SERVICES FEE	£5,942,289

TOTAL INCOME **£8,837,170**

NET EXPENDITURE* **-£32,910**

*Note - Net Expenditure figure is a surplus of (£32,910) which reflects the Dundee Leisure budget surplus for the period 01 August 2011 - 31 March 2012

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: DUNDEE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2010/11

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 462-2011

1. PURPOSE OF REPORT

1.1 This report presents an update on the progress and performance of the Dundee Alcohol and Drug Partnership (Dundee ADP)

2. RECOMMENDATIONS

2.1 Committee is asked to note the Dundee ADP annual report (see Appendix 1) and endorse the way forward set out in Section 4.

3. FINANCIAL IMPLICATIONS

3.1 There are no additional financial implications contained in this report.

4. BACKGROUND

4.1 The development of the Alcohol and Drug Partnership (ADP) in October 2009 enhanced partnership working in relation to alcohol and drug misuse and the ADP is now a cross-cutting theme group within the Dundee Partnership. It is responsible for providing a strategic direction in respect of substance misuse for the Partnership as a whole, and to enable partners to follow a coherent and co-ordinated response to substance misuse.

4.2 The ADP is accountable through the Dundee SOA Delivery Framework and its Action Plan is monitored through the Dundee Partnership on line performance monitoring framework, and it presents its annual report to the Dundee Partnership Management Group.

4.3 Key priority areas identified by the ADP include children and families affected by substance misuse. The ADP links directly to the Integrated Children Services structure and to the Children and Young Person Protection Committee.

4.5 Having agreed that reducing the harm caused by substance misuse is one of the top priorities for the city, the Dundee Partnership asked that the Dundee ADP annual report be presented to the key community planning partners' committee or board, to maximise awareness for the ADP's work and to endorse the direction it has set. The annual report sets out the key priority areas for the Dundee ADP, gives an overview of progress over the last year and identifies key challenges for the ADP over the next year.

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. In endorsing the Dundee ADP annual reports, there are no major issues.

5.2 An Equality Impact Assessment has been carried out and will be made available on the Council website at <http://www.dundee.gov.uk/equanddev/equimpact/>

6. **CONSULTATIONS**

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

7. **BACKGROUND PAPERS**

7.1 Equality Impact Assessment.

David K Dorward
Chief Executive

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25/10/2011

REPORT TO: DUNDEE PARTNERSHIP MANAGEMENT GROUP, 12th August 2011

REPORT ON: DUNDEE ALCOHOL AND DRUG PARTNERSHIP (ADP)

REPORT BY: ADP LEAD OFFICER

1. **BACKGROUND**

The development of the Dundee Alcohol & Drug Partnership (ADP) in October 2009 enhanced partnership working in relation to alcohol and drug misuse. Replacing the DAAT as the local partnership arrangement for substance misuse, the ADP is a cross-cutting theme group within the Dundee Community Planning Partnership (CPP). It is responsible for providing a strategic direction in respect of substance misuse for the Partnership as a whole, and for enabling all other CPP theme groups to follow a coherent and co-ordinated response to substance misuse.

The ADP meets on a quarterly basis and has representation from Dundee Council, NHS Tayside, Tayside Police, Voluntary Sector organisations and Tayside Fire and Rescue Service (for a full list of ADP members see appendix 1).

The ADP is involved in the implementation and monitoring of the Dundee Single Outcome Agreement (SOA) Framework and works closely with a range of both strategic and crosscutting themes, including the CYPPC, Integrated Children's Services, the Community Safety Partnership and Violence Against Women Partnership.

The ADP has commissioning responsibilities, especially with respect to ring-fenced alcohol and drug funding, and aims to ensure its commissioning process reflects the needs and interests of the Dundee CPP. In addition, the ADP is responsible for the implementation of national policy in relation to substance misuse at a local level and for measuring HEAT Target for access to substance misuse treatment and care services.

1.2 **Key priority areas identified by the ADP:**

- To ensure that services are available to meet the needs of children and young people affected by substance misuse
- To develop interventions to prevent and delay the onset of substance misuse
- To develop a *Focus On Alcohol* project for Dundee
- To engage with local communities and contribute to the safer communities programme
- To develop recovery-based care pathways in Dundee
- To develop the Tayside Substance Misuse Information System (SUMIT)
- To reduce Drug Related Deaths and deliver Overdose-Prevention Training to service users, carers and staff
- To develop a robust accountability and governance system
- To initiate and contribute to Staff Development / Training programmes

The key priorities outlined above contribute to the local delivery of the **National Outcomes for substance misuse**. These outcomes include:

1. **HEALTH:** People are healthier and experience fewer risks as a result of alcohol and drug use
2. **PREVALENCE:** Fewer adults and children are drinking or using drugs at levels or patterns that are damaging to themselves or others

3. **RECOVERY:** Individuals are improving their health, well-being and life-chances by recovering from problematic drug and alcohol use
4. **CAPSM:** Children and family members of people misusing alcohol and drugs are safe, well-supported and have improved life-chances
5. **COMMUNITY SAFETY:** Communities and individuals are safe from alcohol and drug related offending and anti-social behaviour
6. **LOCAL ENVIRONMENT:** People live in positive, health-promoting local environments where alcohol and drugs are less readily available
7. **SERVICES:** Alcohol and drugs services are high quality, continually improving, efficient, evidence-based and responsive, ensuring people move through treatment into sustained recovery

2. **OVERVIEW OF THE YEAR**

During 2010-2011 the ADP has progressed with each of its key priority areas (for specific details see section 3 below).

Children, young people and families

Particular focus was placed on developing, commissioning and implementing interventions for children, young people and families affected by substance misuse. This included:

- Enhancing the Children 1st Parenting Project to ensure all parents accessing substance misuse services are screened and offered parenting-support interventions. Most importantly, this also ensures early identification of, and intervention for, child-protection / neglect issues.
- Commissioning and implementing the Strengthening Families Programme 10-14 (SFP). This is a preventative programme aiming to support and strengthen families with young teen-agers experiencing a range of problems, including substance misuse.
- Contributing to the development and monitoring of the re-designed New Beginnings service. This service works with pregnant drug and alcohol users, up to when their babies are one year old.
- The ADP is funding an external evaluation of all the three developments outlined above. This evaluation is conducted by a team of researchers from Dundee University and is due to be completed by autumn 2012.

The ADP is supporting the Tayside Council on Alcohol (TCA) and Aberlour *Kinship Kids Project*. The overall aim of this latter project is to enable children to overcome the disadvantage and stigma associated with parental substance misuse. The project runs group-work for children / young people living with relatives, and provides an opportunity for intensive input on a one-to-one basis for Kinship Kids who are displaying behavioural and emotional problems linked to their living circumstances. It also provides one-to-one support and group work for Kinship Carers.

Working jointly with NHS Tayside Public Health Department the ADP conducted a needs-assessment on young people affected by their own substance misuse. Following this needs-assessment, an action plan has been developed and progressed through the Integrated Children Services structure. This plan involves the restructuring and redesigning of some specialist substance misuse services to ensure they are able to respond more effectively to the nature and level of the need identified.

Prevention

The ADP gives Prevention great emphasis. Having contributed to the development of the *Writing To Reach You* book in 2010 (designed and developed by the Dundee Peer Education Project), the ADP is currently supporting work to develop this book to a prevention / education resource that can be used by young people and adults. In addition, work is currently underway with the Education Department to identify opportunities for including substance misuse prevention work as part of the Curriculum for Excellence within all secondary schools.

Focus On Alcohol (FOA)

This year the ADP has increased its focus on responding to alcohol misuse in the City by developing the whole-population approach to address this challenging issue. The development of the FOA project in partnership with the Leisure & Communities Department, aims to bring about a culture-change by promoting responsible drinking and providing a co-ordinated partnership response to alcohol misuse. It involves a community engagement approach, encouraging communities to utilise their resources and work with professionals to tackle alcohol misuse. Working in partnership with the Dundee Licensing Board and Listening Forum, the ADP is overseeing work on the overprovision of alcohol.

Drug Related Deaths

The prevention of drug related deaths (DRD) has remained a high priority for the ADP. The ADP is continuing to invest time and resources to support the information-review process. This process investigates in detail each individual DRD aiming to learn what could have been done differently to support individuals and their families. An extensive programme of overdose-prevention training is available to staff, service-users and carers. Over the past months the Scottish Government's *Take-Home Naloxone* programme has been gradually implemented in Dundee. The aim of this programme is to reduce the number of drug deaths by increasing the availability and awareness of naloxone in order to maximise the chance of it being administered in the event of an opiate overdose.

Recovery care pathway

The ADP has developed a Recovery Steering Group, bringing together representatives from key specialist and generic services, carers' groups and local communities. This group is leading the development and implementation of a recovery care-pathway action plan. The ADP continues to support NHS Tayside's Substance Misuse Service (TSMS) to provide timely and effective treatment / care services to individuals affected by substance misuse. Over the past year TSMS has undergone some restructuring and has developed close partnership-working with Addaction's Direct Access Service, the Social Work Drug, Alcohol and BBV team and Children 1st. In addition, the Tayside Moving On service has been re-commissioned based on a revised service-specification which focuses on the principles of recovery and the development of peer support structure.

Engaging with local communities

Key to all the developments outlined above is the increased engagement with local communities. The ADP is utilising the Dundee Partnership Community Engagement Model to create links with local Community Planning Partnerships. Two community conferences (the Alcohol conference in October 2010 and the Drugs conference in September 2011) have been organised. There is now community representation in both the Substance Forum and the Recovery Steering Group. In addition, the ADP is

supporting Addaction and the Yousuf Youth Initiative to develop work with the Muslim and other BME communities in Dundee.

3. **PROGRESS AND PERFORMANCE**

3.1 **Prevention: develop interventions to prevent and delay the onset of substance misuse**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8, 9 and 10)

- Work with partners to reduce underage drinking
- Reduce the prevalence of drug use amongst young people in Dundee
- Work with all relevant partners to improve the effectiveness of substance misuse education at schools
- Continue to support peer-led education and prevention interventions
- Monitor the delivery of Screening and Brief Intervention for alcohol

Progress made

- Following the Community Conference on Alcohol (October 2010) the ADP now leads work on the overprovision of licensed premises. A report with recommendations will be provided to the Licensing Board later in the year
- Joint work with Education Dept to identify opportunities to include alcohol and drug education as part of Curriculum for Excellence
- Work is underway with the Peer Education project to develop the *Writing to Reach You* book into a prevention resource
- Joint work with the Education Dept to deliver the Theatre Arts Tours in Secondary schools
- FOA is funding 2 sessional workers from Tayside Council on Alcohol (TCA) to support the Total-Dry Up intervention
- FOA developing a campaign to prevent the buying of alcohol to underage young people
- Alcohol Screening and Brief Interventions (ASBI) are delivered by staff at the Corner to young people
- Work being developed through FOA to consider extending the delivery of ASBI to non-NHS professionals
- Specialist services for young people will be re-designed to ensure greater focus on prevention/early intervention

3.2 **Develop a Focus On Alcohol project for Dundee**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8, 9 and 10)

- Bring together an Expert Group to lead on the development of FOA Dundee
- Work with all relevant partners to identify links to existing projects Work with local communities to identify key areas for development
- Identify and agree the level of co-ordination required and appoint a co-ordinator for the project
- Work with partners to increase youth diversionary activities for young people engaging in alcohol misuse
- Work with the Dundee Licensing Board and Forum to promote responsible drinking in the City

Progress made

- FOA Co-ordinator, a Steering Group and FOA Champions in place

- FOA Action Plan developed and agreed
- A competition held for all secondary schools to develop a FOA logo (to help develop a recognisable local brand). The logo has now been designed, agreed and produced
- Began work on poster campaign to reduce alcohol supply to those under-age
- Application to contribute to Health & Wellbeing workshops in schools
- Overprovision steering group identified the evidence to be used for the report to the Licensing Board and began collating information
- FOA launch planned for September 2011, Ministers from Scottish Government have been invited to attend the launch
- FOA co-ordinator participates in community consultation events to identify communities contribution to the project and opportunities for joint working
- FOA funding approved for: Peer Education Alcohol and the Media project; TCA Total-Dry-Up support; Education Dept Theatre Arts Tour
- Corporate Health Network event on alcohol took place in June 2011
- Support is provided to the new chair of the Licensing Forum with work for developing and extending the work of the Forum

3.3 **Engage with local communities and contribute to the safer communities programme**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4, 5, 7, 8 and 10)

- Develop a structure to engage with local communities that fits within the overarching Dundee Partnership and Community engagement Model
- Re-establish and work in partnership with the Dundee Substance Forum representing the views and experiences of service users, their families, community groups and service providers
- Work with the Scottish Association for Families Affected by Drugs (SAFAD) to offer support and information for families in Dundee
- Work with the Dundee CPP to organise Community Conference on drugs and alcohol
- Support enforcement activities in respect of individuals and groups concerned in the supply of illegal drugs, in particular Class 'A' Drugs

Progress made

- Community conference on alcohol took place in October 2010, Community conference on drugs will take place September 2011
- Substance Forum has been reformed and has developed an action plan. There is now representation from community and carers groups on the Forum
- Staff from carers' services worked in partnership with representatives from carers' groups to develop an information leaflet and to identify ways to share resources
- Links made with the HOPE Carers Group (now attends the Substance Forum) and Scottish Association for Families Affected by Drugs (SAFAD) who will have their annual conference in Dundee in October 2011 with input from local groups
- Joint work between Addaction and the Yousuf Youth Initiative (YYI) to engage with Muslim (and other BME) communities in Dundee
- ADP Development Officer attended and presented information to the Mill O Mains Community Association. It is proposed to hold a recovery-café event with the group
- Work began with the Lochee Parish Church to support them and help develop their Community Café project (the café already runs twice a week).
- ADP Support Team will attend a meeting of the Dundee West Community Association to provide information requested by the association on drug misuse and services in the City
- Representation from local communities at the Recovery Café events in June Current plans to roll-out recovery cafe events to local communities

- Initial links made with the Coldsides Community Forum

3.4 **Develop recovery-based care pathway in Dundee**

Actions planned for 2010-11 (Dundee SAO Outcomes: 3, 4, 5, 8, 9)

- Support TSMS to implement the RIE Action Plan
- Work with relevant partners to identify their role within the recovery based care pathway
- Re-commission the moving on service
- Develop a peer Support / user involvement structure for Dundee
- Work with partners, including VAWP, to ensure sustainability of services for women engaged in prostitution
- Continue to improve the outcomes reporting framework for substance misuse services
- Train staff within all treatment and care services to use the new National Waiting Times system and monitor the quality of the data

Progress made

- Community conference on drugs, focusing on recovery and local communities, will take place September 2011
- Services within Dundee are taking part in a pilot to evaluate a manual for the assessment of recovery capital. Following feedback from David Best the Recovery Steering group will consider ways to roll-out the manual
- Tendering process for the Moving On service is currently underway. The development of a peer support structure for Dundee has been incorporated within the revised tender document for this service
- Elements of the provision for women substance users who are engaged in prostitution have been mainstreamed (within TSMS & Addaction)
- Improvement to the reporting on outcomes information will take place as part of the SUMIT project
- Work currently underway to develop specific outcomes for children and young people
- Relevant staff from all agencies trained to use the new national waiting times system. On going support is provided through Intelligence & Information Officer
- SMS are progressing with the implementation of the Rapid Improvement Event
- 2 recovery café events took place on 27th June. Each event included participation from service users, community reps, carers, service providers. The events were supported by the Scottish Recovery Consortium (full report of the events is available).
- Clear remit and action plan developed for the Recovery Steering group. This includes opportunities for service users involvement in the work of the group
- The recovery steering group and Substance Forum developed a recovery-focused 'vision schematic' for services in Dundee
- Scottish Drugs Forum service-user involvement training is taking place in Dundee during August 2011

3.5 **Ensure that services are available to meet the needs of children and young people affected by substance misuse**

Actions planned for 2010-11 (Dundee SOA Outcomes: 3, 4)

- Identify gaps in services for young people affected by own substance misuse
- Improve pathways and access to services for parents who misuse substances
- Provide specific interventions to improve parenting capacity

- Continue to take an active role and support the implementation of the Dundee HMIE Improvement Plan
- Support and work in partnership to implement and evaluate the Supporting Vulnerable Families projects and the New Beginning re-designed service
- Develop clear links to the Early Years Framework *Being A parent in Dundee* sub group
- Engage with the CYPPC, ICS and VAWP to consider re-developing a structure that would link and report back to both CYPPC and ADP

Progress Made

- Needs Assessment on young people's own substance misuse completed. An action plan has been developed to take forward recommendations from the needs assessment. Lead individuals and timescales have been identified for individual actions and the process to redesign specialist services is underway
- A proposal is being progressed to conduct a review of the services available to young adults at risk to themselves as a result of substance misuse
- Targeted and specific work is currently underway to improve the partnership working between TSMS and children 1st parenting project. A joint team with staff from TSMS and Children 1st has been developed to take responsibility for family support work within TSMS and Addaction
- The contract for co-ordinating the Strengthening Families Programme (SFP) has been awarded to Barnardo's and the programme will commence May/June 2011. 21 individuals from a range of agencies have been trained as facilitators
- Further specialist STRADA training to all TSMS staff is planned to support the work of this team

3.6 **Develop the Tayside Substance Misuse Information System (SUMIT)**

Actions planned for 2010-11 (Dundee SOA Outcomes: 4)

- ADP to receive progress report on the development of a system
- Appoint project manager to lead on developing the system
- Set up working group and agree detailed workplan
- Develop detailed plan (including sustainability plan) for full project

Progress Made

- SUMIT Project Manager has been appointed, working group has been set up, a workplan has been developed and is being implemented
- Early discussions regarding the longer-term sustainability of the project are underway

3.7 **Reduce Drug Related Deaths and deliver Overdose-Prevention Training to service users, carers and staff**

Actions planned for 2010-11 (Dundee SOA Outcomes: 4, 7)

- Continue to deliver OD Prevention Training to service users, carers and service providers
- Develop the 'opt-in cards' and work with Scottish Ambulance Service to distribute those at the event of a non-fatal overdose
- Develop and monitor the 'take-home' naloxone programme
- Work with the Tayside DRD group to develop a care pathway and information sharing pathway for responding to non-fatal overdoses that allows information from

police and ambulance services to be passed on to other agencies that can offer an appropriate intervention to reduce the risk of future deaths

- Work in partnership to improve our ability to meet the needs of substance misusers within the criminal justice system

Progress Made

- Training for Trainers (TFT) took place in Aug 2010 and February 2011 on a Tayside basis. Overall 30 individuals were trained as trainers. Cascaded Training by trainers since August 2010 included: 76 Staff Members, 43 Service Users and 10 Carers.
- A naloxone co-ordinator has been appointed and a steering group developed. The details for the take-home naloxone programme are being developed and finalised. 21 individuals have been trained as trainers to roll-out naloxone training to staff, service users and carers.
- 'Opt-in' cards have been developed and are currently circulated by the Ambulance Service at the event of non-fatal overdoses.
- Overdose prevention and take-home naloxone information seminars will take place on 23rd & 24th August. These seminars will include carers, service users and staff from across Tayside

3.8 Develop a robust accountability and governance system

Actions planned for 2010-11 (Dundee SOA Outcome: 4)

- Use the Audit Scotland Self-Assessment checklist to identify gaps in its performance and develop an action plan to address these gaps
- Work with Tayside ADPs to develop a robust system for conducting needs assessment in relation to specific client groups

Progress Made

- Audit Scotland Self-Assessment exercise was completed using 2009-2010 data (report has not been circulated yet)
- Regular reporting of ADP activities takes place through the Dundee Partnership on line monitoring system
- The Tayside ADPs needs assessment structure has been agreed. A Public Health Researcher will be employed to support the process – job description has been finalised and a steering group to support the researcher appointed
- End of year report from the ADP will be presented to the Dundee Partnership Management Group in August 2011
- Scottish Government has requested information on how ring fenced substance misuse funding has been spent over the past year and the impact made. Report will be completed by end of August 2011

3.9 Initiate and contribute to Staff Development / Training programmes

Actions planned for 2010-11 (contributing to Dundee SOA Outcomes 3,4)

- Continue to co-ordinate / support the multi-agency substance misuse-training programme delivered by STRADA to professionals in Dundee
- Continue to work in partnership with the Dundee CYPPC and the VAWP to identify training needs and develop training programmes around issues of child protection and neglect
- Seek support from the Scottish Drugs Recovery Consortium (SDRC) to develop and introduce recovery-based quality assurance for staff

Progress Made

- Tayside ADPs Workforce Development short-life steering group developed. The group will oversee the development of a workforce development plan for Tayside
- Joint working developed with CYPCC Staff-Development Forum in relation to the delivery of training about CAPSM
- Joint work with Dundee Social Work Dept Staff-Development section
- Training delivered for the assessment of recovery capital
- Two legal high seminars and one training for trainers session delivered in Dundee by Crew 2000 in 2011
- New programme offering a range of substance misuse courses developed with STRADA for 2011-12
- Presentations on the findings of the needs assessment on YP delivered by ADP Development and Lead Officers to a range of staff groups

3.10 Progress towards A11 HEAT target

The first key performance indicator for the A11 HEAT target was two-fold:

- Firstly, 90% of drug referrals would be offered an appointment for assessment within 4 weeks and that no clients would wait longer than 8 weeks. In the quarter, October to December 2010, 77.1% of Dundee clients were assessed within 4 weeks and 97.6% within 8 weeks of referral.
- Secondly, 90% of drug clients would be offered a date to start treatment within 4 weeks of their care plan being agreed and no client would wait longer than 8 weeks. Between October and December 2010, 96.6% of Dundee clients were offered an appointment to commence treatment within 4 weeks of their care plan and 99.4% within 8 weeks.
- The next stage of the target is that by March 2012, 90% of drug and/or alcohol clients will wait less than 5 weeks from referral to treatment. In addition, no client will wait more than 10 weeks.

4. THE WAY FORWARD

Over the coming year the ADP will continue to implement and monitor its action plan focusing on the key priorities, including prevention, children, young people and families affected by substance misuse, engaging with local communities and overdose prevention.

Key challenges for the ADP include:

- Implementing the Recovery Approach to service provision and engaging with universal / mainstream services
- Monitor the impact of services for children, young people and families affected by substance misuse
- Maintaining links and engagement with local communities
- Bringing about a population-wide culture change in relation to alcohol use

APPENDIX 1: ADP MEMBERS

David Lynch, (ADP Chair) General Manager, Dundee CHP
Stewart Murdoch, (Vice Chair) Director, DCC, Leisure & Communities Department
Alan Baird, Chair, Children and Young Persons Protection Committee
Chris Johnston, Tayside Community Justice Authority
Superintendent Athol Aitken, Tayside Police
Dr Brian Kidd, Tayside Substance Misuse Service
Dr Kirsty Licence, NHS Tayside Public Health
Elaine Zwirlein, Director, DCC, Housing Department
Michael Wood, Director, DCC, Education Department
Laura Bannerman, DCC, Social Work Department
Morna Wilson, Chief Officer, Dundee Voluntary Action
Neil Fraser, Strategy & Performance Manager, NHS Tayside
Peter Allan, DCC, Corporate Planning Manager
Martin Tait, Tayside Fire and Rescue Service

Equality and Diversity Rapid Impact Assessment Tool

Part 1

Date of assessment	Title of document being assessed
3 October 2011	Social Work and Health Committee Report No 426-2011 on Dundee Alcohol and Drug Partnership Annual Report 2010-11
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 type="checkbox"/>
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	N/A
3) What is the intended outcome of this policy, procedure, strategy or practice?	N/A
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	N/A
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	N/A
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	N/A
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?)	N/A

Part 2

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 type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

<p>1) Have any positive impacts been identified? (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</p> <p>N/A</p>
<p>2) Have any negative impacts been identified? (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</p> <p>N/A</p>
<p>3) What action is proposed to overcome any negative impacts? 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</p> <p>N/A</p>
<p>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? (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</p> <p>N/A</p>
<p>5) Has a 'Full' Equality Impact Assessment been recommended? (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 Champion.</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>6) How will the policy be monitored? (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</p> <p>N/A</p>

Part 4

Name of Department or Partnership: Chief Executive's

Type of Document

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 Report of partnership for information	X

Contact Information

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Signature of author of the policy:	Date
Signature of Director / Head of Service area:	Date
Name of Director / Head of Service:	
Date of next policy review:	