

REPORT TO FORMARTINE AREA COMMITTEE – 7 JUNE 2016

CAPITAL PLAN PROGRAMMES 2016-2017

1 Recommendations

- 1.1 The Committee is asked to provide comment on the recommendations to be presented to the Policy and Resources Committee on 9 June 2016 to:

Approve the programmes for 2016/17 as detailed in this report for the following lines in the Capital Plan.

- (i) Public Toilets
- (ii) Access/Environment Projects
- (iii) Carbon Reduction Council Wide Objectives
- (iv) Development of Industrial Portfolio & Factory Units
- (v) Landfill, Household Waste Recycling Centres
- (vi) New Waste Collection Service
- (vii) Children & Young People's Bill
- (viii) ECS Enhancements
- (ix) Depots
- (x) Health & Safety Council Wide Objectives
- (xi) ICT

2. Background

- 2.1 On 21 April 2016 the Policy and Resources Committee approved the overarching Capital Plan for 2016/17 with expenditure amounting to £114,730,000.
- 2.2 The Capital Plan is an amalgam of a number of budget lines which include both individual projects and rolling programmes. The governance for individual projects is set out in the approved gateway process with regular reports to Area Committee monitoring the progress of individual schemes. With regard to rolling programmes, the larger programmes, e.g. planned maintenance and roads resurfacing, are presently approved by the appropriate Committees. However, for some programmes, these are generally only presented at tender approval stage or accepted under delegated powers.

2.3 As part of the Property Tendering Procedures Audit in 2013, there was a recommendation that the Property and Facilities Management Service should provide details of the plans that would make up Capital budgets to provide adequate data for Committee to make contract award decisions. It is acknowledged that for most lines in the Capital Plan this is already the case and strategies are in place. The Capital budget is prioritised and developed by the Capital Plan Group reporting to Management Team and, thereafter, to Area and Policy and Resources Committees. Over the past few years there have been a number of detailed programmes that have gone to Committee for approval, including major school programmes, care homes, office accommodation reviews, depot reviews, industrial estate reviews and maintenance programmes. It was acknowledged that some lines could be further developed and, as a result of this, the above mentioned programmes have been developed and approval is sought to proceed with the individual programmes of works.

2.4 On 21 April 2016 the Policy and Resources Committee approved the Capital Plan 2015-2031 which included expenditure for the lines being sought for approval.

(i)	Public Toilets (Appendix A)	£577,000
(ii)	Access/Environment Projects (Appendix B)	£97,000
(iii)	Carbon Reduction Council Wide Objectives (Appendix C)	£500,000
(iv)	Development of Industrial Portfolio & Factory Units (App. D)	£3,620,000
(v)	Landfill, Household Waste Recycling Centres (Appendix E)	£2,889,000
(vi)	New Waste Collection Service (Appendix F)	£361,000
(vii)	Children & Young People's Bill (Appendix G)	£3,912,000
(viii)	ECS Enhancements (Appendix H)	£970,000
(ix)	Depots (Appendix I)	£8,000,000
(x)	Health & Safety Council Wide Objectives (Appendix J)	£550,000
(xi)	Workspace*	£4,771,000
(xii)	ICT (Appendix K)	£2,040,000

*The programme currently excludes Workspace; that programme of works will be presented to the next Policy & Resources Committee.

2.5 The programme is formed having regard to the Council's Asset Management Strategies to ensure that expenditure is on assets that have a long term asset life and is aligned to Strategic Objectives of the Council.

2.6 The Head of Commercial & Procurement Services has been consulted and has no comments to make.

2.7 The Head of Finance has been consulted and comments are incorporated within the report.

2.8 The Monitoring Officer with Business Services has been consulted and comments incorporated within the report.

3. Equalities, Staffing and Financial Implications

- 3.1 As part of the Capital Plan budget setting process an equality impact assessment was provided. Projects in the Capital Plan will create opportunities for advancing equality of opportunity as they will provide DDA accessible facilities such as libraries and leisure facilities, they will provide DDA accessible schools allowing more disabled children to move into mainstream education. In addition Council buildings are being adapted to suit the needs of those with hearing difficulties allowing partially deaf to attend meetings, etc. A copy is provided at **Appendix L**.
- 3.2 There are no staffing implications arising from this report. The Service previously carried out an exercise to ensure it has either sufficient in house staff or can utilise independent professional support advisors for this level of expenditure.
- 3.3 The expenditure proposed in Appendices A, B, C, D, E, F, G, H, I, J & K requires to be met from the appropriate lines in the Capital Plan. The borrowing costs and revenue implications are included in these appendices.
- 3.4 The Council's Financial Regulations delegate powers to accept tenders of less than £250,000 to officers subject to compliance with the relevant regulations. The majority of projects in these programmes will be below £250,000 and as such will be accepted under delegated powers. For projects in excess of £250,000 and up to £1m the works will be accepted if in accordance with Financial Regulations 5.3.19.6. For any project where officers do not have the appropriate delegated powers the individual projects will come back to the relevant Committee for approval. This will help to expedite the projects and provide further efficiencies.

Ritchie Johnston,
Director of Business Services

Report prepared by Mark Benson, Programme Leader
4 May 2016

Appendix A

Public Toilets – Capital Plan, Line 21 Note works are consistent with the recently approved strategy

Property	Type of Works	Project No (if known)	Budget	Comments
Laurencekirk	Refurbishment		£100,000	
Mintlaw	Refurbishment		£100,000	
Stonehaven Town Hall	Refurbishment of toilet provision		£100,000	
Alford	Minor refurbishment		£25,000	
Westhill	Minor refurbishment		£15,000	
Banff	Electrical upgrade		£10,000	
Braemar	décor		£5,000	
General	Minor upgrade in preparation to transfer to communities		£75,000	
General	Installation of energy efficient hand driers		£12,000	
General	Upgrading of signage		£10,000	
General	Installation of Cleaners' sinks		£10,000	
General	Upgrading of energy efficient lighting		£10,000	
Virement to future years			£105,000	
TOTAL			£577,000	

The annual borrowing cost in respect of Capital Plan Line for Public Toilets is £43,000 for 20 years. There are no additional revenue costs in respect of the works being carried out.

Appendix B

Access/Environment Projects - Capital Plan, Line 30

Project	Type of Works	Project No (if known)	Budget	Comments
Long Distance Routes – Deeside Way, Formartine & Buchan Way	Development, upgrade works, bridge works		£50,000	Could include legal costs associated with use of statutory powers
Listed Buildings	Potential CPO and associated works		£47,000	
Total			£97,000	

The annual borrowing cost for the Capital Plan Line – Access/Environment Projects Wide Objectives is £5,000 for 40 years.
Any revenue costs arising from projects contained within the Capital Plan Line for Access/Environment Projects will be met from the Policy & Environment, Planning & Building Standards Budget.

Appendix C

Carbon Reduction Council Wide Objectives – Capital Plan, Line 31

Property	Type of Works	Project No (if known)	Budget	Comments
Various existing schools	Photovoltaic panels	Various	£500,000	Proposals are being developed to let a contract and complete the works by March 2017
Total			£500,000	

The annual borrowing cost in respect of the Capital Plan Line for Carbon Reduction Council Wide Objectives is £45,000 for 15 years. There are no additional revenue costs involved for the Capital Plan Line for Carbon Reduction Council Wide Objectives. Investment in photovoltaics however will generate an estimated annual income of £30,000.

Appendix D

Development of Industrial Portfolio & Factory Units – Capital Plan, Line 32

Project	Type of Works	Project No (if known)	Budget	Comments
Macduff Infrastructure	Development of business park	17652	£500,000	
Laurencekirk	Development of Business Units	17704	£370,000	
Huntly - Steven Road	Serviced Plots	18028	£130,000	
Fraserburgh:Kessock	Estate Redevelopment	18038	£1,402,400	Total project estimate £2.9m
Peterhead - Catto Drive	Terex Redevelopment*	17510	£833,100	Phase 1 costs for demolition works.
Stonehaven Key Depot	New industrial units	17687	£280,000	
Huntly – Steven Road	New Industrial Unit	TBC	£95,000	Site acquisition & fees 16/17.
Fraserburgh – Fairney Business Park	Road & drainage works	17750	£5,500	
Turriff - Markethill	Site Investigation Report	18029	£4,000	
Total			£3,620,000	

* To be reported to a future Committee.

The annual borrowing cost in respect of the Capital Plan Line for Development of Industrial Portfolio & Factory Units is £185,000 for 40 years.

There are no revenue costs associated with Capital Plan Line for Development of Industrial Portfolio & Factory Units. Any sales thereafter should facilitate new development and potential capital receipts.

Appendix E

Landfill (Household Waste Recycling Centres) – Capital Plan, line 46

Property	Type of Works	Project No (if known)	Budget	Comments
Souterford Road Depot, Inverurie	<p>Statutory obligations required by SEPA Waste Management Licence:</p> <ol style="list-style-type: none"> 1. Construction of new foul water drainage for yard and welfare accommodation to permit discharge to watercourse. 2. Provision of holding tanks for waste water system for washbay at rear of depot. 3. Reconstruct concrete floor of waste transfer station 4. Improve storage bay for street sweepings 		<p>£28,000</p> <p>£32,000</p> <p>£30,000</p> <p>£20,000</p>	<p>Property & IS-Waste Management have engaged Fairhurst Engineers to progress the requirements. Quotes have been obtained from 'Kee Process' for item 1 and Fairhurst for item 2. Negotiations are ongoing with Scottish Water in regard to potential connection to the public sewer for future HWRC improvements at this site under the depot strategy.</p> <p>Items 3 and 4 are required by waste management licence conditions</p>

Property	Type of Works	Project No (if known)	Budget	Comments
Garioch	Site acquisition for Insch HWRC		£460,000	Previously required to fulfil commitments given to councillors and residents in Insch and to satisfy 7 mile radius strategy of HWRC provision throughout Aberdeenshire but this strategy is currently under review. We may ultimately incur none or all of this acquisition cost and/or only some of the costs for land deal, preparing drawings and planning permission for the scheme during this financial year. (Estimated cost £400,000 for 2 acres land acquisition)
Balmacassie HWRC, Ellon	1. Relocation and provision of 22 additional car parking spaces at south of site. 2. Purchase of new Jumbo Roll Packer.	17895	£30,000 £85,000	Project dealt with by Property Service and part of legal agreement (Total re-siting of facility estimated cost is £1.5M). The project will be funded by a 3 rd party. New compaction machinery required for efficiency and carbon management for transfer of wastes. Additional car parking provided in lieu of those required for nearby waste transfer station.
Portlethen HWRC	Construction of new HWRC	17369	1,204,000	Construction is underway (total project cost is £1,700,000 including £150k estimated cost for provision of equipment by client i.e. includes purchase of Jumbo Roll Packer - £85k, skips and recycling equipment (£70k). and Re-Use facility.

Property	Type of Works	Project No (if known)	Budget	Comments
Fraserburgh HWRC	Purchase of new mobile Jumbo Roll Compactor		£85,000	Existing electric machine is redundant.
Kirkhill Waste Transfer Station, Mintlaw	1. Formation of glass bays		£50,000	Storage facility required for collection services and to eliminate lease costs for 3 rd party storage (Estimated cost).
	2. Provision of wash bay and street sweepings storage bay		£40,000	SEPA requirement for Waste Management Licence.(Estimated cost). Property Service drainage project in conjunction with Fairhurst engineering consultants.
	3. New static compactor		£35,000	Required for cost effective waste management
Huntly Waste Transfer Station	Concreting of yard		£30,000	Work required in terms of SEPA Waste Management Licence. (estimated cost)
Laurencekirk HWRC	Redesigned modification/improvements to form drive – thru raised ramp access		£150,000	Health and safety and user friendly design requirements.
Aberdeenshire	Improvements to Civic Amenity Sites, Increase provision of Re-Use facilities and Recycling Points		£100,000	Upgrade existing assets, provision of Re-Use facilities at HWRCs for household items, purchase of skips (15/20 and 30/40 cu.yd.) for waste management operations. (Estimated cost).

Property	Type of Works	Project No (if known)	Budget	Comments
Brandon Howe & Millmoss Landfill Sites	Additional bore holes for monitoring purposes.		£25,000	Required by SEPA. (Estimated cost).
	Restoration of Brandon Howe		£400,000	Required by SEPA. (Estimated cost). Potential for topsoil to be transported from Uryside.
Laurencekirk HWRC	Provision of new site lighting		£25,000	Required by site waste management licence conditions.
	Concrete area of yard for compactor		£10,000	For cardboard compactor
	Provide additional gantry for green waste skip bay		£10,000	Improve recycling of household wastes
	Extend plinth for electric rollpacker		£5,000	To reach additional skip bay
Kirkton Depot Stonehaven	Provision of additional welfare /office accommodation for Waste Facilities Officers		£20,000	Health and safety requirement.
Inverboyndie Waste Transfer Station	Provision of Portacabins		£15,000	Health and safety requirement
TOTAL			£2,889,000	

Note: These are estimated costs. Unallocated monies will be re-profiled into future financial years. The annual borrowing cost in respect of the Capital Plan Line for Landfill (HWRC's) is £168,000 for 30 years. The additional annual revenue cost for the Capital Plan Line – Landfill (HWRC's) is estimated to be £70,000.

Appendix F

Waste Collection Service – Capital Plan, Line 47

Property	Type of Works	Project No (if known)	Budget	Comments
All HWRCs and Crows' Nest waste transfer station, Banchory.	IT provision at all sites		£30,000	Estimated cost. Upgrade required for business efficiencies.
Fraserburgh, Redcloak-Stonehaven, Westhill, Banchory, Huntly.	Provision of CCTV at each site		£75,000	Required in terms of strategic development.
Banff ,Inverurie, Banchory, Stonehaven,Elion, Mintlaw	Weighbridge connectivity		£50,000	Required for improving waste data capture and reporting and revising refuse collection routes.
Stonehaven, Banchory, Inverurie, Ellon, Inverboyndie and Mintlaw waste transfer stations	Equipment for Waste analysis		£15,000	Required for contract management of co-mingled wastes
Aberdeenshire settlements	Purchase of Recycling on the Go dual purpose litter and recycling bins.		£40,000	Encourage segregation of litter and waste for recycling by members of the public.
North and Central Aberdeenshire	Purchase of 4 loads comb-lift refuse wheeled bins		£45,000	Replenish stocks for residual and recyclable waste collection. Current stock of DU lift refuse bins is adequate at present for Aberdeenshire South.

Property	Type of Works	Project No (if known)	Budget	Comments
Aberdeenshire	Recycling including upgrade of recycling points, purchase of equipment and purchase of Litter Bins / Envirobanks		£81,000	Required for community use recycling banks, town centre and other localities improvements (Estimated cost).
Aberdeenshire	Purchase of glass recycling container housings for community use.		£25,000	Required for encouraging local recycling of glass by residents.
TOTAL			£361,000	

The annual borrowing cost in respect of the Capital Plan Line for New Waste Collection Service is £20,000 for 35 years.
The annual revenue costs for the projects within the Capital Plan Line for New Waste Collection Service are £3,000.

Appendix G

Children's and young Peoples Bill – Capital Plan, Line 54

Property	Type of Works	Project No (if known)	Budget	Comments
Fyvie School	Early Years Extension	221462	£17,000	Retentions
Alehousewells School	Increase Capacity for 2 year olds	17925	£2,000	Retentions
Pifour School	Provide nursery toilets and new entrance	17691	£60,000	Remaining project cost for 16/17
Macduff School	Extend early years provision	17630	£38,000	Remaining project cost for 16/17
Peterhead Central School	Upgrading Nursery space	17542	£125,000	Remaining project cost for 16/17
New Pitligo School	Upgrade Nursery Space	17914	£120,000	
Aboyne School	Increase Capacity in Nursery	17998	£1,319,410	
Markethill New School	Increased Cost of Providing Additional Nursery Space	16419	£300,000	
Bervie School	New Early Years	17603	£60,000	£1,000,000 project – provisional site start April '17.
Westhill School	Outdoor Storage and Soft Play Area	17922	£1,200	Retentions
Laurencekirk School	Create New Nursery as part of the Primary School Project	17829	£1,385,802	
Rothienorman School	Create Safe Play Area	326883	£22,500	
St Fergus School	Create Safe Play Area		£107,688	
Ellon School	Improved Provision for Two Year Olds		£50,000	

Property	Type of Works	Project No (if known)	Budget	Comments
Rosehearty School	Enhance Provision for Two Year Olds	Robertson's FM – PPP School	£50,000	
Meldrum Primary School	Enhanced Provision for Two Year Olds	Robertson's FM – PPP School	£50,000	
Kintore Primary School	Enhanced Provision for Two Year Olds	Robertson's FM – PPP School	£50,000	
Echt Primary School	Nursery toilet upgrade	18048	£1,400	Retention
Kemnay PS	Nursery extension	18076	£152,000	
Total			£3,912,000	

The annual borrowing cost in respect of Capital Plan Line for School Enhancements is £200,000 for 40 years.
The annual revenue cost for the Capital Plan Line – School Enhancements has been assessed by the service and can be accommodated within service budgets.

Appendix H

ECS Enhancements – Capital Plan, Line 56

Property	Type of Works	Project No (if known)	Budget	Comments
Fraserburgh Academy	Re-configuration to accommodate Art & Design and Drama and Upgrade Home Economics and Business Studies Departments	17695	£200,000	£450,000 project total.
Fraserburgh South Park School	Improved Storage Access and upgrade hall and teaching area		£60,000	
Westhill Academy Improvements	Improve corridor and access lay-out to teaching and other areas throughout the school		£80,000	
Mackie Academy	Improve and Consolidate Science Department		£189,500	£350,000 project total phased over 2 years.
Clerkhill School	Improve the layout of the school providing break-out space and reception area		£40,000	
General Schools Security	General Improvements in Schools' Security across Aberdeenshire Schools.		£50,000	
Ballater PS	HT office & admin. extension	16716	£6,778	Retention
Insch PS	Extension	17549	£15,525	Retention & fees

Property	Type of Works	Project No (if known)	Budget	Comments
Boddam PS	Enhanced nursery provision	17581	£8,000	Retention
Buchanhaven PS	Extension	17905	£32,035	Remaining payments
Westhill, Crombie PS	Sensory/cloakroom upgrade	17888	£1,000	Retention
Peterhead Academy	Changing area alterations	17917	£3,200	Retention
The Gordon Schools	Toilet upgrade	18027	£128,000	
Aden Country Park	Ventilation upgrade	18083	£39,500	
Virement to future years			155,962	
Total			£970,000	

The annual borrowing cost in respect of Capital Plan Line for School Enhancements is £49,000 for 40 years.
The annual revenue cost for the Capital Plan Line – ECS Enhancements has been assessed by the service and can be accommodated within service budgets.

Appendix I

Depots – Capital Plan, Line 81

Project	Type of Works	Project No (if known)	Budget	Comments
Inverurie Key Depot	Depot strategy	17683	£920,000	Subject to site acquisition
Macduff Key Depot	Depot strategy	17684	£2,150,000	
Mintlaw Key Depot	Depot strategy	17685	£50,000	Subject to site acquisition
Stonehaven Key Depot	Depot strategy	17687	£940,000	Subject to site acquisition
Turriff Key Depot	Depot strategy	17688	£30,000	Subject to programme review
West Shore Depot, Fraserburgh	Depot upgrade	17977	£760,000	
Aden Depot, Mintlaw	Depot upgrade	17978	£670,000	
Laurencekirk Depot	Depot upgrade	17980	£825,000	
Huntly Depot	Depot upgrade	17985	£480,000	
Virement to future years			£1,175,000	
Total			£8,000,000	

The annual borrowing cost in respect of the Capital Plan Line for Depots is £433,000 for 35 years.

The annual revenue cost for the projects within the Capital Plan Line for Depots are currently being collated and will be verbally reported to committee.

Appendix J

Health & Safety Council Wide Objectives – Capital Plan, Line 83

Project	Type of Works	Project No (if known)	Budget	Comments
Throughout	Aberdeenshire Oil Tanks		5,000	
Throughout	Fire Risk Assessments		100,000	
Town Halls	Electrical Upgrade		300,000	
Throughout	Gas Safety - Equipment		5,000	
Throughout	Gas Safety Works		10,000	
Throughout	Legionella High Priority Works		10,000	
Throughout	Play Area Safety		10,000	
Throughout	Building Sub Group		10,000	
Throughout	Education & Children's Services		45,000	
Throughout	Infrastructure Services		10,000	
Throughout	Recreation		20,000	
Throughout	Social Work		5,000	
Udny Links Pavillion	Demolition	18113	20,000	
TOTAL			£550,000	

The annual borrowing cost for the Capital Plan Line – Health & Safety Council Wide Objectives is £41,000 for 20 years.
There are no revenue costs involved with projects contained within the Capital Plan Line for Health & Safety Council Wide Objectives.

Appendix K

ICT – Capital Plan, Line 88

Project	Type of Works	Project No (if known)	Budget	Comments
Data Centre	Enabling work to facilitate the migration of servers, storage and associated infrastructure from Council data centres to the Brightsolid data centres		£175,000	
Network Equipment	Increase core wide area network capacity, improve internet connectivity, install additional internal wireless and replace local area network equipment to support flexible working and the shift to cloud-based services		£1,020,000	
PC Replacement	Replace PCs and laptops which are no longer fit-for-purpose		£420,000	
Webcasting	Replace audio visual (AV) equipment in Woodhill House Council Chambers and other Area Committee meeting rooms to enable webcasting of council meetings		£25,000	

Project	Type of Works	Project No (if known)	Budget	Comments
Unified Communications	Install or upgrade equipment in a further 30 meeting rooms and install handset and switchboard equipment to support Skype voice and video calling		£250,000	
Information Management	Implement Public Records Scotland Act compliant systems which improve the efficiency and accuracy of document and records management		£150,000	
TOTAL			£2,040,000	

The annual borrowing cost in respect of the Capital Plan Line for ICT is £459,000 for 5 years. Revenue costs may be incurred to allow licence upgrades and maintenance. These will be met from existing revenue budget or will require a further report to Committee requesting additional budget or a budget virement.

APPENDIX L
EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Aberdeenshire Council
Section	Capital Plan Group
Title of the activity etc.	Non-Housing Revenue Account Capital Plan 2016 – 2031
Aims Of The Activity	<p>Please note this EIA deals with the development and management of the overall Capital Plan not individual budgets.</p> <p>In January 2015 the Policy and Resources Committee of the Council approved a revised Asset Management Plan for the Council.</p> <p>The updated plan considers the Council assets including operational property assets and road network infrastructure assets, IT, fleet, housing and parks and open spaces.</p> <p>Asset Management is the mechanism to support decisions made in regard to the number and condition of Council assets at any given period. The approach involves producing and continuing to update a wide range of relevant information on the performance of assets and the full investigation of capital and revenue spending decisions. Appropriate use of assets can make the difference between good and poor service delivery.</p> <p>The revised Asset Management Plan took into account recommendations made by Audit Scotland in a report entitled ‘Asset Management in Local Government’ published in May 2009 as a means of promoting good asset management practice. The Chartered Institute of Public Finance and Accounting (CIPFA) promoted the same ideals in its 2008 publication: A Guide to Asset Management and Capital Planning in Local Authorities.</p> <p>Supporting the delivery of the Asset Management Plan is the Council’s Capital Plan. This sets out the Capital Investment Strategy for the Council.</p> <p>Given the current financial position there is a need to ensure that expenditure in the Capital Plan is commensurate with available budget.</p>

<p>Aims of the activity Continued</p>	<p>In addition, it is essential that any expenditure in the Capital Plan provides for projects that meet business objectives and are linked to the strategic objectives of the Council, providing value for money and that are sustainable in the long term. The projects presented in the Capital Plan have been assessed by Services as being the priorities for funding.</p> <p>The mechanism by which projects can be brought into the Capital Plan follows current CIPFA advice. Projects must first find their place in Service asset management strategies where they can be prioritised against similar projects and in relation to wider strategic objectives as part of the strategic appraisal process. This corporate prioritisation focused around a number of factors including issues of deliverability, efficiency, demography, outcomes, revenue implications, service delivery and asset management. For larger projects, an assessment process is also necessary, with option appraisals culminating in a business case.</p> <p>Projects are recommended for inclusion in the plan; an assessment study for further appraisal prior to be included in the Plan or not included at this stage. It should be noted that any new projects going through the assessment process can only be included in the plan by either omitting another project or by further Prudential Borrowing.</p> <p>In May 2013 Audit Scotland published the report “Major Capital Investment in Councils.” The report provided a comprehensive review of major capital investment in councils across Scotland and made a number of key recommendations as a means of promoting good capital investment practice.</p> <p>Areas of good practice identified for Aberdeenshire includes:-</p> <ul style="list-style-type: none"> • Capital Plan extending for 15 years that is clearly aligned to the Council’s objectives. • The Capital Plan strategic appraisal summary goes beyond the financial capital plan to consider the reason for the project, its links to strategic themes and the assessment criteria. • There is systematic project level reporting. Each progress report includes analysis and progress through Gateways as well as a risk assessment and cost estimates. • Use of the Gateway Process based on Office of Government Commerce (OGC) guidance for capital projects. The Gateway Process is seen as being complementary to project management methodology and other processes such as internal reviews, health checks and quality audits.
<p>Author(s) & Title(s)</p>	<p>Alan Morris Service Development Coordinator IS Allan Whyte Head of Property and Facilities Management and Chair of the Capital Plan Group</p>

Stage 2: List the evidence that has been used in this assessment.	
<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>This assessment deals with the development and management of the Capital Plan. Evidence includes:-</p> <ul style="list-style-type: none"> Annual Non-HRA Capital Plan Reports to Full Council Regular Non-HRA Capital Budget Monitoring Reports which go to P&R Assessment studies for individual projects which also go to P&R Annual reports to Area Committee concerning rolling programs Corporate Asset Management Plan Service Asset Management Plans Minutes Of The Capital Plan Group Individual project monitoring reports
<p>Internal consultation with staff and other services affected.</p>	<p>The Capital Plan has been developed from service asset management plans which set out their priorities for investment in support of service and corporate objectives.</p> <p>The asset management plans and proposed changes to the Capital Plan are discussed by the Capital Plan Group which contains representatives from all services.</p> <p>Proposed changes to the Capital Plan are reported to the Corporate Management Team and Policy and Budget Steering Group before going to Policy and Resources for Committee.</p> <p>This structured process ensures all services are consulted on and involved in the development of the Capital Plan.</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>The Capital Plan sets out the investment strategy for the Council. The community is not consulted on the overall Plan. However the community will be involved in the development of specific projects. Community stakeholder consultation will help determine the priority for a potential project and may form part of the evidence used in the assessment process to bring a project into the Capital Plan. Stakeholder consultation will also help shape the development of the project. It can influence anything from the choice of the most suitable site to the design solution developed.</p> <p>Information on proposed capital projects is also shared with other public sector organisations such as the Police and NHS Grampian</p>

External data (census, available statistics).	<p>External data will form part of the evidence collected to support the inclusion of a project in the Capital Plan. Assessment studies for school projects for example will look at school roll forecast figures which take into account planning estimates of the number of new homes to be built in the area.</p> <p>Proposed development will also have an impact on the requirements for other infrastructure improvements. The Council has the FIRS Group with liaises with Council services and developers etc to identify future infrastructure requirements.</p> <p>Plans for new very sheltered housing and new care homes etc will be based on predicted demographic changes such as the increased age of the population and the need for more supported care facilities.</p> <p>The range of external data used in the planning and development of projects is as wide as the types of projects themselves.</p> <p>The strategic appraisal process for bringing projects into the Capital Plan will take account of all relevant data</p>
Other (general information as appropriate).	.N/A

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	<p>The Capital Plan is developed based on service asset management plans. Each service is responsible for reviewing and revising their plans to take account of changing needs.</p> <p>When a project is brought forward for inclusion in the Capital Plan the evidence required to justify the project should be available. If not the project cannot be assessed.</p> <p>It will be up to the service to ensure all required evidence is provided in support of the project.</p>
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Stage 4: Measures to fill the evidence gaps.

What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	
	N/A	
	N/A	
	N/A	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)	Yes			
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted	Younger – new schools fit for delivering the curriculum for excellence; recreational facilities which will encourage young people to be healthy and active.	
	Older – new care facilities	

Stage 9: What steps can be taken to promote good relations between various groups?

<p>These should be included in the action plan.</p>	<p>N/A</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Projects in the Capital Plan will create opportunities for advancing equality of opportunity as they will provide DDA accessible facilities such as libraries and leisure facilities, they will provide DDA accessible schools allowing more disabled children to move into mainstream education.

In addition Council buildings are being adapted to suit the needs of those with hearing difficulties allowing partially deaf to attend meetings etc.

Stage 11: What equality monitoring arrangements will be put in place?

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p>Any monitoring will be done by the service responsible for the project. The Capital Plan itself does not require any monitoring.</p>
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Stage 12: What is the outcome of the Assessment?

<p>Please complete the appropriate box/boxes</p>	<p>1</p>	<p>No negative impacts have been identified –please explain.</p>
	<p>The purpose of the Capital Plan is to set out the strategic direction for the Council and there will be no differential impact from the Plan on people with protected characteristics.</p>	
	<p>2</p>	<p>Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.</p>
	<p>N/A</p>	
	<p>3</p>	<p>The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen</p>
	<p>N/A</p>	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Capital Plan Group	
	2) Title of Policy/Activity	Non-HRA Capital Plan 2016 - 2031	
	3) Authors: I have completed the equality impact assessment for this policy/activity.	Name: Chris Smith Position: On behalf of Capital Plan Group Date: 22/1/2016 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Not Applicable Date:	
	5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Property and Facilities Management Date: 22/01/2016	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date: N/A	
	7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date: N/A	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

