

REPORT TO: POLICY & RESOURCES COMMITTEE – 31 OCTOBER 2016

REPORT ON: DUNDEE PHYSICAL ACTIVITY STRATEGY

**REPORT BY: STEWART MURDOCH
DIRECTOR, LEISURE AND CULTURE**

REPORT NO: 345-2016

1.0 PURPOSE OF REPORT

This report seeks approval and support for the new Dundee Partnership Physical Activity Strategy. The overarching strategy focuses on the key priorities for physical activity in the city which is underpinned by four supporting frameworks detailing the specific development and investment priorities for Active Living, Sport & Recreation, Dance and Play.

2.0 RECOMMENDATIONS

It is recommended that the Committee agrees to

- 2.1 endorse the Physical Activity Strategy vision for Dundee: “Dundee – An Active City with Active People”.
- 2.2 endorse and approve the priority areas detailed in the Physical Activity Strategy and the proposed content of the supporting frameworks.
- 2.3 remit the Dundee Partnership to establish a Physical Activity Strategy steering group, which would bring forward recommendations for investment, policy implementation and review of the existing practice to all partner agencies within the Dundee Partnership.
- 2.4 continue to support investment in identified priority infrastructure to ensure Dundee is positioned as regional centre for excellence in sport as well as offering extensive opportunities to be physical active for Dundee People.
- 2.5 use the approved Physical Activity Strategy to guide future investment and dis-investment proposals.

3.0 FINANCIAL IMPLICATIONS

- 3.1 There are no immediate costs of approving the Physical Activity Strategy and associated frameworks.
- 3.2 The strategy has been formulated based on existing staffing and financial resource levels.
- 3.3 Strategy priority areas may require investment over time, e.g. pitch strategy implementation, outdoor play developments etc. All developments requiring investment will be brought forward on a case by case basis with full information to allow for an informed decision. However, part of this process will be to ensure that developments support implementation of the Council’s strategic priorities.

4.0 BACKGROUND

- 4.1 In May 2015, the process of reviewing the Dundee Sport and Physical Activity 2010 – 2015 started with the main objective being to engage a wide cross-section of stakeholders in the production of a new strategy for the city that would address the key issues for physical activity and sport. This piece of work has been taken forward in parallel with the review of the City Council’s Pitch Strategy which is to be brought to Dundee City Council Neighbourhood Services Committee for approval in October 2016.

Sportscotland offered to lead on the creation of the new strategy and a working group was established with representation from across the health, local authority, university, third sector and other key partners to shape the direction of sport and physical activity in the city.

4.2 The strategic drivers behind the Dundee Strategy have primarily been the Active Scotland framework at national level and the new Community Plan for Dundee. Local priorities and needs were considered in relation to the Active Scotland National Outcomes, which led to Dundee establishing four implementation frameworks.

4.3 Each framework was developed by separate leadership groups, connecting national and local priorities to ensure physical activity needs are addressed across the four areas:

4.3.1 **Active Living**

Vision: *“Dundee – Choosing to be active is our way of life”*

Mission: To improve health and well-being in Dundee so our citizens experience fewer health inequalities.

Priority Areas:

- Active communities
- Active workplaces
- Communication and infrastructure
- Leadership and governance

4.3.2 **Sport & Recreation:**

Vision: *“Sport in our City – Connecting, Inspiring, Ambitious”*

Mission: Dundee is an active city with sport at its heart, a great place to be inspired, entertained and involved.

Priority Areas:

- Sports Provision – education and community sport
- Resources – people and places
- Profile – events and communications
- Leadership and governance

4.3.3 **Play**

Vision: *“Discover Play in Dundee”*

Mission: Discover where we all experience, explore, enjoy and learn through play, everyday

Priority Areas:

- Play at home
- Play in the community
- Play in childcare settings, Nurseries and Schools
- Leadership and governance

4.3.4 **Dance**

Vision: *“Dundee Dance City – Dance is for everyone..... everybody can dance!”*

Mission: Work in partnership to improve access, develop quality and raise the profile of dance

Priority Areas:

- Access and participation
- Profile and communication
- People and places

- Leadership and governance

- 4.4 Accountability for implementation of the strategy will reside with the 4 framework groups which will have agreed terms of reference, an overarching leadership group which will monitor outcomes, manage the overall process and report progress on implementation of the physical activity strategy against the national and local indicators.
- 4.5 The overarching leadership group will continually review the priorities for Dundee people against the national priorities from Active Scotland, **sportscotland** and the Scottish Government.
- 4.6 Each framework, whilst contributing the Physical Activity Strategy, Active Scotland Outcomes and Dundee Community Plan, will also contribute to national frameworks relevant to their field such as the **sportscotland** world class sporting system, the national play framework and Creative Scotland outcomes.
- 4.7 Following approval of the strategy frameworks the leadership group will develop a performance framework based on the strategic outcomes and this will be integrated into the Dundee Partnership performance monitoring database.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Implementation of the report will contribute positively to the Dundee Partnership and Council's strategic priorities. There are no major issues.

6.0 CONSULTATIONS

- 6.1 The Chief Executive, the Executive Director of Corporate Services, Executive Director City Development, Executive Director of Neighbourhood Services and Head of Democratic and Legal Services have been consulted in the preparation of this report.
- 6.2 **sportscotland**, NHS Scotland, Leisure & Culture Dundee, Dundee College and University of Dundee and University of Abertay, Dundee, the voluntary sector and members of the Dundee Partnership, particularly leisure sector organisations, have been consulted by the strategy steering group as part of the scoping exercise.
- 6.3 A further public consultation is underway with regard to the purpose and priorities with final comments due for the end of November 2016. Whilst it is not anticipated that changes will be required, any comments that require significant amendment to strategy or framework content will be reported to committee.

7.0 BACKGROUND PAPERS

None

Stewart Murdoch
Director, Leisure & Culture

DATE: 19 October 2016

**Active Living
Framework**

October 2016

Dundee Active Living Framework – forming part of the Dundee Physical Activity Strategy

MISSION – To improve health and well-being in Dundee so our citizens experience fewer health inequalities.

Context

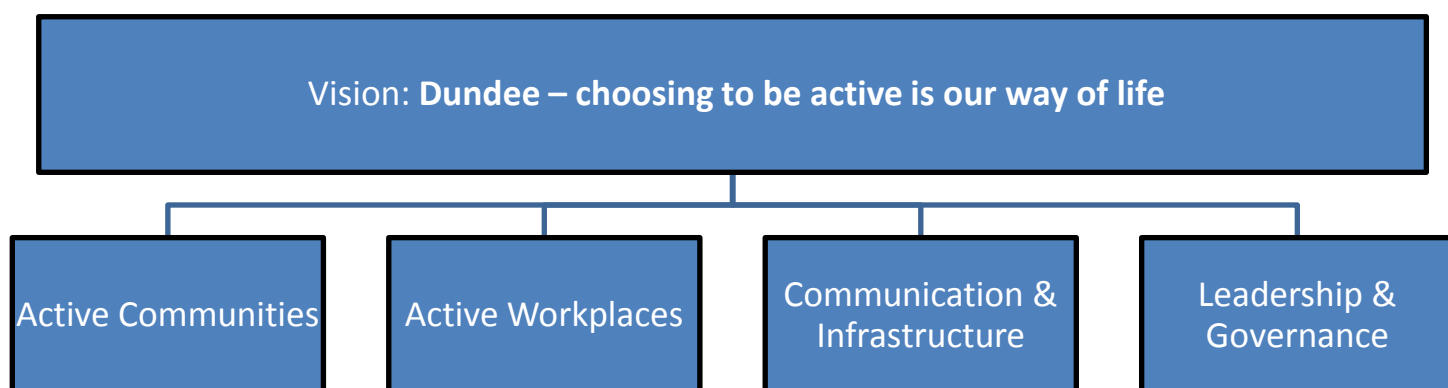
We will work collectively through a managed physical activity network to enable people who are inactive to become active and those who are active to remain active.

The Integrated Health & Social Care Delivery Plan, the Community Planning Partnership and the NHS Local Delivery Plans will explicitly include actions that will result in improved outcomes for physical activity.

Lead Partners will formally commit their Organisations to opportunities for sustained increased levels of physical activity/strength & balance for older people.

We will coproduce local solutions that enable access to and promotion of Physical Activity opportunities for inactive people in their local communities.

We will endorse the AHP Physical Activity Pledge, the Academy of Medical Colleges Physical Activity Position Statement, the National Physical Activity Implementation Plan and the Active Scotland Outcomes Framework.



Our Principles and Values

We aim to be progressive and demonstrate ambition;

We strive for equality and to be inclusive whilst respecting diversity;

We take pride in being respectful and delivering high quality services;

We are committed to meeting community needs by involving and engaging our local people;

Our resources are allocated and prioritised based on evidence and understanding of need;

Sustainability is a key priority in terms of both long term outcomes and environmental impact;

We value the importance of partnership working.

Priority 1 – Active Communities	
1.1 Getting the Inactive, Active - We are committed to increasing the activity levels of inactive adults in the city.	
Outcomes	
1.1.1	Develop a Social Prescribing framework that directs the current resources towards the interventions that work - referral to exercise and green exercise prescriptions will increase by 5% by 2017.
1.1.2	Ensure Social Prescribing of exercise is consistent across the Community Planning Partnerships through delivering multidisciplinary training.
1.1.3	Ensure community resources such as libraries and community pharmacies will promote physical activity opportunities and act as focal points for populations who face the greatest difficulties when trying to access services.
1.1.4	Every local recovery network will have a menu of physical activity options as an integral element to the care plan they offer.
1.1.5	The NHS and Social Care Sector will increase the use and improve the consistency of the national referral pathway for physical activity as a Health Promoting opportunity.
1.1.6	Mainstream provision of leisure services will expand their range programmes and focus on reducing inequality. For example access to activities for people with sensory impairment, Implement Care About Physical Activity (CAPA) in Dundee, increase the number of Going for Gold events.
1.2 Walking - We are committed to increasing the number of walking opportunities.	
Outcomes	
1.2.1	Volunteers are recruited and supported to increase walking opportunities in the city.
1.2.2	Local people will identify barriers to walking opportunities and these will be understood and addressed through partnership working.
1.2.3	Community Sports Hubs will expand activities like walking groups for older age groups and individuals who are excluded from taking part in activities because of various adverse life circumstances.
1.2.4	Communities are enabled to participate in walking challenges and become vibrant and active
1.2.5	Dundee will deliver environmental measures that work to enable numbers of people to walk e.g. traffic calming, reallocation of road space to wider pavements, safe routes to schools, access to quality greenspace; street design that promotes walking.
1.2.6	Seek opportunities to improve social interaction for older people through walking groups and activities.

1.3 Active Travel - We will increase the number of everyday journeys walked or cycled.	
Outcomes	
1.3.1	The Smarter Choices, Smarter Places behaviour change programme funded by Transport Scotland will assist people to engage in active travel.
1.3.2	We will implement the cycling strategy using initiatives like I Bike, cycling to school, functional cycling and recreational cycling.

Priority 2 – Active Workplaces - We are committed to increasing physical activity and reducing sedentary behaviour within the workplace.	
Outcomes	
2.1	Support a range of organisations to become Exemplar Physical Activity Employers (EPAE) that will provide a range of provisions to increase levels of physical activity in the workplace.
2.2	Increase the profile of physical activity in the workplace and recognising excellence (e.g. awards ceremonies).
2.3	Measure the impact of increased physical activity in the workplace on areas such as staff absence levels, amount of corporate leisure memberships, staff surveys etc.
2.4	Support local associations to promote and increase programmes of activity in the workplace (Chamber of Commerce, Just Enterprise, Business Gateway, Traders Association, Healthy Working Lives, etc.)
2.5	Maximise the use of resources from current health related bodies and strategies to support implementation (e.g. Health Scotland, Dundee Cycling Strategy, HWL. Etc).

Priority 3 – Communication & Infrastructure	
3.1 – Infrastructure - Utilise our local natural environment and community infrastructure to promote and encourage physical activity within local communities.	
Outcomes	
3.1.1	We will better connect primary routes for walking & cycling in the city.
3.1.2	We will take advantage of our local green space to promote healthier lifestyles and reduce health inequalities
3.1.3	We will increase the number of green spaces achieving the 'green flag award' so that the quality of our outdoor spaces offer people a sense of pride in their community
3.1.4	Facilitate and improve access to green space for dog walkers as an incentive to increasing physical activity.
3.1.5	Create 20mph speed limit restrictions in the city making our streets safer places.
3.1.6	Work with local communities and agencies to address the adverse socio economic circumstances that have an impact on people's ability to access services such as public transport.

3.2 - Communication - We will ensure a clear and consistent message about why physical activity is important will be communicated using a variety of communication mediums.

Outcomes

3.2.1 Increased community cohesion, access to facilities, jobs and an environment that encourages physical activity will all contribute to reducing inequalities.

3.2.2 Capitalise on the investment of health & social care integration to support people to be active in their care choices and embrace physical activity in their own care plans (for example, choosing opportunities to get outside, go for a walk and go to the leisure centre) and facilitate access to these activities.

3.2.3 Colleges/universities will make significant progress to incorporate physical activity into all undergraduate education.

Priority 4 - Leadership & Governance - Ensure an integrated coordinated and planned approach to the delivery of the Active Living Framework.

Outcomes

4.1 The leadership group are accountable for the production, resourcing and performance management of an integrated implementation plan.

4.2 The Active Living Framework group is effectively administered with a regular meeting cycle, clear lines of communication and appropriate reporting mechanisms.

4.3 A coordinated and planned approach across all partners.

4.4 Partners own shared priorities and outcomes.

4.5 Strong relationships between all partners with a role in planning resourcing and delivering the priorities and outcomes within the framework.

4.6 Outcomes are measured and can demonstrate impact and a contribution to the broader physical activity performance framework and corporate, community plan and Active Scotland outcomes.

4.7 Maximised use of shared resources across the partnership.

4.8 Performance monitoring information is used to influence planning and resource decisions.

4.9 Active living needs in local communities are identified and addressed through effective engagement and delivery of the implementations plan.

Dance Framework

October 2016

Dundee Dance Framework – forming part of the Dundee Physical Activity Strategy

MISSION: Work in partnership to improve access, develop quality and raise the profile of dance

Context

The Dundee Dance framework has been created by Dundee Dance Partnership and aims to integrate with the other 3 key areas of development and investment of the Physical Activity Strategy in Dundee. (Play, Active Living and Sport)

Dundee Dance Partnership will review progress on a quarterly basis, using the information gathered through formal input and monitoring from all groups, to continue to move Dance forward in the City. The profile of dance is on the increase nationally and this is reflected by its inclusion as a key focus within the new Physical Activity Strategy.

Priorities and outcomes identified have been established so the collective dance community can work more cohesively towards a joint goal for the benefit of all dance activity in the city. Whilst some outcomes will be harder to achieve than others, the real objective for Dance's first collective framework is to ensure a joint approach to development and improvement.

The dance framework identifies 4 key priority areas:



Our Principles and Values

We will be progressive, demonstrate ambition and be inclusive whilst respecting diversity;

We will be respectful of community needs and deliver high quality services;

We will be committed to meeting community needs and actively engaging with people;

We will be aware of needs when allocating and prioritising resources;

We will be environmentally aware and consider the sustainability of our outcomes;

We will be committed to ongoing partnership working.

Priority 1 - Access & Participation – Dundee will work to ensure the opportunity for lifelong engagement in Dance exists for everyone.

Priority 1.1. Dundee is a city where everyone has access to and opportunities to progress in Dance.

Outcomes

1.1.1 - Direct support is provided to target groups and individuals who face barriers to participation to take part in Dance e.g. people on low incomes, people with additional support needs.

1.1.2 - Partners will lead and support applications for funding that address highlighted targeted areas.

1.1.3 - An audit of formal and informal dance activity is completed every 2 years to understand and address gaps in provision and target groups.

1.1.4 - All partners contribute to the audit and analysis of findings to ensure further development of Dance is cohesive and informed.

1.1.5 - Dance participation figures in Dundee grow annually based on the 2016 baseline, up to 2020.

Priority 1.2 The connections between formal dance groups, informal dance groups, institutions and education establishments are effective in providing pathways for lifelong participation and involvement.

Outcomes

1.2.1 - Opportunities to become involved in Dance in Dundee and progress further are accessible and communicated.

1.2.2 - Opportunities across all Dance disciplines and roles (e.g. performance, mentoring, choreography, facilitating and teaching) are signposted and connected.

1.2.3 - Dance performances for every level of performer and spectator are organised and utilised to inspire and celebrate dance in the city.

1.2.4 - All Dundee schools are engaged in and are working towards representation at local festivals and Y Dance (the national Youth Dance Agency) festivals and other events.

1.2.5 - Links between local dance groups and the Scottish School of Contemporary Dance at Dundee & Angus College are utilised to establish career and performance opportunities.

1.2.6 - Formal and informal dance programmes and initiatives will be cohesive and connected, whilst protecting the interests of all partners.

Priority 2 - Profile & Communication: Dundee will be acknowledged as a centre of excellence for Dance both within the city and across Scotland.

Priority 2.1 - Partners and local people recognise and understand the positive impact dance has on the local community and young people.

Outcomes

2.1.1 - Modern technology and social media is utilised and expanded on, to bring dance in Dundee to a wider audience.

2.1.2 - Dance is utilised as a tool for targeted interventions, giving people positive life choices.

2.1.3 - Positive social impacts are observed, recorded and used for promoting the benefits of dance further.

2.1.4 - All Dundee Partnership agencies will have Dance and associated benefits integrated into strategic planning documents and investment plans.

Priority 2.2 Dance opportunities and benefits are effectively communicated and actively promoted across the city.

Outcomes

2.2.1 - Dundee operates a dance micro site which is updated quarterly by all partners to provide up to date information, monitoring information and communication lines.

2.2.2 - Effective marketing is undertaken to make activities easy to find and signpost to appropriate people.

2.2.3 – The creation of an annual Dance Forum will provide a mechanism to share areas of success, progress and development across the sector.

Priority 3 – People & Places: Dundee will invest in our people and facilities to ensure the best environments exist for those taking part in Dance.

Priority 3.1 – Dance facilities in the city are accessible and suitable for all levels of Dance performers.

Outcomes

3.1.1 – Key Dance personnel and groups are consulted when new or renovated facilities are being planned so Dance can be effectively integrated and needs met.

3.1.2 - Quality performance facilities including the new Regional Performance Centre, McTaggart, Dundee and Angus College (The Space and Gardyne), ISE (University of Dundee Institute of Sport and Exercise), DISC (Dundee International Sports Complex) and Dundee Rep Theatre are utilised effectively.

3.1.3 – All partners seek to secure capital investment projects which deliver higher quality dance facilities in the city.

3.1.4 – The school estate is accessible and utilised to its full potential by local communities.

Priority 3.2 - Dundee will develop and invest in a strong network of people to deliver Dance, in line with an agreed standard, at all levels in the city.

Outcomes

3.2.1 – A quality framework setting minimum expected standards for dance delivery, activity standards and facility standards will be agreed and operated by Dundee Dance Partnership.

3.2.2 - All staff training and development opportunities will be in line with the agreed minimum standards to ensure a quality base of participation in the city.

3.2.3 - Training opportunities are available and utilised to increase the range of people delivering high quality Dance.

3.2.4 - Opportunities for deliverers to develop as leaders in the community will be developed to use Dance as a mechanism for continued personal and professional development.

3.2.5 - Partners will regularly reflect on practice and commit to continuous improvement and identify priorities for dance.

Priority 4 - Leadership and Governance: Partners will ensure an integrated coordinated and planned approach to the delivery of the Dance framework.

Outcomes

4.1 – Dundee Dance Partnership is accountable for the production and performance management of an integrated implementation plan for the Dance framework.

4.2 - Dundee Dance Partnership will collectively source physical and human resources for the implementation of key priorities and the integrated implementation plan.

4.2 – The Dance framework group is effectively administered with a regular meeting cycle, clear lines of communication and appropriate reporting mechanisms.

4.3 – Partners commit to shared priorities and outcomes in a coordinated and planned approach to implementing the Dance Framework.

4.4 – Strong relationships between all partners with a role in planning resourcing and delivering the priorities and outcomes within the Framework.

4.5 - Outcomes are measured and can demonstrate impact and a contribution to the broader physical activity performance framework and corporate, community plan, Creative Scotland and Active Scotland outcomes.

4.6 – Use of shared resources is maximised across the partnership.

4.7 - Performance monitoring information is used to influence planning and resource decisions.

4.8 – Dance needs in local communities are identified and addressed through effective engagement and delivery of the implementations plan.

Dundee Play Framework – forming part of the Dundee Physical Activity Strategy

MISSION: Discover where we all experience, explore, enjoy and learn through **PLAY**, everyday

Context

Playing is central to children’s physical, mental, social and emotional health and wellbeing. Article 31 of the United Nations Convention of the Rights of the Child sets out the right of every child and young person to play:

“Play is a fundamental and vital dimension of the pleasure of childhood, as well as an essential component of physical, social, cognitive, emotional and spiritual development.”
(Committee on the Rights of the Child, 2013)

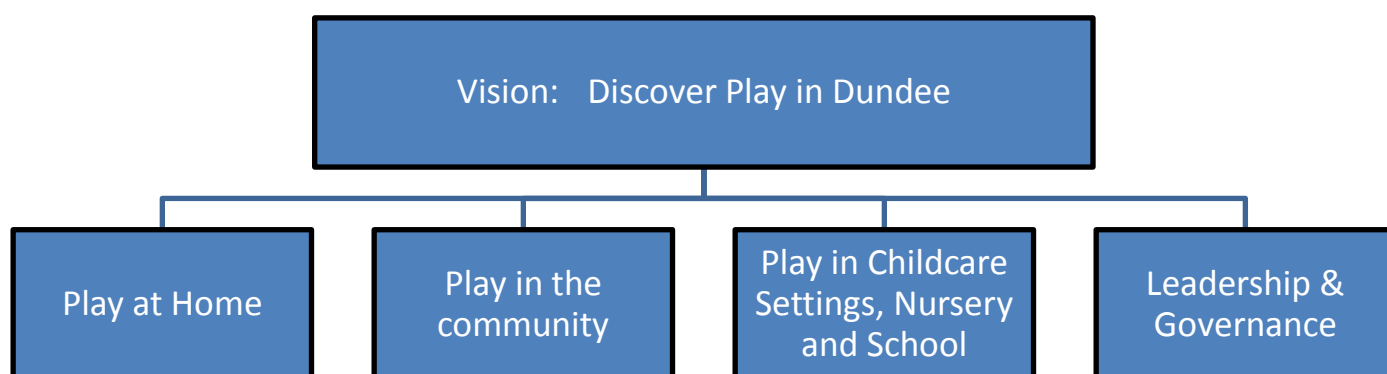
Through play, children develop resilience and flexibility, contributing to their physical and emotional wellbeing:

“The importance of play in children and young people’s daily lives and to healthy development has become increasingly recognised in recent years. A growing body of evidence supports the view that playing, throughout childhood, is not only an innate behaviour but also contributes to quality of life, sense of wellbeing and is a key element in effective learning, thereby developing their physical, cognitive, emotional and social skills. The research suggests that, from the first stages of growth through to adulthood, play has a central role in developing strong attachments. Play between caregiver and infant helps establish the neural pathways for developing wider attachments with other children and adults”

(Lester and Russell, 2007) Play Strategy for Scotland

For children themselves, playing is one of the most important aspects of their lives. Play supports children’s problem solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness.

Dundee will provide opportunities to play and provide the support to realise such opportunities by focussing on the following priority areas:



By increasing the awareness of the value and importance of play within our leaders, workforce and children and families, Dundee aims to *Get it Right for Every Child* by ensuring positive outcomes for children are achieved under every SHANARRI wellbeing indicator.

The Play Framework will be developed through engagement with communities as part of the development of the new Local Community Plans.

The Play Framework has an important role to play in improving outcomes for children and families and therefore the governance of this Framework and associated Delivery Plan will sit within the Children and Families Partnership, which reports directly into the Dundee Partnership.

Our Principles and Values

We are committed to children, young people's and families' right to play and be playful;

We actively engage with children, young people and families to identify and improve their opportunities for play;

Play is inclusive so that all children and young people can take part;

Our resources are allocated and prioritised based on evidence and understanding of need;

We value the importance of outdoor play and playfulness in natural and urban environments;

We understand how play contributes to improvements in learning and raising attainment in health and wellbeing, numeracy and literacy;

We understand the benefits as well as the risks of play;

We work in partnership to deliver improved play opportunities for children and young people.

PRIORITY 1: Play at home: Dundee's parents and carers are a child's first educator and are crucial in encouraging their child's development from birth into adulthood.

Outcomes

- 1.1 Increased parent's and carer's awareness on the value and importance of play and being playful in the home and everyday life, including perinatal stages.
- 1.2 All professionals, who impact on children's opportunities to play, work with families and carers to increase their skills and confidence on how to play in and around their home, garden or communal space, as part of everyday life.
- 1.3 Increased knowledge, skills and confidence of parents, carers and professionals to support play in the home, with a special focus on looked after children and children with complex and additional support needs.
- 1.4 A strategic multiagency approach is developed to deliver universal and targeted parent led "Play" programmes and family learning interventions.

PRIORITY 2: Play in childcare settings, nursery and primary and secondary school: Children and young people in Dundee have an entitlement to access childcare, nursery and schools that purposely support their health and wellbeing and nurture happy, healthy children through stimulating outdoor play experiences on a daily basis.

Outcomes

- 2.1 The use of community resources, including school playgrounds, where appropriate, is maximised.
- 2.2 All stakeholders involved in the planning, design and maintenance of nursery, primary and secondary school facilities, specifically outdoor spaces, effectively engage with children, young people and families.
- 2.3 Increase the number of childcare settings, nurseries and schools who offer quality free play experiences in stimulating spaces with access to nature, on a daily basis in all weather conditions for all ages including children with complex and additional support needs.
- 2.4 A whole school and community approach to outdoor learning and play using pupil involvement and family learning approaches is developed.
- 2.5 Schools are supported to maximise the opportunities in their facility for children to play freely while they learn to assess risk.
- 2.6 Increased number of children who can ride a bike.
- 2.7 Increased awareness and understanding of how play contributes to improvements in learning and raising attainment in health and wellbeing, numeracy and literacy across the age groups.

PRIORITY 3: Play in the Community: All children and young people in Dundee have sufficient time and space for playing and being playful within their community. Play is valued, encouraged and supported in our communities.

Outcomes

3.1 Outdoor play is prioritised within public planning, including planning guidance and community planning. This should also apply to new housing developments.

3.2 Children, young people and families are effectively engaged throughout the planning process to ensure developments meet their needs.

3.3 Improved provision and distribution of play spaces and equipped areas for play in Dundee are prioritised to the areas of greatest need.

3.4 Barriers to play are reduced or removed. Our parks and opens spaces are maintained to a high standard.

3.5 Positive messages and signage about encouraging play in the community are promoted.

3.6 Increased participation of communities playing in their streets, parks, local green and open spaces, such as woodland, water, hills and beaches.

3.7 The needs of looked after children, and children with complex and additional support needs are considered and prioritised in line with our overall GIRFEC approach.

3.8 Areas identified as having insufficient outdoor play provision are provided with temporary solutions until permanent solutions are found.

PRIORITY 4: Leadership Governance - Positive support for play in Dundee: Dundee will provide leadership to create stimulating environments for play and playfulness through a knowledgeable workforce who plan, coordinate and deliver play and outdoor learning in an integrated way.

Outcomes

4.1 A multi-agency Play Leadership Forum, with agreed terms of reference is established, which is accountable for the production, resourcing and performance management of an integrated Delivery Plan. The Play Leadership Forum reports to the Children and Families and other relevant Dundee Partnership Theme Groups.

4.2 Resources are shared and maximised across the partnership to meet agreed outcomes and priorities.

4.3 Outcomes are measured and can demonstrate impact and contribution to the SOA, Dundee's Physical Activity Strategy, the Children and Families Partnership and Local Community Plans.

4.4 Increased confidence and skills of the workforce to measure the impact of play and outdoor learning programmes involving families in the home, childcare, nursery, school and community settings.

4.5 An engagement strategy is developed and implemented and is used to give children, young people and families the opportunity to influence key decisions affecting the planning and delivery of play facilities and services.

4.6 All partners are using a shared communication and engagement plan that is consistent with the agreed principles and positive messages about play and outdoor learning.

4.7 Families can easily access local information about play opportunities in the area in which they live, including equipped and natural areas for play.

4.8 All decision makers, leaders, and workers who have a responsibility to work with or impact on children's lives are signed up to the Play Framework and embed the importance of play, and how play can be modelled within their service.

4.9 Play and outdoor learning is used as a tool to support a child's wellbeing as part of the implementation of GIRFEC.

**Sport & Recreation
Framework**

October 2016

Dundee Sport Framework – forming part of the Dundee Physical Activity Strategy

Mission statement: Dundee is an Active city with sport at its heart, a great place to be inspired, entertained and involved.

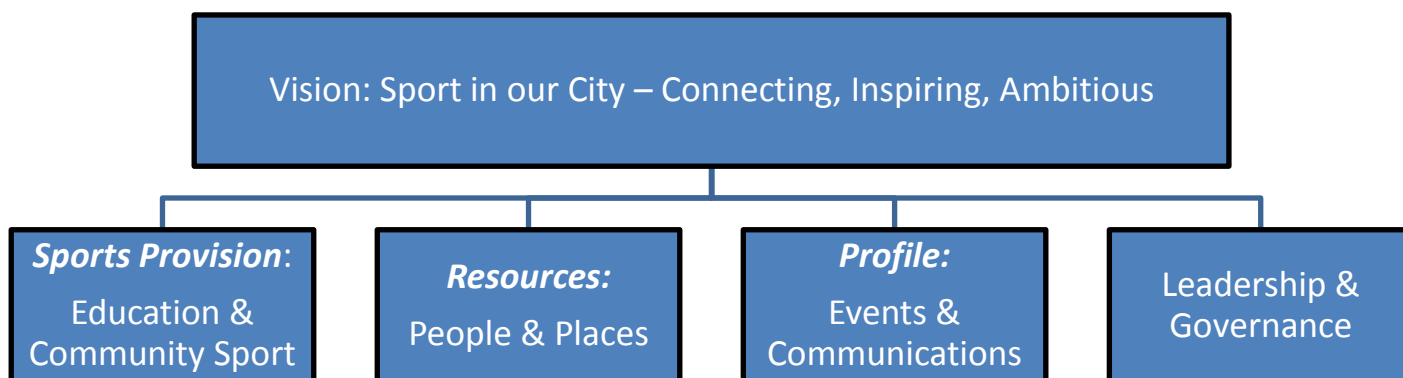
Context

In delivering the sport framework, Dundee will work collectively to grow sports participation, training and performance; ensuring sport at every level is the best it can be. The sport framework partnership group will monitor progress on a quarterly basis with an annual review being undertaken collectively, ensuring the priority areas are being progressed with positive outcomes achieved.

The framework encompasses provision for all targeted and minority groups in the city with quality, accessibility and sustainability being core priorities.

In creating this framework, A sport and recreation group was established with representation from across sporting and education institutions. The framework group has referenced national frameworks and strategies in order that all priorities and outcomes detailed can demonstrate impact to the Active Scotland Outcomes, World Class Sporting System and Local Community Planning Outcomes.

Four Overarching priorities have therefor been identified:



Our Principles and Values

We aim to be progressive and demonstrate ambition;

We strive for equality and to be inclusive whilst respecting diversity;

We take pride in being respectful and delivering high quality services;

We are committed to meeting community needs by involving and engaging our local people;

Our resources are allocated and prioritised based on evidence and understanding of need;

Sustainability is a key priority in terms of both long term outcomes and environmental impact;

We value the importance of partnership working.

Priority 1 - Sports Provision - Everyone will have the opportunity to get involved and participate in sport and stay involved throughout their life whilst developing and achieving success at their chosen level of sport.

Priority 1.1 – Education - Physical Education, Physical Activity and Sport will be embedded in all education establishments across Dundee promoting pathways to participate, volunteer and officiate in sport.
Outcomes
<i>Education 1: Dundee values the role sport can play in education and the role of sport in ensuring Dundonians enjoy an active lifestyle.</i>
1.1.1 - Active Schools are effectively resourced and delivering on their key priorities.
1.1.2 – A range of quality opportunities are available in sport across all educational stages (schools, colleges and University)
1.1.3 - Pathways between schools and clubs are effective resulting in greater numbers of children and young people moving from schools to clubs and hubs.
1.1.4 - Partnerships between sports clubs in Further and Higher education and the community are recognised and developed.
1.1.5 - Children and young people who may experience barriers to participation are directly supported in their inclusion in sport.
1.1.6 – A greater number and diversity of children and young people are participating in Active Schools activities.
1.1.7 – Dundee has more students participating in institutional and Scottish Student Sport activities compared against the 2016 baseline.
<i>Education 2: Multi partner liaison is operating to ensure partnerships, planning and links from education to the wider sporting community.</i>
1.1.8 - All schools deliver a minimum of 2 hours/2 periods of high quality PE per week.
1.1.9 - All Dundee schools participate in the sportscotland School Sport Awards.
1.1.10 – Dundee PEPAS group is valued and supported within each educational institution with an effectively resourced and managed implementation plan.
1.1.11 – Dundee has a comprehensive school sport competition structure with a wide range of children and people competing.
1.1.12 – Higher and Further Education sporting competition structures meet the need and demands of participants and educational institutions.
1.1.13 – Sport in Dundee supports the progression and transition of pupils and students from schools, Colleges, Universities and Community Centres through their chosen pathway.

Priority 1.2 – Community Sport - Dundee will maximise the provision of accessible sport in our communities that enables increased participation and progression.

Outcomes

1.2.1 – Dundee has strong Community Sport Hubs that are high profile and integrated in their community, schools and partners.

1.2.2 – Dundee’s sport clubs are strong organisations that are connected to their local community, schools and partners.

1.2.3 – Community Sport Clubs and Hubs successes are recognised and celebrated across the city.

1.2.4 – New clubs are established and supported based on the sport and local community needs.

1.2.5 – Local Sports providers are connected to the community to ensure doorstep provision and accessible opportunities exist.

1.2.6 - Student sport is well connected to sport in the community.

1.2.7 - Structures are in place for aspiring athletes to reach their full potential.

1.2.8 - Dundee has an increased number of people overcoming barriers to participation allowing them the opportunity to be involved in community sport.

1.2.9 - Local people have a mechanism to feed into and influence local provision of sport.

1.2.10 - Connect sports provision across schools & education, clubs & communities and performance sport ensuring all partners are committed to the strategy.

Priority 2 - Resources - To provide Dundee with the highest possible standard of sporting facilities and support a strong network of people at all levels of sport.

Priority 2.1. - Facilities - Dundee will provide, maintain and develop more accessible and better quality facilities for all levels of sport.

Outcomes

2.1.1 - Capital investment decisions are aligned with key priorities from the Dundee Pitch strategy and Physical Activity Framework.

2.1.2 – Everyone will have access to a network of quality places where they can get involved in sport.

2.1.3 - Facility provision and maintenance is aligned to better meet community needs.

2.1.4 - Quality performance facilities including the Regional Performance Centre, Olympia, DISC, DIA, McTaggart and Ancrum are accessible.

2.1.5 – The school estate is accessible and utilised to its full potential by local communities.

2.1.6 – Facilities and open spaces are utilised by their communities.

2.1.7 - City wide booking systems and pricing policies are managed consistently and effectively.

Priority 2.2. – People – Dundee will develop and invest in a strong network of people to deliver sport at all levels in the city.

Outcomes

2.2.1 – Participation in sport will be supported by a workforce of well trained and supportive coaches, instructors, teachers and volunteers.

2.2.2 - Training opportunities are available and utilised in increasing the range of people delivering high quality sport and recreation.

2.2.3 – Coaches and volunteers are engaged with, supported and developed to deliver high quality sport in schools, Colleges, Universities, Clubs, Hubs and communities.

2.2.4 – Opportunities exist for deliverers to develop as leaders in the community using sport as a mechanism for continued personal and professional development.

2.2.5 – Young people’s contribution as leaders is valued and meaningful.

2.2.6 – Young people have a positive experience of being involved in leadership roles in sport.

2.2.7 – Young people have access to a range of leadership roles and opportunities.

2.2.8 – Young people’s views are heard and valued in schools clubs and communities

2.2.9 - Young people are encouraged, supported and mentored by the right people to reach their potential in their sports leadership roles.

Priority 3 - Profile: To increase the profile of sport and better promote Dundee as a sporting city.

Priority 3.1. - Events – Dundee will operate an event strategy to raise the profile of sport and utilise our resources.

Outcomes

3.1.1 – Dundee actively attracts national and international level events across a wide range of sports and activities.

3.1.2 - Dundee is a central hub for the Tayside region and is regarded as the ideal location for regional events, attracting new sports and people to the city.

3.1.3 - An annual events programme, connected to regional and national events, is operated in the city, providing opportunities for local people to participate in and watch sport.

Priority 3.2. – Communications - Dundee will raise awareness of the benefits, opportunities and success of sport in the city.

Outcomes

3.2.1 - Modern technology and social media is utilised and expanded on, to bring sport in Dundee to a wider audience.

3.2.2 - Targeted strategic promotions are utilised to grow awareness of sport, the benefits it provides and the positive impact it has on the welfare of the city and its people.

3.2.3 - All stakeholders have sport and recreation integrated into strategic planning and marketing.

Priority 4 – Leadership & Governance - Partners will ensure an integrated coordinated and planned approach to the delivery of the Sport & Recreation Framework.

Outcomes

4.1 – The leadership group are accountable for the production, resourcing and performance management of an integrated implementation plan.

4.2 – The Sport & Recreation group is effectively administered with a regular meeting cycle, clear lines of communication and appropriate reporting mechanisms.

4.3 – Partners commit to shared priorities and outcomes in a coordinated and planned approach to implementing the Sport & Recreation Framework.

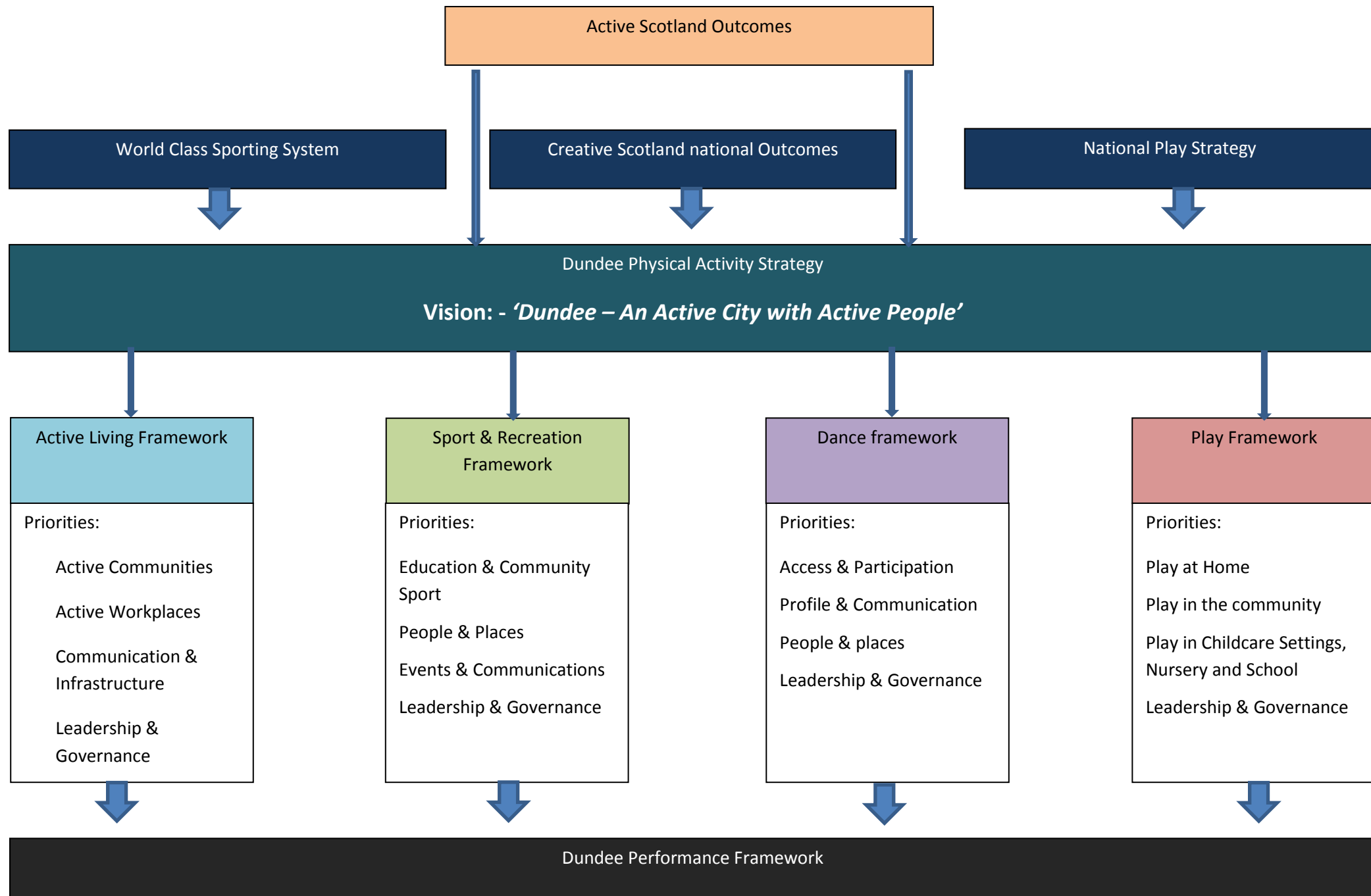
4.4 – Strong relationships between all partners with a role in planning resourcing and delivering the priorities and outcomes within the framework.

4.5 - Outcomes are measured and can demonstrate impact and a contribution to the broader physical activity performance framework and corporate, community plan and Active Scotland outcomes.

4.6 – Maximised use of shared resources across the partnership.

4.7 - Performance monitoring information is used to influence planning and resource decisions.

4.8 – Sport & recreation needs in local communities are identified and addressed through effective engagement and delivery of the implementations plan.



REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2016

REPORT ON: OPENING OF SCHOOL GROUNDS FOR COMMUNITY USE

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE,
EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES AND
EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 351-2016

1.0 PURPOSE OF REPORT

1.1 This report seeks approval for the opening of 15 school grounds for community use.

2.0 RECOMMENDATIONS

2.1 It is recommended that committee members:

- i note and approve the contents of the report;
- ii note the implications for educational establishments; and
- iii instruct the Executive Director to report back on progress in 6 months.

3.0 FINANCIAL IMPLICATIONS

3.1 The cost of signage and waste bins including installation will be £21,000. The costs will be met from Children and Families Service, Neighbourhood Services and City Development. In addition Play Scotland have agreed to fund £5000 of the overall cost.

4.0 INTRODUCTION

4.1 Schools need to be seen as integral parts of the communities they serve, with children and their families making best use of community facilities, and communities accessing school facilities as described in the Scottish Government's report of 2009 - 'Building Better Schools, Investing in Scotland's future'. This would include school grounds.

4.2 As part of Dundee's Physical Activity Strategy, a Dundee Play Framework (Discover Play in Dundee) has been developed by multiagency partners with a vision to "*Discover where we can all experience, explore, enjoy and learn through PLAY, every day*". The framework focuses on the following priority areas:

- Play at home
- Play in childcare settings, nursery and school
- Play in the community
- Leadership and Governance- Positive support for play in Dundee

One of the key outcomes of this framework is to maximise the use of the school playgrounds. The recommendations of this report will make significant progress towards achieving this aim.

- 4.3 Improved access to the quality sporting and other facilities in most secondary schools across the city has the potential to make a significantly enhanced contribution to the health and wellbeing of the city, including club engagement and the development of sporting excellence. The Scottish Government, national agencies such as **sportscotland**, as well as the Council all have strategy documents that influence policy and practice around improving community access to schools.
- 4.4 Dundee Schools are widely used in the evenings and weekends for a variety of activities and Dundee City Council through letting procedures (along with similar procedures in Leisure and Culture Dundee who now increasingly manage schools sports and swimming facilities) allow a wide range of evening, weekend and holiday access to schools. However, some school “playgrounds” are not currently open to the community and children and families are needing access to places to play in their local community.

5.0 CHALLENGES FOR SCHOOLS IN ALLOWING PUBLIC ACCESS TO SCHOOL GROUNDS

- 5.1 Many Dundee schools benefit from significant playground area and green space, however a number of schools, particularly those in the more central areas of Dundee have very limited outdoor facilities. There is often a correlation between the schools with a lack of green space and the availability of green space in the neighbouring community area where the school is located. However in many areas of the city there is significant public green space.
- 5.2 Vandalism remains an issue in some schools in the city and in an attempt to provide better outdoor play facilities schools, most often through their own or parental funding, have purchased outdoor play equipment that has been vandalised in the past. It should be noted however that this vandalism has occurred in spite of perimeter fencing and locked gates. Dog fouling, broken glass and needles can also be an issue in open school playgrounds and green space.

6.0 PROPOSAL

- 6.1 Following several discussion across Children and Families Service, Neighbourhood Services and City Development including discussions with all Community Officers it was agreed that 15 school grounds/adjacent grounds should be opened for public use from January 1st 2017. Some of the schools selected (marked *) are scheduled for replacement as part of the Council’s capital programme. These school grounds will remain open for community use until the schools are closed. The schools are listed below:

- Ballumbie Primary School
- The maintained green space adjacent to Fintry Primary School
- Craigie High School
- Craigiebarns Primary School
- Blackness Primary School
- Balgarthno Campus
- Gowriehill Primary School*
- Hillside Primary School*
- St Ninian’s Primary School
- Our Lady’s Primary School*

- Dens Road Primary School
- St John's High School
- Kingspark School
- St Marys Primary School
- SS Peter and Paul Primary School

6.2 The rationale for the selection of locations was based on two factors:

- where communities had little existing access to play facilities or green space and;
- specific issues in relation to school sites (eg access, levels of vandalism)

6.3 The Community Safety Warden Service already provides assistance with patrols around schools (particularly during school holiday periods). The Service has been consulted and will ensure passing patrols are maintained and any issues of anti-social behaviour will be addressed and if necessary reported to Police Scotland.

6.4 Neighbourhood Services will assess each of the sites for additional litter and dog bins and arrange for the management of these bins. In addition and as part of the "Pride in Your City" campaign, appropriate user friendly signage will be sited to both welcome users and encourage positive engagement with the school grounds. Due to the strong partnership working developed with Play Scotland to create Dundee's Play Framework, there is commitment from them to support Dundee with small funding sources to assist with signage. Play Scotland have also agreed to work with children from local schools to design the signage along with a national creative partner.

6.5 Communities Officers will liaise with Community Learning and Development Youth Work staff, Community Safety Wardens, Community Organisations, Schools and members of the public to monitor the impact of opening Schools for public use.

6.6 Children and Families Service along with Neighbourhood and Community Services and City Development will continue to work together to look for additional opportunities to open additional school grounds. All new build schools that are currently in the planning stages have community access to the school grounds and green space built into the design concept so that these grounds will be made available immediately on opening for community use, if the present plans prove to be successful.

7.0 POLICY IMPLICATIONS

7.1 This report has been screened for any implications in respect of sustainability, strategic environment assessment, anti-poverty, equality impact assessment and risk management. There are no major issues.

8.0 CONSULTATION

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

9.0 BACKGROUND PAPERS

9.1 None.

Michael Wood, Executive Director of Children and Families Service
Elaine Zwirlein, Executive Director of Neighbourhood Services
Mike Galloway, Executive Director, City Development

October 2016

ITEM No ...5.....

REPORT TO: POLICY & RESOURCES COMMITTEE – 31 OCTOBER 2016
REPORT ON: RELIEF OF RATES - CHARITY RELIEF
REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES
REPORT NO: 316-2016

1.0 PURPOSE OF REPORT

The purpose of this report is to seek approval from Committee on the requests received for Charity Relief on Non-Domestic properties in respect of the applications outlined in appendix 1.

2.0 RECOMMENDATIONS

That the Committee agrees to recommendation as outlined in appendix 1. 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's policy on granting Charity Relief on Non-Domestic properties have been set and amended in line with the reports noted below:-

- Article II of the Minute of Meeting of the Finance Committee of 10th June 1996. Report No 149-1996 refers.
- Article IV of the Minute of Meeting of the Policy and Resources Committee of 9th February 2004. Report no 117-2004 refers.
- Article II of the Minute of Meeting of the Policy and Resources committee of 14th August 2006. Report no 468-2006 refers.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Risk Management and Equality Impact Assessment. The Equality Impact Assessment carried out. Article IV of the Minute of Meeting of the Policy and Resources Committee of 13th September, 2010, Report No 433-2010 refers.

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

None

REPORT NO: 316-2016

POLICY & RESOURCES COMMITTEE

REPORT BY EXECUTIVE DIRECTOR OF CORPORATE SERVICES

SUBJECT: RELIEF OF RATES

APPLICANT	SUBJECTS	UNIFIED BUSINESS RATE PAYABLE £	REMARKS	RECOMMENDATION	ANNUAL COST TO COUNCIL £
26 th Dundee Scout Group 13 Ellieslea Road, Broughty Ferry, Dundee, DD5 1JH	Lock-up Garages 13 Ellieslea Road, Broughty Ferry, Dundee, DD5 1JH	687.61 (28.07.16-31.03.17)	To promote the development of young people in achieving their full potential. Premises are being used to store equipment and trailers.	Grant 80% Mandatory Relief and 20% Discretionary Relief	34.38
Leisure & Culture Dundee Community Centre, Derwent Avenue, Dundee, DD3 0AX	Community Centre Derwent Avenue, Dundee, DD3 0AX	84,966.00 (01.04.16-31.03.17) 82,133.80 (01.01.15-31.03.16) 79,421.19 (05.04.14-31.03.15)	The property is part leased to Kirkton Community Centre who run the centre to provide facilities in the interest of social welfare, recreation, leisure time to help improve conditions of life for residents. The other part is leased to Leisure and Culture who operate the library. Faith in the Community also occupy a part of the centre actively encouraging unity and partnership in the community	Grant 80% Mandatory Relief and 20% Discretionary Relief	4248.30

<p>Leisure & Culture Dundee 19 Guthrie Street Dundee, DD1 1LS</p>	<p>West Ward Works 19 Guthrie Street Dundee, DD1 5DR</p>	<p>86,462.34 (01.10.16-31.03.17)</p>	<p>Leisure & Culture have an extension to their license to occupy the premises for a further period from 01.10.16 to 30.06.17 and are therefore applying for additional charitable relief. The figures for 2017/18 are unknown. The premises will continue to be used to host design festivals and exhibitions</p>	<p>Grant 80% Mandatory Relief and 20% Discretionary Relief</p>	<p>4323.11</p>
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ITEM No ...8.....

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2016
REPORT ON: THE FUTURE DELIVERY OF CONSTRUCTION RELATED SERVICES
REPORT BY: CHIEF EXECUTIVE
REPORT NO: 338-2016

1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise Committee of the outcome of a review of the Council's construction related services and to make recommendations on the future delivery of these services.

2. RECOMMENDATIONS

2.1 It is recommended that Committee agree to:

- i) pursue the establishment a formal partnership between Tayside Contracts and Dundee Construction Services for the delivery of construction related services in the city;
- ii) establish a Steering Group led by the Executive Directors of Neighbourhood Services and City Development to develop and finalise the operational, financial and governance arrangements for the new partnership;
- iii) note that the service model will be developed in close consultation with appropriate trades unions and employees; and
- iv) note that further reports will be submitted for members' consideration prior to the implementation of the new partnership approach.

3. FINANCIAL IMPLICATIONS

3.1 It is anticipated that the recommended revised operating model will result in reduced charges for property repairs and maintenance and capital works which will be partly offset by lower annual revenue surpluses. The detail of this will be fully costed and evaluated as part of the implementation plans.

4. BACKGROUND

4.1 Reference is made to Article III of the Minute of the Policy and Resources Committee of 8 June 2015 wherein the decision was taken to review Construction Services as part of the revision of the Council's service and management arrangements and to Article X of the Minute of the Policy and Resources Committee of 26 October 2015 wherein the decision was taken to approve the Changing For the Future Programme Phase 4. An independent external advisor was appointed to support a Working Group of officers on the review of Construction Services and the options for delivery.

4.2 This review is a component part of a broader 'end to end' review of how the Council delivers all of its Design, Property and Construction Services. A separate review of the Design and Property Services within City Development has already been carried out and has led to much greater coordination and partnership between these services and with internal clients such as Housing. There may be further opportunities to refine service delivery in this area once a partnership with Tayside Contracts is implemented, with any such proposals in the future being subject to further consultation and any necessary approval processes.

- 4.3 The review forms part of the Council's transformational Changing For The Future programme, which seeks to ensure we can deliver best value in a challenging financial environment by re-shaping services and managing our assets effectively. It also reflects the Our People strategy which guides how we develop a flexible and sustainable workforce to deliver services in the context of a rapidly changing work environment.

5. OPTION APPRAISAL

- 5.1 A detailed Option Appraisal was carried out including consultation with stakeholders. A wide range of options were considered. The conclusion of the Option Appraisal is that transferring the Council's Construction Services to Tayside Contracts provides longer term sustainability of the service to give better job security for the workforce than the alternative options considered. It will also create opportunities for improving the effectiveness, efficiency and economy of providing services to customers with the least risk and disruption.
- 5.2 This conclusion follows the detailed consideration of the relative benefits, dis-benefits and risks of the many alternative operating models for delivering construction services against key criteria which are important to the Council. Copies of the Option Appraisal report have been passed to the Group Leaders and the Conservative, Liberal Democrat and Independent members, and members will also have had the opportunity to attend a detailed briefing prior to the Committee meeting.
- 5.3 One of the main benefits and strengths of transferring Construction Services to Tayside Contracts is that it provides opportunities for reducing the overall operating costs and producing efficiencies and savings without detriment to service delivery. This is evidenced from previous successful transfers of services from the Council which resulted in lower costs and improved services.
- 5.4 A partnership with Tayside Contracts also provides opportunities to diversify across new markets and geographic areas to help provide a sustainable solution to managing the peaks and troughs of work for the workforce over the longer term and thus provide better job security for employees.
- 5.5 The aim is to make the transfer by late 2017, with consultation and preparatory work starting immediately if Committee agrees the recommendations.

6. FUTURE CONSULTATION

- 6.1 The Working Group was of the view that the Council will wish to ensure that it implements the preferred option in an open, transparent and consultative manner. Accordingly, the project will place a high importance on communicating the intentions and progress of the project to stakeholders.
- 6.2 Accordingly, if the recommendations are agreed, it is proposed to consult with Trade Unions, Tayside Contracts Joint Committee, Angus and Perth and Kinross Councils, employees, tenants and other service users on the proposed transfer, prior to reporting back to Committee on the implementation of the proposed new partnership approach.

7. NEXT STEPS

- 7.1 It is proposed that a Steering Group be established to take forward the consultation processes and plan accordingly for the implementation of the partnership in late 2017. The Steering Group will be jointly chaired by the Executive Directors of Neighbourhood Services and City Development and will include key members of the existing Working Group plus the Managing Director of Tayside Contracts.

8. POLICY IMPLICATIONS

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

- 8.2 Transferring Construction Services to Tayside Contracts will have legal, HR, IT and financial impacts on the Council.

9. CONSULTATIONS

- 9.1 The Executive Director of Corporate Services, the Head of Democratic and Legal Services and other members of the Council Management Team have been consulted in the preparation of this report.

10. BACKGROUND PAPERS

- 10.1 None

DAVID R MARTIN
CHIEF EXECUTIVE

DATE: 20 October 2016

ITEM No ...9.....

REPORT TO: POLICY AND RESOURCES COMMITTEE – 31 OCTOBER 2016

REPORT ON: INTRODUCTION OF A SHARED COST AVC SCHEME

REPORT BY: EXECUTIVE DIRECTOR – CORPORATE SERVICES

REPORT NO: 329-2016

1 PURPOSE OF REPORT

1.1 To seek approval for the proposed Shared Cost Additional Voluntary Contribution (AVC) Scheme for Local Government Pension Scheme members.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee approves the proposal to exercise its discretion under Regulation 17 of the Local Government Pension Scheme (Scotland) Regulations 2014, to approve the introduction of a Shared Cost AVC Scheme for Local Government Pension Scheme members. The scheme will initially be with Prudential and will be implemented through salary sacrifice via payroll.

2.2 Notes that there is no provision within the Scottish Teachers' Superannuation Scheme to allow the introduction of a Shared Cost AVC Scheme, so this salary sacrifice scheme will not be available to Teaching Staff.

2.3 Notes that any Salary Sacrifice Scheme is subject to HMRC approval and also that any changes in regulations in the future may directly impact on the scheme

3 FINANCIAL IMPLICATIONS

3.1 If all employees currently paying regular AVCs to Prudential transferred to the Shared Cost arrangement there would be a saving to the Council of £84,000 in a full financial year. There would also be savings to each individual. An illustration of the savings for the employee and the employer is attached as Appendix 1.

3.2 The Council saving would increase if more employees joined because of the savings from this arrangement, or those currently contributing to Standard Life switched or transferred.

4 MAIN TEXT

4.1 Our People Strategy states our ambition to be a world class city and ensure positive outcomes for the people of Dundee, and recognises that it is through our people that these ambitions will be realised. Under the theme of Managing Our People, the Council's aspiration to be an employer of choice will be achieved by reviewing our health and wellbeing policy to promote enhanced employee benefits.

4.2 A working group comprising of officers and trade union representatives was set up in 2015 to look at all aspects of Employee Health and Wellbeing, including reviewing the benefits available to employees via salary sacrifice schemes. At present the Council offers its employees Childcare Vouchers and a Cycle to Work Scheme through salary sacrifice.

4.3 AVCs are already an established employee benefit for Council employees. AVCs are a tax efficient way to save for retirement because they attract tax relief. The LGPS have appointed the Prudential and Standard Life as their nominated AVC providers. Discussions have taken place with Prudential, and Prudential has confirmed its willingness to participate in a shared cost AVC scheme. Standard Life have been less proactive in promoting the current AVC scheme and it is considered unlikely they would participate at this stage. This can be revisited once revised scheme is put in place.

- 4.4 A salary sacrifice scheme is a tax efficient vehicle that enables employees to purchase or lease assets, or enhance certain pension benefits, through an agreement between HMRC, the employer and a third party provider. Employees can choose to “sacrifice” part of their annual pay in order to fund whatever benefit is included in the salary sacrifice scheme.
- 4.5 This sacrificed pay is deducted from the employee’s gross pay before the calculation of PAYE income tax and National Insurance Contributions (NIC), thereby generating savings for the employee. To comply with HMRC regulations, the employee’s contract of employment must be amended to reflect the new reduced rate of pay. The employee’s hourly rate of pay must not fall below the national minimum wage.
- 4.6 As well as savings for the employee, the employer also benefits through a reduction in employer’s NICs payable on the sacrificed part of pay.
- 4.7 At present, the number of staff, by salary band, who participate in the AVC schemes is as follows:

	Number of employees
LGE	
10,000 – 20,000	46
20,000 – 30,000	55
30,000 – 40,000	87
40,000 – 50,000	24
Over 50,000	28
Total	240

- 4.8 Under the current arrangements, the employee and the Council continue to pay NI contributions on the full salary. With the recommended introduction of a Shared Cost AVC Scheme, the employee’s AVC payment will be paid direct to Prudential by the Council, and the employee’s gross salary will be reduced by the same amount, thus reducing the NI contributions made by both parties.
- 4.9 As there is a requirement for the cost of the AVC to be shared, the employee will also be required to contribute to the scheme, and so employees will be required to pay £1 per month into their AVC fund. This contribution will be deducted from the gross salary and paid into the employee’s AVC fund in addition to the contribution from the Council via the salary sacrifice arrangement.
- 4.10 The employee’s occupational pension will not be affected by the arrangement as the Council is permitted to treat the payment into the employee’s AVC fund as part of the pensionable pay.
- 4.11 In order to implement a Shared Cost AVC Scheme the Council must exercise its discretion under Regulation 17 of the Local Government Pension Scheme (Scotland) Regulations 2014.

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 **CONSULTATION**

- 6.1 The Chief Executive, Executive Director of Corporate Services, Head of Democratic & Legal Services and Trade Unions have been consulted on the contents of this report.

- 7 /...

7 **BACKGROUND PAPERS**

7.1 None.

Marjory M Stewart
Executive Director – Corporate Services

20 October 2016

APPENDIX 1AVCs Savings Example**Savings for Employee:**

Anne's salary is £25,000 per year and she wishes to pay £3,000 in AVCs per year.

Normal AVCs

By choosing to pay the £3,000 by monthly deductions from her pay, she would get tax relief on the AVC payments of around £600 per year.

Shared Cost AVC Scheme

If she joins the Council's SCAVC Scheme, she would continue to benefit from the tax savings, but would also benefit from NICs savings of around £360 per year.

As part of the Shared Cost arrangement, she would be required to pay £1 a month in AVCs (£12 for the year).

Therefore, by participating in the Scheme, she would save around £948 per year (£600 + £360 - £12) compared to £600 per year under present arrangements.

Savings for Employer:

Employer National Insurance Contributions

13.8% of £3,000 = £414 per year

ITEM No ...10.....

REPORT TO: POLICY AND RESOURCES COMMITTEE - 31 OCTOBER 2016

REPORT ON: REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000 - OFFICE OF SURVEILLANCE COMMISSIONERS REPORT 2016

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 350-2016

1.0 PURPOSE OF REPORT

1.1 To advise the Committee of the outcome of an inspection by the Office of Surveillance Commissioners carried out in June and the recommendations in the report dated 8th July, 2016.

2.0 RECOMMENDATIONS

The Committee is recommended to agree:-

- 2.1 To comply with all six recommendations of the Surveillance Commissioners Inspection Report as outlined at paragraph 4.10 of this report.
- 2.2 To review the practice within the Council of the use of Facebook and other social media sites to ensure their compliance with the Human Rights Act 1998.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 BACKGROUND

- 4.1 Since 2nd October, 2000, the Human Rights Act 1998 has made it unlawful for the Council to act in any way which is incompatible with the Convention Rights found in the European Convention on Human Rights. One of these rights is the right set out in Article 8.1 of the Convention which is "respect for private and family life, home and correspondence".
- 4.2 A number of services within the Council occasionally require to carry out covert surveillance (i.e. persons are placed under observation without them being aware of it). These activities occur for example within the Trading Standards service, Benefit Fraud service and, in particular, in the Council's Anti-Social Behaviour Team. The details of the Council's use of covert surveillance are contained within Report No 210-2016, (Policy and Resources Committee of 13th June 2016 Article III refers).
- 4.3 Surveillance can, by its very nature, impact on the right to privacy of those being observed. In carrying out surveillance the Council therefore needs to satisfy tests found in Article 8 under which it is legitimate to interfere with privacy rights. The first test is that the interference must be explicitly authorised by law.
- 4.4 The Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) created a legal framework for the conduct of surveillance and related use of "covert human intelligence sources" (i.e. undercover agents or informants). The Council has, however, never used covert human intelligence sources and the Council's practice is to use directed surveillance which is a much less intrusive activity.

- 4.5 The powers to conduct directed surveillance and use covert human intelligence sources contained in the Regulation of Investigatory Powers (Scotland) Act 2000 have been utilised by a number of Council services in order to assist and help, in particular those suffering from anti-social behaviour.
- 4.6 Whenever considering directed surveillance, the Council has to balance whether the action is both necessary and proportionate. The possible interference in someone's private life has to be necessary in order to obtain the benefit of the supply of information. If there are other means of obtaining the information without directed surveillance then it would not be appropriate to carry out directed surveillance. Similarly the Council has to balance as to whether the action (in terms of the risk of interfering in someone's privacy) is proportionate to the benefit that is achieved by obtaining the information through directed surveillance. In every case, a Senior Officer of the Council considers these issues and authorises the directed surveillance.
- 4.7 The Council undergoes regular inspections from the Office of Surveillance Commissioners. The most recent inspection took place in June of this year.
- 4.8 That inspection report detailed that the Council was a "prolific" user of its powers to authorise directed surveillance. However, the report also indicated that the use of RIPSAs by the Council was "all entirely appropriate". However, the report did have six recommendations to ensure in the report author's view, strong adherence to the Human Rights Act, with particular reference to what is known as the "five W's". The five W's are what, when, why, who and how of any surveillance proposal. They are meant to be a guide to Authorising Officers as to them ensuring that surveillance is considered in detail and recorded accurately in order that an uninformed inspector can see clearly the Authorising Officer's logic in deciding to allow the directed surveillance. This has benefits when it comes to inspections but would also have benefits if the material was ever required to be used within a court case or if the use of directed surveillance was ever legally challenged.
- 4.9 The protection of its tenants and its population from anti-social behaviour is an important function and indeed an obligation of the Council and it is almost always for that function that these RIPSAs activities are taking place.
- 4.10 The recommendations were as follows :-

Recommendation 1

That Dundee City Council reconsider the recent decision of the appointment of its RIPSAs Senior Responsible Officer.

Comment: The inspection which took place was by an Assistant Commissioner of the Surveillance Commissioners office based in London. The term "Senior Responsible Officer" is not strictly speaking statutorily required by virtue of the Regulation of Investigatory Powers (Scotland) Act (although it is required by the English equivalent Act, the Regulation of Investigatory Powers Act 2000 (RIPA)). Nonetheless, in the recent Code of Practice it was stated that it was considered good practice that a Senior Responsible Officer should be appointed by local authorities in Scotland. As a result, the Legal Manager, who has been responsible for the operation of RIPSAs for the last four years, was formally appointed the Senior Responsible Officer. However, the Inspector has stated that the Senior Responsible Officer should be part of the Council's Corporate Leadership Team. That being the case, the recommendation is to substitute the Head of Democratic and Legal Services for the Legal Manager in compliance with recommendation 1. The Legal Manager will deputise for the Head of Democratic and Legal Services in his absence.

Recommendation 2

That a list of designated Authorising Officers be published and annexed to the RIPSAs Guidance Note.

Comment: This will be put in place shortly.

Recommendation 3

That the guidance will be further revised.

Comment: The guidance note was largely commended by the Inspector and the updates will be carried out. Re social networking, once discussions have taken place the guidance note will be extended.

Recommendation 4

That in any future authorisations improved forms of authorisation and cancellation are used to fully comply with OSC procedure and guidance.

Comment: This relates to the use by the Council of a Scottish Government inspired form whereas the Surveillance Commissioners prefer the Home Office forms as they emphasise more the five W's. This will be implemented

Recommendation 5

That Dundee City Council reconsider the issue of RIPSA authorisations in noise nuisance investigations.

Comment: There has been a meeting with the Neighbourhood Services and it has been agreed that the use of noise equipment shall be the subject of warning letters and shall thereafter no longer be considered a covert operation but an overt operation in most cases. As a result, the number of authorisations should decrease. Consideration should also be given as to whether, in the case of cameras, operations can be moved from covert to overt operations. Finally, in the case of test purchasing, consideration should also be given as to whether this is carried out in an overt manner rather than a covert manner, although it should be noted that the Inspector's Report commended our present practice in this area.

Recommendation 6

That steps be taken to raise RIPSA awareness in Social Services Departments so as to reduce the risk of unauthorised covert surveillance taking place there.

Comment: The guidance will be reviewed as stated previously and issued to all Services regarding the accessing of Facebook and other equivalent so called "public facing" social media.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of sustainable development, strategic environmental assessment, anti-poverty, equality impact assessment and risk management. There are no major issues.

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 Office of Surveillance Commissioners Inspection Report dated 29th June, 2016.

MARJORY STEWART
Executive Director of Corporate Services

20th October 2016

ITEM No ...11.....

REPORT TO: POLICY AND RESOURCES COMMITTEE – 31 OCTOBER 2016
REPORT ON: SMART CITY – OPEN DATA - DUNDEE
REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES
REPORT NO: 342 - 2016

1. PURPOSE OF REPORT

This report seeks to inform the Committee of the Council's Open Data Project, being undertaken with support of the European Regional Development Fund and in partnership with Scotland's other six cities.

2. RECOMMENDATIONS

The Committee is recommended to approve the Open Data Project.

3. FINANCIAL IMPLICATIONS

The Scottish Cities Alliance (SCA) has received approval for a £10m European Regional Development Fund (ERDF) strategic intervention on Smart Cities. The total open data project budget for Dundee is £166,000 over the period 2016-2018. Dundee City's Council contribution of £60,000 will be met from the IT capital budget, with additional funding of £40,000 from the SCA Cities Investment Fund and £66,000 from the ERDF.

The grant award from the Cities Investment Fund will be used to engage a data platform development officer on a temporary term (c. £40,000).

4. BACKGROUND

Open Data is data that anyone can access, use and share. The UK Government have been publishing Open Data to the data.gov.uk website since 2010, which has now collected over 40,000 datasets on a number of topics from across the UK at all levels of government.

The Open Data Project will build upon the Scottish Government's Open Data Strategy (2015) through the development and implementation of an open data strategy for Dundee. The aims of the project are to organise local data and information to make it both readily accessible and available for re-use by all.

The project will create an open data platform for Dundee City to be used by Dundee City Council and partners to share datasets, better enabling evidence based decisions to transform and improve services. Community based engagement activities will ensure that data is both usable and useful and is accessible to meet the information needs of communities throughout the city.

Dundee City Council will work in partnership with the other cities - Aberdeen, Edinburgh, Glasgow, Inverness, Perth and Stirling to share best practice, realise procurement efficiencies, and ensure that where possible data released can be combined to form 'Scotland's 8th City'.

Personal data will not be shared publically, and the Open Data Policy will define publication processes which ensure that all data released is cleansed or anonymised in compliance with the Data Protection Act, to respect the privacy of Dundee citizens.

Project Governance and Delivery

The project will be managed using the PRINCE2 methodology, in compliance with the project monitoring regulations associated with the ERDF grant funding.

The project will be led and managed by the Customer Service & IT Service, working with a project board comprising of representatives from across the Council departments and key partners, in conjunction with the Scottish Cities Alliance open data group. Governance will be provided by the Council's Digital Oversight Board, and the Scottish Cities Alliance board.

The Open Data Platform project will be delivered across four work packages which broadly align with the deliverables:

Work Package	Summary	Lead City
Data Standards	Develop standards and protocols for the publication of open data across Scotland's cities.	Aberdeen
Open Data Platform	Identify the requirements for, procure and implement the open data publishing software.	Dundee
Analytics	Provide tools for analysis of data from the open data platform, and highlight how data can be analysed to inform decisions.	Glasgow
Community and Capacity Building	Engage with communities across Dundee and the tech sector to develop capacity to re-use data in developing new applications and services.	Edinburgh

The project will also seek to develop an Open Data Strategy for the Council, with the aim that information and data curated by Dundee City Council will be openly shared wherever practical.

The open data project will work alongside and complement existing data sharing initiatives, such as the Improvement Service Spatial Hub to which the Council already contributes geographic datasets under an open government licence.

5. **POLICY IMPLICATIONS**

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

6. **CONSULTATIONS**

The Chief Executive and Head of Democratic and Legal Services have been consulted.

7. **BACKGROUND PAPERS**

Scottish Government's Open Data Strategy (2015)

Marjory Stewart
Executive Director of Corporate Services

Date: 14th October 2016