

**REPORT TO :** POLICY & RESOURCES COMMITTEE - 26 JUNE 2006

**REPORT ON :** SUPPORT SERVICES DEPARTMENT – ARCHITECTURAL SERVICES DIVISION  
– SUSTAINABILITY CO-ORDINATOR

**REPORT BY :** CITY ARCHITECTURAL SERVICES OFFICER

**REPORT NO:** 423-2006

## **1.0 PURPOSE OF REPORT**

- 1.1. To seek Committee approval for the part funding for the post of Sustainability Co-ordinator (Part-Time) to be appointed by Solar Cities Scotland.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approves the following:-
- 2.1.1 To part fund the post of Sustainability Co-ordinator, to be appointed by Solar Cities Scotland.
  - 2.1.2 The expenditure of £10,000 per annum for each of the next three financial years.
  - 2.1.3 That the Sustainability Co-ordinator be located in, and operate from, the Renewables Energy Demonstration House project at Whitfield Primary School.
  - 2.1.4 Approve the Service Level Agreement relating to the post of Sustainability Co-ordinator, attached at Appendix 1.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The expenditure of £10,000 per annum for three years will be contained within the existing Revenue Budget of Architectural Services and will be included in fee income generated from all Departments of the Council.
- 3.2 The City Architectural Services Officer will continue to seek out external funding opportunities to recover some or all of the expenditure on the Sun City Co-ordinator and any other sustainability expenditure.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 Resources are used efficiently and waste is minimized.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

## **6.0 BACKGROUND**

- 6.1 Sustainable issues, especially in construction, have an increasing priority, both in Local and National Government with a world wide agenda that relates to:
- Energy Efficiency
  - Renewable Energy Sources, Sun, Wind, Geothermal

- Carbon Reductions
- Environmentally Friendly Materials
- Reduction in Waste
- Increase in Recycling

The Sustainability Co-ordinator would carry out the following duties:

- Consultation and research on Sustainable Design
- Identify and process Grants, Funding Applications, etc.
- Quantify efficiency savings
- Provide Seminars and training where necessary
- Provide an annual Review and Report
- Act as Dundee Sun City Co-ordinator
- Promote Demonstration House
- Prepare Sustainable Development Guide
- Co-ordinate Sun City Central Funding Application
- Ensure Government targets are being addressed and monitored via an Annual Action Plan

Architectural Services are promoting and implementing most of these duties. Both the Council and our client department would benefit from having this focused and dedicated resource to augment and support operational project resources.

## **7. CONSULTATION**

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

## **8. BACKGROUND PAPERS**

None.

*(sgd) R. Pedersen*  
**City Architectural Services Officer**

**report nr:  
20 June 2006**

## SERVICE LEVEL AGREEMENT

### **POSITION**

Dundee Sun City Co-ordinator

### **PARTIES TO AGREEMENT**

Dundee City Council and Solar Cities Scotland

### **TERMS**

Payment by Dundee City Council to Solar Cities Scotland of £10,000 per year, commencing on 1st July 2006 and thereafter subsequent payments of £10,000 on 1st July 2007 and 1st July 2008 as part funding for the post of Dundee Sun City Co-ordinator. Services will be provided by the Dundee Sun City Co-ordinator to Dundee City Council as detailed in this agreement.

### **RESPONSIBILITIES**

The post holder will be responsible to the Board of Directors of Solar Cities Scotland. Two of the Board members will represent Dundee City Council, one an Elected Member and the other the City Architectural Services Officer. The principal working contact in Dundee City Council will be the City Architectural Services Officer.

### **DUTIES**

The postholder will be required to allocate part of their time to duties identified by the City Architectural Services Officer and these will include:-

- Assist in the development of an integrated Sustainability Policy for Dundee City Council.
- Co-ordinate the strategy for implementing a Sustainability Policy.
- Co-ordinate a review and audit of existing policies and assist in the formulation of an Action Plan with set targets for continuous improvement.
- Co-ordinate and assist with all possible national and international funding applications relating to sustainability.
- Co-ordinate the implementation and promotion of the Dundee Demonstration House.
- Co-ordinate the compilation of a database on returns from the Sustainable Construction Profile and disseminate information where appropriate.
- Arrange publicity, awareness meetings, seminars, workshops and the like, to promote Dundee City Council and Dundee Sun City.
- Prepare an Annual Review and Report on Dundee City Council's Sustainability initiatives and on Dundee Sun City's associated initiatives indicating success and progress.
- Represent the participating organisation at appropriate meetings.

The post holder may be required to carry out other duties to the equivalent level as that may be necessary to fulfil the purpose of this job and as agreed with the City Architectural Services Officer.

**ALLOCATION OF TIME**

This will be on a pro-rata of time to salary contributions which relates to approximately 25% of working hours or 1.25 hours per week.

The allocation of this time will be as agreed with the Solar Cities Scotland Board and the City Architectural Services Officer.

**CONDITIONS OF EMPLOYMENT**

As detailed by the Solar Cities Scotland Board.

**AGREEMENT**

The terms and conditions detailed in this Service Level Agreement will constitute an agreement between Dundee City Council and the Solar Cities Scotland Board and which relate to the duties of the Sun City Co-ordinator.

**Sgd** \_\_\_\_\_  
**Chief Executive, Dundee City Council**

**Date** \_\_\_\_\_

**Sgd** \_\_\_\_\_  
**Chair of Board of Directors**  
**Solar Cities Scotland**

**Date** \_\_\_\_\_

JP/YM  
25.05.06