

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### HOUSING AND ENVIRONMENT COMMITTEE - TUESDAY, 14 JANUARY 2014

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	PBB Option Affected	Services Required to take action	Officer to Action
1.1	<b><u>Members are requested to determine that any exempt business be considered with the press and public excluded</u></b>	<b><u>The Committee resolved:-</u></b> to consider items 9.1 to 9.4 of the agenda with the press and public excluded.			
3.1	<b><u>Minute of Previous Meeting of 29 October 2013</u></b>	<b><u>The Committee resolved:-</u></b> to approve the minute as a correct record.			
3.2	<b><u>Committee Business Statement</u></b>	<b><u>The Committee resolved:-</u></b> (i) to remove items 8 (Haudagain Upgrade – A Way Forward- Middlefield); (ii) subject to the decisions taken on the following items on the agenda, to remove items 6 (Proposed Improvements in Service and Changes in the Charging Regime for Fish Health Export Certificates issued by the Environmental Health Service) (article _ refers), 11 (HMO and Landlord Registration (within Performance Report) (article _ refers), 16 (Rent Management (within Performance Report)		Legal & Democratic	K Riddoch

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		(article _ refers) and 17 (Void Management (within Performance Report) (article _ refers); and (iii) to otherwise note the business statement.			
3.3	<b><u>Annual Reports to Committee</u></b>	<b><u>The Committee resolved:-</u></b> to note the list of annual reports.		Legal & Democratic	
3.4	<b><u>Motions List</u></b>	<b><u>The Committee resolved:-</u></b> (i) to remove item 1 (Motion by Councillors MacGregor and Samarai – Working Proposals for a Community Garden in Bucksburn), item 2 (Urgent Motion by Councillor Finlayson – Recycling Collection Facility for Community Centres and all other Council Premises not currently in receipt of the service) ; and (ii) and in relation to item 2 (Urgent Motion by Councillor Finlayson – Recycling Collection Facility for Community Centres and all other Council Premises not currently in receipt of the service), officers were requested to report to the appropriate Committee on how the Service was operating.		Legal & Democratic  Planning & Sustainable Development  Legal & Democratic	K Riddoch  A Leslie  M Masson (for info)
4.1	<b><u>Review of Parking Charges - Remit from Enterprise, Strategic Planning and Infrastructure Committee</u></b>	<b><u>The Committee resolved:-</u></b> to recommend to the Enterprise, Planning and Infrastructure Service that they manage all parking across the City and if agreed, to request that a report be submitted to this Committee in 12 months providing an update on how the service was operating.		Asset Management & Operations  Legal & Democratic	A Smith  M Masson (for info)
4.2	<b><u>Internal Waste Implementation Plan - Remit from Enterprise, Strategic Planning and Infrastructure Committee</u></b>	<b><u>The Committee resolved:-</u></b> to endorse the Internal Waste Minimisation Plan.			

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5.1	<b><u>Housing and Environment Business Plan Performance and Actions - Report by the Director of Housing and Environment</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(i) to note the request from Councillor Finlayson to have a glossary of acronyms for future reports and to ensure that a ? was included in the appropriate traffic light icons in the report;</p> <p>(ii) in relation to a question from Councillor Delaney relating to Technical Rent Arrears, the Committee noted that the Service were currently identifying those in this category and looking at how to record these separately;</p> <p>(iii) in relation to a question from Councillor Delaney relating to the Housing Options Service, the Committee noted that the Service would be operational from the start of the financial year;</p> <p>(iv) in relation to a question from Councillor Delaney relating to Under Occupancy Charges and how the Service were managing this for people placed in larger properties than their needs, the Committee noted that the service were currently undertaking a review of all properties currently used for homeless accommodation to identify properties that could be released as general housing stock and that there was a shortage of one bedroom properties within the City; and</p> <p>(v) to otherwise note the content of the report.</p>		Housing and Environment	D Leslie
6.1	<b><u>2013-14 Housing Capital Programme - Joint Report by the Director of Housing and Environment and Acting Head of Finance</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(i) to note the financial information contained within the report;</p> <p>(ii) to instruct the Head of Finance to continue to update the Committee in consultation with the Director for Housing and</p>		Finance	H Sherrit

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		Environment on the actual outturn position for 2013/14 following completion of the year end statutory accounts; and (iii) to approve the virements outlined in appendix 2.			
6.2	<b><u>2013-14 Revenue Budget Monitoring - Joint Report by the Director of Housing and Environment and the Acting Head of Finance</u></b>	<b><u>The Committee resolved:-</u></b> (i) to note the content of the report and the information on management action and risks contained therein; and (ii) to instruct that officers report the year end position to the appropriate Committee.		Finance	H Sherrit
6.3	<b><u>Capital Monitoring - Housing and Environment Projects - Report by the Director of Enterprise, Planning and Infrastructure</u></b>	<b><u>The Committee resolved:-</u></b> to note the current position.		Asset Management & Operation	D Marshall
7.1	<b><u>Rent Arrears - Background Information and Current Actions - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> (i) to note the report; (ii) to note the changes in legislation that have taken place regarding legal action for recovery of properties; (iii) to note the changes and evolving picture around welfare reform; (iv) to agree to continue to support the principle of helping tenants to sustain their tenancies; (v) to acknowledge the need to ensure that tenants pay their due rent; (vi) to agree the action plan emerging to control rent arrears with a focus on earlier intervention and those tenants owing more than 13 weeks rent; (vii) to note that the current SPI target for rent arrears is 10% of the net amount due; (viii) to note the current and future actions		Housing & Community Safety	W Carle

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		<p>being taken to address and minimise rent arrears;</p> <p>(ix) to continue to receive reports on rent management at each cycle as part of the performance report;</p> <p>(x) to receive a further report on progress with this issue in 6 months;</p> <p>(xi) to approve the issue of a Special Edition of Newsbite to tenants in March to outline Rent Arrears and the importance of early engagement;</p> <p>(xii) to request officers to implement an ongoing review of the arrears policy;</p> <p>(xiii) to request officers to submit a report outlining how the service were going to implement targets for the management of rent arrears in particular those tenants with 13 weeks or more of rent arrears;</p> <p>(xiv) in response to a request from Councillor Delaney to receive the net value of current tenants arrears versus former tenant arrears, to note that the Head of Housing and Community Safety would provide a response directly to him;</p> <p>(xv) in response to a question from Councillor Jackie Dunbar relating to the success of the letters issued prior to the Christmas Break regarding small payments, to note that the Head of Housing and Community Safety would provide a response directly to her;</p> <p>(xvi) to request officers to include information in future reports relating to tenants who claim partial housing benefit and how they were managing to pay the remaining rent; and</p> <p>(xvii) to commend the officer for the comprehensive report.</p>			<p>D Urquhart</p> <p>D Urquhart</p>

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7.2	<b><u>Affordable Housing – Grant Assistance - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> (i) to agree a grant of up to £121,360 to enable the provision of 20 social rent units; and (ii) to agree that the grant be paid from developer contributions received from Section 75 obligations.		Housing & Community Safety	L McGonigle
7.3	<b><u>Voides – Review of Processes - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> to note the content of the report and the changes to the void processes.		Housing & Community Safety	G Souter
7.4	<b><u>Ethnic Minority Housing Outreach Worker Funding 2014-17 - Report by the Director of Housing and Environment</u></b>	<b><u>Further to a vote, the Committee resolved:-</u></b> to agree an HRA contribution of £12,397 towards the funding of this project/post for 2014/15, £12,812 for 2015/16 and £13,117 for 2016/17.		Housing & Community Safety	L McGonigle
7.5	<b><u>Enforcement of Landlord Registration and HMO Licensing - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> to note the content of the report.		Housing & Community Safety	A Thain
8.1	<b><u>Countryside Ranger Service Annual Report 2013 - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> (i) to note and approve the report; (ii) to recognise the achievement of the Countryside Ranger Service; (iii) to instruct officers to continue the development of the service for 2014/15; and (iv) to request a Countryside Ranger Service Annual Report to the January 2015 Housing and Environment Committee.		Environment Services	I Talboys

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8.2	<b><u>Proposed Improvements In Service and Changes in the Charging Regime for Fish Health Export Certificates issued by the Environment Health Service - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> to approve the improvements in service provision and the revised charging regime as detailed in appendix 1 following consultation with businesses utilising the service with effect from 1 April 2014 and that the charges be reviewed on an annual basis.		Environment Services	I Churcher
8.3	<b><u>Provision of Paddle Boat, Canoe &amp; Bike Hire for Duthie Park - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> (i) to approve the request to undertake a tender exercise for the provision of paddle boat, canoe and bike hire at Duthie Park in accordance with SO1(3) of the Council's Standing Orders relating to Contracts and Procurement (as approved 30 June, 2010); and (ii) in relation to a request from the Convener to introduce shorter hire periods and a request from Councillor Stewart to have no charge in place for under 5's, the Committee noted that the company with the franchise controlled the costs and hire periods with some influence from the Council but these two areas would be raised with the company.		Environment Services	A Findlay
9.1	<b><u>Request for approval of expenditure for numerous key supplies, services and works for Regeneration and Housing Investment Programme (Building Services)</u></b>	<b><u>The Committee resolved:-</u></b> (i) to approve the estimated expenditure over a 4 year period from April 2014 for key supplies, services and works for Regeneration and Housing Investment and the carrying out of appropriate tendering exercises to this end in accordance with SO1(3) of the Council's Standing Orders relating to Contracts and Procurement; and		Central Procurement Unit	G Dailly

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		(ii) to delegate authority to the Director of Housing and Environment, in conjunction with the Head of Procurement, to conclude framework agreements and other contracts pursuant to the above tendering exercises and to award contracts based on such framework agreements.			
9.2	<b><u>Standing Orders Exemption – Digital Radio System, Waste &amp; Recycling Services - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> to note the decision of the Chief Executive, the Head of Finance, the Head of Legal and Democratic Services and the Head of Procurement to exempt a contract for hire of a digital radio system from relevant requirements of the Council's Standing Orders relating to Contracts and Procurement including; <ul style="list-style-type: none"> <li>• those requiring tendering or competitive quotes procedures to be undertaken, such as SO 3, 4, 5, 6 and 7</li> <li>• SO 1(3) – “No tender shall be invited or contract entered into unless the total estimated expenditure has been previously approved by the Council. This requires specific Committee approval or the use of appropriate delegated powers. The allocation of a budget as part of the Council's budget setting process is insufficient” and</li> <li>• SO 11, 13 and 26 – “Corrupt or Illegal Practices”, “Insurances” and “Freedom of Information” clauses to be included in contracts.</li> </ul>		Environment Services	G Walker
9.3	<b><u>Environment Services - Social Enterprise Partnership Working 2014 - Report by the Director of Housing and Environment</u></b>	<b><u>The Committee resolved:-</u></b> (i) to approve further partnership working between Environmental Services and social enterprise groups throughout 2014; and		Environment Services	S Shaw



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		(ii) to agree to the submission of a business case for the request under Standing Order 1(6)(b) for an exemption from the Council's Standing Orders on contracts and procurement.			
9.4	<b><u>Installation of Combined Heat and Power and Proposals for Major Repairs to Multi Storeys in the Cornhill Area - Report by the Director of Housing and Environment</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(i) to instruct the Director of Housing and Environment to accept the most economically advantageous tender for the over-cladding and window replacement works that has been identified through an Official Journal of the European Union (OJEU) procurement process;</p> <p>(ii) to approve the revised expenditure and funding profile in relation to the over-cladding and window replacement works;</p> <p>(iii) to approve limiting the cost to the private owners within the housing blocks who subscribe to complete over-cladding and window replacement works;</p> <p>(iv) to approve the cancellation of the order for the provision of district heating to Cornhill Court, on the understanding that this order will be re-instated if the objection is removed before the completion of the current installation contract;</p> <p>(v) to approve the recommendation that the installation of the communal district heating pipes to Cairncry, Rosehill and Stockethill Courts is allowed to continue;</p> <p>(vi) to instruct the Director of Housing and Environment to make representations to Scottish Ministers that they exercise their powers under the Tenement (Scotland) Act 2004 to prescribe, by Regulation, that an owner is entitled to install district heating pipes;</p>		Regeneration & Housing Investment	B Watson

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		<p>(vii) to instruct officers to make further best efforts to speak to each of the private owners, who have not consented to the over-cladding works, as to their concerns and, where practical, again seek their consent to the works, through negotiation;</p> <p>(viii) to request officers to write to Scottish Ministers seeking legislation to be taken forward to assist in these cases for the future; and</p> <p>(vii) to request officers to submit a report to this Committee providing the outcome of discussions with Ministers and the outcome of sharing the risk with potential contractors.</p>			

Should you require any further information about this agenda, please contact Karen Riddoch, tel. 522723 or email [kariddoch@aberdeencity.gov.uk](mailto:kariddoch@aberdeencity.gov.uk)