

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

HOUSING AND ENVIRONMENT COMMITTEE - TUESDAY, 11 MARCH 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	Services Required to take action	Officer to Action
2.1	<u>Minute of Previous Meeting of 14 January 2014</u>	The Committee resolved: to approve the minute as a correct record.		
2.2	<u>Committee Business Statement</u>	The Committee resolved: (i) to remove items 11 (Update on Informal and Formal Joint Working and Shared Services Arrangements with Aberdeenshire Trading Standards and the Wider Scottish Trading Standards Community) and 13 (Sistema Scotland and Aberdeen); (ii) in relation to item 6 (Development of an Asset Management Plan for the Council's Housing Stock) to note that briefings for elected members were being arranged for March or April; and (iii) to otherwise note the business statement.	Legal and Democratic	K Riddoch
2.3	<u>Annual Reports List</u>	The Committee resolved: to note the annual reports list.		
3.1	<u>Vision Statement for the Hazlehead Grove Nursery Working Group - Report by the Director of Housing and Environment</u>	The Committee resolved: to approve the vision statement for the project.		

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3.2	<u>Community Engagement Plan - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>(i) to request officers to provide a report in twelve months time (1) outlining the lessons learnt with the project and (2) to identify whether there were other areas across the City to expand on the project;</p> <p>(ii) to otherwise approve the Community Engagement Plan for the Hazlehead Grove Nursery Project.</p>	Environment Services	C Hunter/ S Shaw
3.3	<u>Proposals for Site Division - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>to approve the site division proposals contained within the report and the supporting site plans.</p>	Environment Services	C Hunter/ S Shaw
4.1	<u>Housing and Environment Business Plan Performance and Actions - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>(i) in relation to the update provided on the Clashieknowe Intermediate Care Project to request officers to organise a visit for members to the complex preferably during the Easter holiday period or the summer recess;</p> <p>(ii) in relation to the update provided on the Clean Up Aberdeen campaign and a request from Councillor Finlayson, to request officers to establish whether the materials collected from the Clean Up operations across the City could be split up so as to be able to recycle some of the materials collected;</p> <p>(iii) in relation to Rent Management and in response to a question from Councillor Delaney relating to what the Service were doing to identify those tenants entitled to a refund following the court ruling, to note that the Revenues and Benefits Team were identifying those tenants entitled to the refund and were working with the Service to ensure the refunds were</p>	<p>Housing and Community Safety</p> <p>Environment Services</p>	<p>D Urquhart</p> <p>S Shaw</p>

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		<p>provided;</p> <p>(iv) in relation to Tenancy Management and in response to a question from Councillor Delaney relating to what the Service were doing to improve the tenant visit figures, to note that the process for setting the follow up appointment had been amended and that in some cases it was difficult to meet with tenants;</p> <p>(v) in relation to Void Management and in response to a question from Councillor Finlayson relating to what the Service were doing to reduce the high number of voids, to note that there had been a range of new measures introduced during February to improve the letting of properties;</p> <p>(vi) in relation to Housing Allocations and in response to a question from Councillor Delaney relating to the low percentage of new applications being processed, to note that all applications are now referred to the Prevention Team so that additional issues associated with applications could be identified or confirmed and that this delays the process;</p> <p>(vii) in relation to Repairs Management and in response to a question from Councillor Delaney relating to the low number of properties having received a gas safety check within twelve months, to note that work was ongoing to ensure that all properties were visited and that a renewal gas safety certificate was issued;</p> <p>(viii) to otherwise note the content of the report.</p>		
5.1	<u>2013-14 Housing Capital Programme - Joint Report by the Director of Housing and Environment and the Head of Finance</u>	<p>The Committee resolved:</p> <p>(i) to note the financial information contained within the report;</p>	Finance	H Sherrit

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		(ii) to instruct that the Head of Finance continues to update the Committee in consultation with the Director for Housing and 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 to the report.		
5.2	<u>2013-14 Revenue Budget Monitoring - Joint Report by the Director of Housing and Environment and the Head of Finance</u>	The Committee resolved: (i) to note the report and the information on management action and risks that was contained therein; (ii) to instruct that officers report the year end position to the appropriate committee; (iii) to approve the request to earmark £400k from the 2013/14 under spend for 2014/15 to spend on environmental improvements linked to Aberdeen's Greenspace Strategy and In Bloom agenda; and (iv) to note that the money earmarked as at recommendation (iii) would be used for improving areas across the city and that the suggestions made from elected members and the local community would be considered as part of the improvement plan for the projects.	Finance	H Sherrit
5.3	<u>Capital Monitoring - Housing and Environment Projects - Report by the Director of Enterprise, Planning and Infrastructure</u>	The Committee resolved: to note the current position.		
6.1	<u>Affordable Housing - Grant Assistance - Report by the Director of Housing and Environment</u>	The Committee resolved: (i) to approve a grant of up to £261,734 to enable the provision of 16 social rent units; (ii) to approve that the grant be paid from	Housing and Community Safety	L McGonigle

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		<p>developer contributions received from Section 75 obligations; and</p> <p>(iii) to note that the approval of the grant would contribute to the Strategic Infrastructure Plan target of 2,030 new affordable houses by 2017.</p>		
6.2	<u>Rent Arrears Update - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>(i) that a letter be submitted to the Justice Minister expressing the concerns of the Committee relating to the small number of cases allowed to be heard in court in any one week as set out by the Scottish Court Service which leads to tenants incurring further rent arrears and to request that the Minister considers that the Scottish Court Service be provided with additional support; and</p> <p>(ii) to otherwise note the content of the report.</p>	Housing and Environment/ Convener	P Leonard N Cooney
6.3	<u>Proposed HMO Licence Fees for 2014/15 - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>to approve the implementation of the new fee structure for the period 2014/15 as set out within the report.</p>	Housing and Community Safety	A Pitblado
6.4	<u>Review of Repair Priorities - Report by the Director of Housing and Environment</u>	<p>The Committee resolved:</p> <p>to approve the proposed changes to the priorities for response repairs as set out in the Review of Priorities for Response Repairs as contained in appendix A and allow the allocation of each priority to the corresponding repair categories, those being:</p> <ul style="list-style-type: none"> • Amendment of the repair priorities <ul style="list-style-type: none"> - Emergency (4 hours) - Urgent (24 hours) – New - High (3 days) - Non-Emergency (5 days) – New - Routine (10 days) • Allocate relevant repair categories to each of 	Regeneration and Housing Investment	K Stewart

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		the priorities listed above to ensure each priority reflects the level of priority required i.e. emergency means anything which may affect tenants' safety or cause significant damage to the fabric of the building.		
6.5	<u>Replacement of Handheld Devices (Trades Operatives) - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> to approve the procurement of 200 handheld devices (smartphones) under an appropriate framework agreement or other appropriate tendering process to be used by trades operatives within the Council's Building Services in replacement of existing devices which would entail a total estimated expenditure of up to £148,000.	Regeneration and Housing Investment	K Stewart
7.1	<u>Environmental Health Food Service Plan 2014-15 - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> (i) to approve in principle the maintenance and development of food regulatory services necessary to satisfy the requirements of the Food Standards Agency Framework Agreement; (ii) to approve the Food Regulatory Service Plan 2014/15 as set out in appendix A to the report; and (iii) to note the review of the 2012/2013 Food Regulatory Service Plan as set out in appendix A to the report.	Environment Services	A Carson
7.2	<u>Occupational Health and Safety Intervention Plan 2014-15 - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> to approve the Occupational Health and Safety Intervention Plan for 2014/15 and to instruct the Director of Housing and Environment to make arrangements for its implementation.	Environment Services	A Gilchrist
7.3	<u>Revision of the Aberdeen City Waste Strategy - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> (i) to approve the revised Aberdeen City Waste Strategy 2014-2025; and (ii) to refer the report to the Finance, Policy and Resources Committee for approval.	Environment Services Legal and Democratic	P Lawrence K Riddoch/ A Swanson

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7.4	<u>Recycling Service Changes and Implications for Mixed Messaging - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> to note the implications of the report and instruct officers to arrange a members' briefing session to explain the changing services.	Environment Services	P Lawrence
7.5	<u>Installation of Food Waste and Recycling Facilities on Private Land - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> (i) to approve the use, as a last resort, of legislative notices to ensure all residents are treated equally in the provision of food waste collection and recycling services; and (ii) to otherwise note the report.	Environment Services	P Lawrence
7.6	<u>City Play Areas - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> (i) to acknowledge the success of this year's refurbishment programme; and (ii) to agree that the Service should continue the rolling programme of play area refurbishment as detailed within the report.	Environment Services	S Shaw
7.7	<u>Aberdeen in Bloom 2014 - Report by the Director of Housing and Environment</u>	<u>The Committee resolved:</u> (i) to note the content of the report; and (ii) to request a further report to Committee at its meeting in Autumn 2014, with an update on Aberdeen in Bloom campaigns in 2014.	Environment Services	S Shaw

If you require any further information about this decision sheet, please contact Karen Riddoch, tel. 522723 or email kariddoch@aberdeencity.gov.uk