Public Document Pack

ABERDEEN
CITY COUNCIL

To: Councillor Cooney, Convener; Councillors Jean Morrison MBE and Graham, Vice Conveners; and Councillors Allan, Blackman, Corall, Cormie, Crockett, Delaney, Dickson, Jackie Dunbar, Finlayson, Grant, Laing, McCaig, Milne, Samarai, Thomson and Yuill

Town House,
ABERDEEN, 10 March 2015

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

The Members of the **COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE** are requested to meet in the Council Chamber - Town House on **WEDNESDAY, 18 MARCH 2015 at 2.00 pm**.

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

1.1 Members are requested to determine that any exempt business be considered with the press and public excluded

REQUESTS FOR DEPUTATIONS

2.1 None at this time

MINUTE OF PREVIOUS MEETING

3.1 Minute of Previous Meeting of 13 January 2015 (Pages 1 - 18)

COMMITTEE BUSINESS, MOTIONS AND ANNUAL REPORTS LIST

4.1 Committee Business Statement and Annual Reports List (Pages 19 - 32)

4.2 Motions List (Pages 33 - 34)

MOTIONS

5.1 Motion by Councillor Yuill - Referred from Council meeting of 4 March 2015

"That this Council:-

1. Notes the recent decision by the City of Edinburgh Council to introduce a 20mph speed limit covering most of Edinburgh and similar moves by a number of English local authorities.
2. Notes the positive effect on pedestrian and cyclist survivability in accidents involving vehicles travelling at 20mph rather than 30mph
3. Instruct officers to report on the feasibility, desirability and implications of introducing a similar arrangement in Aberdeen."

REFERRALS

6.1 There are no items under this heading

FINANCE

7.1 2014-2015 General, Revenue and Capital Monitoring (Pages 35 - 52)

7.2 2014-2015 Housing Revenue Account (Pages 53 - 62)

7.3 2014-2015 Trading Services Budget Monitoring (Pages 63 - 66)

PERFORMANCE MANAGEMENT AND SERVICE ISSUES

8.1 Communities, Housing and Infrastructure Performance Report (Pages 67 - 108)

COMMUNITIES

9.1 Police Performance Reporting 2015/2016 (Pages 109 - 112)

9.2 Update and Review of the Housing for Varying Needs Review (Pages 113 - 140)

9.3 Review of Voids Processes (Pages 141 - 148)

9.4 Funded Projects and Leased Community Centres (Pages 149 - 160)

9.5 HMO Fee Setting 2015-2016 (Pages 161 - 166)

9.6 Short Term Housing for Key Workers (Pages 167 - 174)

PLANNING AND SUSTAINABLE DEVELOPMENT

10.1 There are no items under this heading

ECONOMIC DEVELOPMENT

11.1 Aberdeen Hydrogen Strategy and Action Plan 2015-2025 (Pages 175 - 202)

11.2 Bi-Annual Sector Skills Needs Audit (Pages 203 - 238)

TRANSPORT

12.1 Roads and Transport Related Budget Programme 2015-2016 (Pages 239 - 266)

12.2 Exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the Ellon Road Cycle Links (Balgownie Road to The Parkway) (Pages 267 - 270)

12.3 Public Electric Vehicle Charging Infrastructure Development in Aberdeen City (Pages 271 - 300)

12.4 Various Small Scale Traffic Management and Development Associated Proposals (New Works) (Pages 301 - 350)

12.5 Various Small Scale Traffic Management and Development Associated Proposals (Public Advert) (Pages 351 - 408)

12.6 Garthdee - Proposed Controlled Parking Zone - Extension (Initial Statutory Consultation) (Pages 409 - 418)

12.7 Parking Issues around Hill of Rubislaw Office Developments - Business Case and Preliminary Design (Pages 419 - 448)

12.8 Review of Wayfinding Pilot Scheme (Pages 449 - 456)

12.9 Footway Crossing Extension (Appeal against refusal) - 46 Newburgh Crescent (Pages 457 - 462)

ENVIRONMENT

13.1 Infant Cremation Commission Report and Recommendations (Pages 463 - 486)

13.2 Environmental Noise Action Plan Update (Pages 487 - 492)

13.3 Environmental Health Food and Feed Regulatory Service Plan 2015-16 (Pages 493 - 526)

13.4 Occupational Health and Safety Intervention Plan 2015-16 (Pages 527 - 546)

13.5 Management of Events and Commercial Lets in Aberdeen's Parks and Open Spaces (Pages 547 - 578)

13.6 City Play Areas (Pages 579 - 586)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

ECONOMIC DEVELOPMENT

14.1 Accelerate Aberdeen Update and Future Plans (Pages 587 - 598)

TRANSPORT

15.1 Roads and Transport Related Capital Budget Programme 2015-16 (Pages 599 - 628)

ENVIRONMENT

16.1 Social Enterprise Partnership Working (Pages 629 - 632)

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, tel 01224 522503 or email sdunsmuir@aberdeencity.gov.uk

Briefing for Elected Members on the Importance of EHRIAs

As an elected member, you will know you have an important role to play in championing equality within and outside Aberdeen City Council. There is also a scrutiny role for you to ensure that equality considerations are included in the decision making and governance of the council.

In exercising your duties as an elected member, you will make decisions which shape the council budget as well as the practice, strategies, plans and policies of the council. You have to make sure that the relevant equality implications are considered and so need to have sufficient information to satisfy our legal requirement to pay "due regard" to equality. Since public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act, our impact assessment tool also considers the potential impact our decisions could have on human rights – Equality and Human Rights Impact Assessment (EHRIA).

EHRIA forms are included in the agenda pack, and this is important as it ensures that the impact of any proposals being considered by the Committee is clear at the point of decision making. These are included at the back of the report, as an appendix. Committee members should feel able to ask questions of report authors in relation to EHRIA forms, including questions about why an impact assessment has not been carried out/is not included.

There is an onus on elected members to make sure that EHRIAs are robust and give appropriate weighting in decision-making processes. In recent guidance from the Equality and Human Rights Commission, relevant case law examples show the Courts stating that, the public authority had to demonstrate that it had paid 'due regard' to its equality obligations.

Policies and practices should be assessed for impact across the three parts of the public sector duty (eliminate unlawful treatment, advance equality of opportunity and foster good relationships).

These duties do not prevent us from taking many difficult decisions such as reorganisations and relocations, redundancies, and service reductions, nor do they stop us from making decisions, that may affect one group more than others. Whilst we have a duty to involve groups of people who have protected characteristics, this does not give them the right of veto regarding any of our budget proposals or other council decisions.

What the equality duties do is enable us to demonstrate that we are making decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of our communities.

The EHRIA will allow you to see that people with protected characteristics are enjoying equal access to our services, and where they are not, or are over/under-represented, or are not getting as good a service, the EHRIA gives the opportunity to do something to resolve the situation.

The equality target groups, or people with protected characteristics, include age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

The sort of questions to ask yourself as you read an EHRIA might include:

- How might the proposal impact on ethnic minority communities, including Gypsy / Travellers?
- How might the proposal impact on people with a disability?
- Would the impacts on women and men or the Transgender community differ?
- Would the proposal affect ethnic minority women and men in the same ways?
- Would the proposal affect women and men with disabilities in the same ways?
- What about age considerations when thinking about impacts?

It is important to remember that the potential impact is not just about numbers. Evidence of a serious impact on a small number of individuals is just as important as something that will impact on many people. You should also think about how individual proposals might relate to one another. This is because a series of changes to different policies or services could have a severe impact on particular protected groups.

The EHRIA is therefore an invaluable tool to assist you in ensuring that the interests of all groups are properly taken into account when difficult choices about resources are required.

A case study on "Southall Black Sisters – the need to impact assess decisions" is set out below.

Southall Black Sisters (SBS) provides specialist services to Asian and Black Caribbean women, particularly in relation to domestic violence issues.

In June 2007, Ealing council announced proposals to move away from funding particular organisations (such as SBS), towards commissioning services (including domestic violence services) following a competitive bidding exercise.

During discussions about criteria for commissioning domestic violence services SBS had highlighted the adverse impact the criteria could have on pre-existing domestic violence services provided to women from ethnic minority communities, and so an equality impact assessment should be carried out.

Ealing carried out belated impact assessments on proposals before deciding to proceed with the existing domestic violence services commissioning criteria, resulting in two SBS service users launching a judicial review of the decision.

Ultimately, Ealing conceded these submissions and withdrew from the case. However, in an oral judgement, Lord Justice Moses reiterated the importance of undertaking an equality impact assessment, and also the importance of carrying out an impact assessment before policy formulation.

Should you require any help with EHRIAs please contact me at sandrab@aberdeencity.gov.uk or 01224 523039 or Faiza at fnacef@aberrdeencity.gov.uk or 01224 523183

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 13 January 2015. Minute of Meeting of the COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Cooney, Convener; Councillors Jean Morrison MBE and Graham, Vice-Conveners; and Councillors Allan, Blackman, Cameron (as substitute for Councillor Dickson), Corall, Crockett, Delaney (for articles 1 to 9 and 14 to 28), Jackie Dunbar, Finlayson, Greig (as substitute for Councillor Delaney for articles 10 to 13), Laing, McCaig, Milne, Noble (as substitute for Councillor Cormie), Thomson, Townson (as substitute for Councillor Samarai), Young (as substitute for Councillor Grant) and Yuill.

The agenda and reports associated with this minute can be located at the following link:-
http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=503&MId=3453&Ver=4

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider item 14.1 (A96 Park and Choose Car Park / Dyce Drive Link Road) on the agenda with the press and public excluded.

The Committee resolved:-
In terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for item 14.1 on the agenda (article 28 of this minute) so as to avoid disclosure of information of the class described in paragraphs 6 and 8 of the Act.

MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 28 October 2014 for approval.

The Committee resolved:-
to approve the minute as a correct record.

COMMITTEE BUSINESS STATEMENT AND ANNUAL REPORTS LIST

3. The Committee had before it a statement of Committee business and a list of annual reports prepared by the Head of Legal and Democratic Services.

The Committee resolved:-
(i) to remove item 2 (Duthie Park Restoration – Heritage Lottery Funding Bid) as the project was now complete; and
(ii) to otherwise note the updates contained within the business statement and annual reports list.

MOTIONS LIST

4. The Committee had before it a motions list prepared by the Head of Legal and Democratic Services.

The Committee resolved:-
to note that reports on both outstanding motions would be presented to the March Committee.

2014/15 GENERAL FUND REVENUE AND CAPITAL BUDGET MONITORING - CHI/14/085

5. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Director of Corporate Governance which set out the current year general fund revenue and capital budget performance to date and provided advice on any areas of risk and management action required.

The report recommended:-
that Committee –
(a) consider and note the report and the information on management action and risks that was contained therein; and
(b) instruct that officers report the year end position to the appropriate Committee.

The Committee resolved:-
to approve the recommendations.

2014/15 HOUSING REVENUE ACCOUNT - BUDGET MONITORING - CHI/14/086

6. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Director of Corporate Governance which provided an update on income and expenditure for the 2014/2015 Housing Revenue Account and Housing Capital Programme as at 31 October 2014.

The report recommended:-
that Committee –
(a) note the financial information contained within; and

(b) instruct that the Head of Finance continue to update the Committee in consultation with the Director of Communities, Housing and Infrastructure on the actual outturn position for 2014/2015 following completion of the year end statutory accounts.

The Committee resolved:-
to approve the recommendations.

2014/15 TRADING SERVICES BUDGET MONITORING - CHI/14/087

7. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Director of Corporate Governance which set out the current year trading services' budget performance to date for the services which fell under the remit of the Communities, Housing and Infrastructure Committee, and advised on any areas of risk and management action required.

The report recommended:-
that Committee –
(a) consider and note the report and the information on management action and risks that was contained therein;
(b) instruct that officers report the year end position to the appropriate Committee; and
(c) approve the virements outlined in Appendix B of the report.

The Committee resolved:-
to approve the recommendations.

PROPOSALS FOR SERVICE MANAGER RESTRUCTURE (PHASE 3) - CHI/14/059

8. With reference to article 5 of the minute of the Council meeting of 20 August 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented proposals for the restructure of service manager posts across the Communities, Housing and Infrastructure service. Appended to the report were structure charts and contextual information relating to each proposed structure.

The report recommended:-
that Committee –
(a) note the proposed service manager structure for Communities, Housing and Infrastructure;
(b) note the timeline for implementing the proposals in accordance with the scheme of delegated powers of 8 October 2014 and general delegations to chief officers, item 23:

To permit Directors to undertake restructuring including establishing new posts, converting posts, changing grades and changing job titles, all in

consultation with the Head of Human Resources and Organisational Development, provided that such changes are within the approved service budget and that the required consultation with trades unions has been undertaken; and

(c) note that a further progress report would be issued to Committee on 18 March 2015 detailing the work undertaken in the development of job profiles, the evaluation of posts and the associated involvement and consultation undertaken with staff and trade unions.

The Committee resolved:-

(i) to approve the recommendations; and

(ii) to send best wishes to Donald Urquhart for a speedy recovery.

COMMUNITIES, HOUSING AND INFRASTRUCTURE PERFORMANCE REPORT - CHI/14/072

9. With reference to article 15 of the minute of its previous meeting, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out key performance measures and progress of key improvement work within the Service. The report advised that the format of the document would continue to be developed by officers.

The Committee heard from the Director of Communities, Housing and Infrastructure who highlighted key pieces of work and success within the Service since the last meeting.

Members then asked a number of questions of officers.

The report recommended:-

that Committee provide comments and observations on both the performance information and on the format and layout of the report.

The Committee resolved:-

(i) to instruct officers to determine if the Town House has been selected for the installation of free public Wi-Fi;

(ii) to request a briefing note on the integration of digital schemes;

(iii) to request that voids performance reporting be broken down to include further information on voids performance at different stages of the process with particular reference to void timescales and further detail on overall and emerging trends; and

(iv) to otherwise note the performance information contained in the performance report.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
13 January 2015

MATTER OF URGENCY

The Convener indicated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the Committee consider the following item as a matter of urgency to enable the various proposals set out within the report to be actioned timeously.

COMMUNITY CENTRES - CHI/14/076

10. With reference to article 11 of the minute of the Education, Culture and Sport Committee of 30 May 2013, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for a number of recommendations in relation to a number of individual Community Centres across the city.

The report recommended:-
that Committee –

(a) agree that Froghall Community Centre move to the "Learning Centre" Model, and note that officers would work with a new entity to be established by St Stephen's Church and Sunnybank Management Committee to develop an appropriate programme of activities that would meet the needs of the local community;

(b) agree that Cummings Park Community Centre move to the "Learning Centre" Model and note that officers would work with members of the local community to form an associated Management Committee and develop an appropriate programme of activities that would meet the needs of the local community;

(c) note the successful bid to the Scottish Government Regeneration Fund for the development of the Henry Rae Community Centre to form a community hub, comprising space for supporting the provision of a range of recreational and learning activities, including those activities delivered by Middlefield Community Project;

(d) agree that the existing lease for Inchgarth Community Centre be extended to encompass an increased area as set out in Appendix A to the report; and

(e) agree that Torry Learning House be returned as Housing Stock.

<u>The Committee resolved</u>:-
to approve the recommendations.

STRENGTHENING LOCAL POLICING

11. The Committee had before it a report by Chief Superintendent Adrian Watson, Police Scotland, which provided information on emerging thinking by the Local Police Commander to strengthen local policing which it was suggested could lead to a restructuring of Aberdeen City Division and Aberdeenshire and Moray Division into what was felt to be a more cohesive policing Division in the North East. The report

advised that both Local Police Commanders had concluded that Aberdeen City Division and Aberdeenshire and Moray Division effectively operated as one single division at present, albeit not in name. It was therefore suggested that operating as a single division would create wider benefits and would ensure that efficiencies could be reinvested into the front line.

The report recommended:-
that the Committee consider the contents of the report and provide feedback.

The Convener moved, seconded by Councillor Greig:-

> "That Committee note the report, but that officers be instructed to provide feedback to the Scottish Police Authority that Aberdeen City Council welcomed efficiency savings but supported the continuation of an independent Police Division within Aberdeen City."

Councillor Townson moved as an amendment, seconded by Councillor Cameron:-

> "That Committee note the report, thank Police Scotland and support the proposal to merge the two Divisions."

On a division, there voted:- for the motion (12) – the Convener; Vice Convener Graham; Vice Convener Jean Morrison; and Councillors Allan, Crockett, Finlayson, Greig, Laing, Milne, Thomson, Young and Yuill; for the amendment (7) – Councillors Blackman, Cameron, Corall, Jackie Dunbar, McCaig, Noble and Townson.

The Committee resolved:-
to approve the motion.

POLICE SCOTLAND: ABERDEEN CITY DIVISION PERFORMANCE - APRIL TO SEPTEMBER 2014 - OCE/15/001

12. The Committee had before it a report by the Chief Executive which introduced the Police Scotland Aberdeen City Division Scrutiny Board report for the period to 30 September 2014.

The Committee then heard from Chief Superintendent Adrian Watson who spoke to the report and answered a number of questions from Members.

The report recommended:-
that Committee –
(a) provide feedback to the Divisional Commander on the report; and
(b) make recommendations to support continuous improvement.

The Committee resolved:-
(i) to request a report on the number and profile of Police Divisional and support staff within Aberdeen City;

(ii) to request further information on the number of applications disclosed under the Domestic Abuse Disclosure Scheme;
(iii) to request further performance information to include quarterly data and year on year comparative data for the past 2 years;
(iv) to request a briefing on counter terrorism within Aberdeen City; and
(v) to note the content of the report and thank the Aberdeen Police Division for their work across the city and to commend them for their holistic partnership approach that has led to Aberdeen becoming Scotland's safest city.

LOCAL FIRE AND RESCUE PERFORMANCE REPORT - OCE/14/042

13. The Committee had before it a report by the Chief Executive which introduced the Local Fire and Rescue Plan Performance report for the period 1 April to 30 September 2014.

The Committee heard from Duncan Smith, Local Senior Officer, and Fraser Burr, Senior Manager, who spoke to the report and answered questions from Members.

The report recommended:-
that Committee –
(a) provide feedback to the Local Senior Officer on the performance report; and
(b) make recommendations to support continuous improvement.

The Committee resolved:-
(i) to request further performance information on the number of Fire and Rescue visits to schools and other such presentations to children in future performance reports;
(ii) to request that a workshop be organised to brief members on the Local Fire and Rescue Plan and all relevant legislation; and
(iii) to note the report and thank the Fire and Rescue Service for their people focussed approach and their professionalism and to commend the service for continually going the extra mile in service to the public.

ABERDEEN LOCAL DEVELOPMENT PLAN 2016 - DRAFT SUPPLEMENTARY GUIDANCE - CHI/14/064

14. With reference to article 21 of the minute of its previous meeting, the Committee had before a report by the Director of Communities, Housing and Infrastructure which presented the draft Supplementary Guidance to the proposed Local Development Plan for approval.

The report recommended:-
that Committee –
(a) approve the Draft Supplementary Guidance;

(b) authorise publication, subject to any minor drafting changes, of the Supplementary Guidance alongside the proposed Local Development Plan for a 10 week period for representations; and
(c) authorise publication of the Environmental Report.

The Committee resolved:-
(i) to approve the recommendations; and
(ii) to thank officers for their efforts in relation to the preparation of the supplementary guidance and the revisions to the proposed Local Development Plan.

ABERDEEN LOCAL DEVELOPMENT PLAN - UPDATE FROM SCOTTISH GOVERNMENT - CHI/14/088

15. With reference to article 21 of the minute of its previous meeting, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval of the Aberdeen Local Development Plan. The report advised that although the draft plan had been approved at the previous meeting of 28 October 2014, the document had required to be updated to take account of advice given by the Scottish Government at the National Development Plan Forum of 5 December 2014 which related to the Council's ability to adopt statutory Supplementary Guidance to the Local Development Plan.

The report recommended:-
that Committee –
(a) approve the proposed Aberdeen Local Development Plan as amended, to include specific reference to Supplementary Guidance as advised by the Scottish Government; and
(b) agree that authority be delegated to the Head of Planning and Sustainable Development to make any further amendments to the Plan to ensure it is consistent with any further guidance from the Scottish Government relating to the adoption of the supplementary guidance in order to ensure that the guidance, as determined by the Committee in Committee Report CHI/14/064 (article 14 refers), is adopted without ministerial objection.

The Committee resolved:-
to approve the recommendations, and thereby suspend Standing Order 22(2) to enable the amendment to be made.

ABERDEEN LOCAL DEVELOPMENT PLAN - DEVELOPMENT PLAN SCHEME 2015 - CHI/14/060

16. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented and sought approval for the third Development Plan Scheme for the forthcoming Aberdeen Local Development Plan 2016.

The report recommended:-
that Committee approve the adoption and publication of the Local Development Plan Scheme, which would include sending the document to Scottish Ministers and informing key agencies and consultees.

The Committee resolved:-
to approve the recommendation.

LOCAL TRANSPORT STRATEGY - CONSULTATIVE DRAFT - CHI/14/063

17. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the consultative draft of the Local Transport Strategy 2015-2020 and sought authorisation to commence a consultation process with the public and stakeholders subject to any comments from Members.

The report recommended:-
that Committee –
(a) approve the content of the report and the Council's consultative draft Local Transport Strategy, following the incorporation of comments by Members;
(b) approve a period of consultation on the draft Local Transport Strategy and Strategic Environment Assessment with members of the public and stakeholders; and
(c) note that officers would prepare a report back to Committee with the results of the public consultation and a final draft Local Transport Strategy in May 2015.

The Committee resolved:-
to approve the recommendations.

SPONSORSHIP OF BUSINESS AWARDS - CHI/14/058

18. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval of proposals for the sponsorship of business awards in 2015 by Aberdeen City Council.

The report recommended:-
that Committee –
(a) agree the continued sponsorship (jointly with Aberdeenshire Council) of an award category at the Enterprise North East Trust Grampian Awards for Business Excellence in 2015, at a cost of £7,500;
(b) agree the continued sponsorship of an award at the Aberdeen and Grampian Chamber of Commerce Northern Star Awards in 2015, but replace sole sponsorship of an award with shared/joint sponsorship with Aberdeenshire Council of the Green Award, at a cost of £4,500;

(c) agree the continued sponsorship of the Grampian Food Forum Awards for Innovation in 2015 to enable Aberdeen City food and drink sector businesses to enter the awards scheme, at a cost of £1,000; and
(d) to receive an annual report on the impact of this business award sponsorship activity.

The Committee resolved:-
to approve the recommendations.

KIMO MEMBERSHIP - CHI/14/077

19. With reference to article 12 of the minute of the Enterprise, Strategic Planning and Infrastructure Committee of 21 January 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which had been prepared in response to the ESP&I Committee request that the Council's membership of KIMO (Kommunenes Internasjonale Miljoorganisasjon) (Local Authorities International Environmental Organisation) be reviewed after a year. The report set out the objectives of KIMO and provided an overview of the Council attendance at the 24th Annual KIMO Conference and AGM.

The report recommended:-
that Committee approve retention of Aberdeen City Council's membership of KIMO.

The Committee resolved:-
to approve the recommendation.

INTERNATIONAL TRADE AND INVESTMENT PLAN 2015/2016 - CHI/14/071

20. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the Council's planned international trade development and inward investment activities for 2015/2016, particularly the attendance of officers and Elected Members at key overseas trade events in order to help deliver the economic development priorities of the Smarter Aberdeen vision.

The report recommended:-
that Committee –
(a) approve the report and the activities described therein, subject to the 2015/2016 budget-setting process;
(b) approve the relevant travel by officers and Elected Members for the activities as described in Appendix 1 of the report;
(c) receive a bulletin report on each international event undertaken in the plan;
(d) note the process for approving overseas travel in Appendix 2 of the report, including, where required, a fast-track process to enable officers to respond to short-notice opportunities that are deemed high-value, but still ensuring the same high level of senior management scrutiny; and

(e) approve the proposed criteria on page 7 of the report for the International Trade and Investment team to assess the level of resources to dedicate to inward delegation requests, including the option to refer activities, by agreement, to other teams, services and / or external partner organisations, where the activity insufficiently matches the International Trade and Investment priorities described in this report, but is deemed a priority for the Council or City overall.

The Committee resolved:-
to approve the recommendations.

EUROPEAN FUNDING AND PROJECTS UPDATE - CHI/14/083

21. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on various European funding and projects and sought approval for project development and any associated travel for project workshops and meetings.

The report recommended:-
that Committee –
(a) approve the participation of Aberdeen City Council in the Horizon 2020 'Cultural Heritage' funding call;
(b) approve the participation of Aberdeen City Council in the Horizon 2020 'Making Scientific Subjects and Careers more attractive to young people' funding call;
(c) note the assistance provided for the Europe for Citizens Town Twinning funding call;
(d) note the announcement of DAPHNE funding and plans to submit an application under this funding call; and
(e) approve any associated travel for project workshops and meetings.

The Committee resolved:-
to approve the recommendations.

MATTER OF URGENCY

The Convener indicated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the Committee consider the following item as a matter of urgency to enable the various travel arrangements set out within the report to be progressed timeously should the report be approved.

EXTERNAL FUNDING PLAN - CHI/14/084

22. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the external funding plan for approval, as well as the future associated travel necessary to support the implementation of the plan.

The report recommended:-
that Committee approve –

(a) the External Funding Plan (Appendix 1 to the report) and travel identified within, valid up to and including 2020 (Councillor Crockett to travel for CPMR and NSC related work as Council's elected member);
(b) travel in connection with HyEr of one officer and Councillor Crockett (Board Chair) for up to four meetings per year within the EU, up to and including 2020 (ref. 5.1);
(c) travel in connection with the European Innovation Partnership of Smart Cities for 1 officer. A maximum of 4 meetings per year within the EU up to and including 2020 (ref 5.2);
(d) travel in connection with the CPMR Energy and Maritime Group for one officer for up to four meetings per year, up to and including 2020 (ref 5.3);
(e) travel for two officers to attend the Hydrogen Fuel Cell Conference February 2015, including a visit to Toyota and Nagasaki, Japan (ref 5.4);
(f) travel for two officers to attend the Hannover Messe, Europe's largest hydrogen, fuel cell and battery exhibition, in April 2015 (ref 5.5); and
(g) travel in April 2015 for two officers to attend the Canadian Hydrogen Fuel Cell conference in Vancouver in April 2015 (ref 5.6).

The Committee resolved:-
to approve the recommendations, subject to altering recommendations (a) and (b) to approve travel for 'the relevant Councillor', rather than specifying a particular Elected Member as in the report.

VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT ASSOCIATED PROPOSALS (NEW WORKS) - CHI/14/051

23. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out various small scale traffic management measures for approval. The report also brought forward proposals associated with new developments as part of the development management process and included proposals for individual disabled parking bays which required to be progressed.

The report related to proposals at the following locations in the city:-
Proposals to be funded from the Cycling, Walking, Safer Streets budget

- Arnhall Junction (A944 at B9119)
- Auchinyell Terrace
- Blackness Road

- Cherry Road
- Kirkhill Drive, Dyce
- Newburgh Drive
- Wellington Road – slip road
- Westray Road
- Quarry Court / Road, Cults

Proposals to be funded by developers
- The Core, Murcar
- 45-46 Sinclair Road, Torry

Proposals to be funded by the Housing Service
- Stockethill Court Car Park, North Anderson Drive (inset road)

Proposals to be funded by the Disabled Parking Revenue budget
- Disabled parking bays to be provided through the Disabled Persons' Parking Places (Scotland) Act 2009
  - On-street parking (44 spaces) at various locations set out in the report
  - Off-street parking (14 spaces) at various locations set out in the report

The report recommended:-
that Committee –
(a) note the purpose of the proposals and approve them in principle;
(b) instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in the report, and if no significant objections were received, to progress with the public advertisement and report the results to a future meeting of the Committee; and
(c) instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of the Committee.

The Committee resolved:-
to approve the recommendations.

VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT ASSOCIATED PROPOSALS (FINAL STAGE OF STATUTORY PROCESS - PUBLIC ADVERT) - CHI/14/052

24. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the outcome of the final statutory stage of the following 18 orders and presented the objections which had been received where relevant in each case:-

(1) The Aberdeen City Council (Bellfield Road / Simpson Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(2) The Aberdeen City Council (Broomhill Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(3) The Aberdeen City Council (Craigievar Cresent, Aberdeen) (Prohibition of Waiting) Order 201(X)
(4) The Aberdeen City Council (Donbank Terrace / Don Street / Hayton Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(5) The Aberdeen City Council (Duthie Terrace, Aberdeen) (Exemption for Cyclists) Order 201(X)
(6) The Aberdeen City Council (Elmfield Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)
(7) The Aberdeen City Council (Ladywell Place / Kirkhill Place, Aberdeen) (Prohibition of Waiting) Order 201(X)
(8) The Aberdeen City Council (St Ronan's Place / North Deeside Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(9) The Aberdeen City Council (Stronsay Drive / Stronsay Place Area, Aberdeen) (Prohibition of Waiting / Stopping) Order 201(X)
(10) The Aberdeen City Council (Victoria Street, Dyce, Aberdeen) (Prohibition of Waiting) Order 201(X)
(11) The Aberdeen City Council (Wellington Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(12) The Aberdeen City Council (Willowbank Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(13) The Aberdeen City Council (Hazledene Road, Aberdeen) (20mph Speed Limit) Order 201(X)
(14) The Aberdeen City Council (Merkland Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
(15) The Aberdeen City Council (A93 North Deeside Road, Milltimber / Peterculter, Aberdeen) (30mph Speed Limit) Order 201(X)
(16) The Aberdeen City Council (Disabled Persons' Parking Places) (Regulatory Parking Places) (Revocation) Order 201(X)
(17) The Aberdeen City Council (Ellon Road area, Aberdeen) (Various footways) (Redetermination of means of exercise of public right of passage) Order 201(X)
(18) The Aberdeen City Council (Disabled Persons' Parking Places in Aberdeen City) (Regulatory Parking Places) (No 3) Order 201(X)

The report recommended:-
that Committee –
(a) approve the orders that did not attract objections, and that all the orders be made and implemented accordingly;
(b) in relation to The Aberdeen City Council (Duthie Terrace, Aberdeen) (Exemption for cyclists) Order 201(X), and The Aberdeen City Council (Broomhill Road, Aberdeen) (Prohibition of Waiting) Order 201(X), overrule the objections received and approve these orders be made as originally envisaged; and
(c) request that officers provide costing for the implementation of the orders contained in the report.

The Committee resolved:-
to approve the recommendations.

WELLINGTON ROAD CORRIDOR - CHI/14/080

25. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which proposed that sufficient land should be reserved by the Council to ensure that Wellington Road could be widened to provide improvements to the transport corridor at the development opportunity site (OP104) which had arisen following the closure of Craiginches Prison by the Scottish Government.

The report recommended:-
that Committee –
(a) approve the land identified on the site of the former Craiginches Prison for the purposes of improving the transport corridor A956 Wellington Road; and
(b) refer the matter to the Council budget process to take forward the purchase of the site.

The Convener proposed an alternative recommendation (b), namely:-
"To instruct officers to enter into negotiations with the Scottish Government to seek transfer of the land into Council ownership at no cost to the Council, noting that provision would be made within the capital programme as a contingency."

The Committee resolved:-
to approve recommendation (a) and the amended recommendation (b) as set out above.

CAR PARKING - PAYMENT SYSTEMS AND REMOVAL OF VEHICLES - CHI/14/075

26. With reference to article 29 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 11 September 2012, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the re-tendering of two contracts in respect of a mobile telephone payment system and the removal and immobilisation of vehicles. The report also dealt with the outstanding request from the EP&I Committee that consideration be given to upgrading pay and display machines to accept card payments.

The report recommended:-
that Committee –
(a) approve re-commissioning of the mobile telephone payment contract;
(b) approve re-commissioning of the immobilisation, removal and storage of illegally parked vehicles contract; and
(c) agree that pay and display machines should not be upgraded to accept card payments.

The Committee resolved:-
to approve the recommendations.

PROPOSED REVISION OF BUS LANE TIMINGS ON GREAT NORTHERN ROAD - CHI/14/002

27. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out proposed revisions to the bus lane timings on Great Northern Road.

The report recommended:-
that Committee –
(a) note the results of the bus lane surveys;
(b) agree to the principle of a revision of bus lane timings/loading restrictions on Great Northern Road on the approach to the Haudagain Roundabout so that lanes were operational from 0730-0930 and 1500-1830;
(c) instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required, and if no significant objections were received, to progress with the public advertisement and report the results to a future meeting of the Committee.

The Convener, seconded by Vice Convener Graham, moved the recommendations as contained in the report, with an additional recommendation (d), namely:-

"To instruct officers to review the size of the numbering and lettering on bus lane signage."

Councillor Blackman moved as an amendment, seconded by Councillor Corall:-

"To approve recommendation (a) and amend recommendation (b) to request that officers review bus lane timings across the city and consult on these with a view to standardising them as far as possible."

On a division, there voted:- for the motion (10) – the Convener; Vice Convener Graham; Vice Convener Jean Morrison; and Councillors Allan, Crockett, Finlayson, Laing, Milne, Thomson and Young; for the amendment (9) – Councillors Blackman, Cameron, Corall, Delaney, Jackie Dunbar, McCaig, Noble, Townson and Yuill.

The Committee resolved:-
to approve the motion.

In accordance with the decision recorded under article 1 of this minute, the following item was considered with the press and public excluded.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
13 January 2015

A96 PARK AND CHOOSE CAR PARK / DYCE DRIVE LINK ROAD - CHI/14/054

28. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided information in relation to the procurement of a contractor to construct the A96 Park and Choose car park and Dyce Drive link road and gave an update on the negotiation to secure the necessary land from adjacent developers. The report also sought approval for land agreements; the nomination of the preferred bidder; and for the award of the contract.

The report recommended:-
that Committee –
(a) note the content of the report;
(b) instruct officers to nominate the preferred bidder, and consequently award the contract when the various agreements for land, contributions etc were in place;
(c) approve the re-imbursement of costs for the Junction Works which equates to £750,000 in total as more particularly detailed in paragraph 2 of the Financial Implications from the Developer; and
(d) approve the purchase of additional land required for the road from one of the developers and delegate powers to officers to agree a value for the purchase of the land up to £896,000 as a credit to be used against any future roads mitigation that was required in relation to any subsequent planning applications for any future development on the developer's site adjacent to the road.

The Convener advised that recommendation (d) would require to be referred to the Property Sub Committee as the purchase of land fell under its remit.

The Committee resolved:-
to approve recommendations (a) to (c) as contained in the report and refer recommendation (d) to the Property Sub Committee.
- **COUNCILLOR NEIL COONEY, Convener**

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COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
18 MARCH 2015

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision. Reports which are overdue are shaded (in blue).

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
1.	Housing & Environment Committee 26/08/09 Article 16 Housing & Environment Committee 29/10/13 Article 17	**Modernising Public Space CCTV** To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new CCTV system, in particular the impact CCTV has had on assisting convictions; and investigating other systems and new technologies that could be adopted, to a future meeting of the Committee. The Committee resolved:- (a) to note the progress made in terms of the in-house delivery model; and (b) to approve the further development of the in-house model by producing a detailed business case that outlines long term funding and staffing requirements.	Further to the Bulletin report of 26 August, a letter from Police Scotland was received on 26 September which recognises the concerns of the Council with regard to funding. The letter indicates continued support for a project to provide a sustainable Public Space CCTV strategy and invites further dialogue on this matter. **Considering the substantial cost pressure previously identified relating to the Council managing public space CCTV in the future, work continues in exploring alternative funding options to bridge the funding gap. A small team of officers will make a trip to Glasgow in the new year to learn more about how CCTV provision is delivered in the city. Dialogue with Police Scotland also continues. It is anticipated that a progress report will be presented to the May 2015 Committee.**	Director of Communities, Housing and Infrastructure	**13/01/15**
2.	Enterprise, Planning & Infrastructure Committee 26/11/09 Article 18	**Berryden Corridor – Transport Infrastructure Improvements** To approve the preferred option for progression to detailed design (i.e. the so-called 'Do Something' option for the corridor, in association with a bus gate at Bedford Road / Powis Terrace) and to request that officers report back on detailed	An update was provided to Committee in October 2014 as part of the Strategic and Local Transport Projects update. **An update on this is included in the information bulletin as part of the Strategic and Local Transport Projects update.**	Head of Planning and Sustainable Development	Ongoing

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
		design, costs and programming. On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key milestones will be contained within the Strategic and Local Transport Projects update report to Committee.			
3.	Enterprise, Planning & Infrastructure Committee 26/11/10 Article 19 Enterprise, Planning & Infrastructure Committee 18/01/11 Article 25	**(1) Access from the North – An Integrated Transport Solution and (2) Access from the North Proposals – 'Third Don Crossing'** To request a regular report back on progress on these matters, including the development of a Delivery Programme. To instruct officers to keep the Committee up to date with progress of the delivery plan as timescales might be amended subject to agreement of future years spend profiles of the Non-Housing Capital budget and other relevant sources of funding. On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key milestones will be contained within the Strategic and Local Transport Projects update report to Committee.	An update was provided to Committee in October 2014 as part of the Strategic and Local Transport Projects update. **An update on this is included in the information bulletin as part of the Strategic and Local Transport Projects update.**	Head of Planning and Sustainable Development	Ongoing

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
4	Education, Culture and Sport 24/03/11 article 19 & 15/09/11 article 13 30/05/13 article 11	**Reduced Communities Team / Leased Community Centres –** **Libraries and Information Services and Community Learning and Development Audit** to instruct the Director of Education, Culture and Sport to review the number of community facilities within Aberdeen City, as part of the wider service asset management plan for Education, Culture and Sport. following on from the initial modelling based on the current level of provision, instruct officers to run the model based on variations of current provision according to benchmarking, and report back to Committee on the outcomes of this modelling.	**A report is on the agenda at item 9.4 in relation to Leased Centres**	Head of Communities and Housing	**12/11/13**
	Education, Culture and Sport 30/05/13 article 12	**Scottish Statutory Instrument – Community Learning & Development** to request a further report on the implications of the legislation once it is enacted.	It is intended that following the conclusion of the Community Learning and Development and Libraries Analysis project, the findings from this project will directly contribute to Aberdeen City Council's 3 year CLD Strategy. A report will be submitted in due course.		**19/05/15**
5.	Enterprise, Planning & Infrastructure Committee 11/09/12 Article 23	**Aberdeen – The Smarter City: A Strategy for 2020** To instruct officers to report back to the Committee in August 2013 with the strategy and implementation plan for approval.	**An interim position paper will be provided to the Committee in May 2015.**	Head of Planning and Sustainable Development	**29/08/13**

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
6	Housing & Environment Committee 15/01/13 Article 14	**Welfare Reform** To include Welfare Reform on future Committee Business Statements.	Officers continue to manage the impact of welfare reform. Further updates will be provided as and when appropriate. **An update is provided in the information bulletin**	Head of Communities and Housing	Ongoing
7	Enterprise, Planning & Infrastructure Committee 22/01/13 Article 26 Urgent Business Committee 27/11/14 Article 3	**Garthdee Controlled Parking Zone Extension** To instruct officers to monitor the parking impact in the area following the opening of the expanded RGU campus and report findings to the Committee with further recommendations pertaining to the implementation of a Controlled Parking Zone. At the Urgent Business Committee meeting of 27 November 2014, the Committee resolved to instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required. If no significant objections are received, officers are instructed to progress with the public advertisement and report the results to a future meeting of the Communities, Housing and Infrastructure Committee.	**A report is on the agenda at item 12.6**	Head of Public Infrastructure and Environment	19/05/15
8	Housing & Environment Committee 14/05/13 Article 15 and Council 26/06/13 Article 19	**Tillydrone Update – A Way Forward** To instruct officers to report back to a future meeting of the Committee with clear recommendations on land use to support regeneration based upon the desktop reports, title reports and financial viabilities for each site.	An update was provided in the information bulletin to the January 2015 Committee. **A further update is in the information bulletin**	Head of Land and Property Assets	**28/10/14**

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
9	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 23	**Market Street / Guild Street Junction** In relation to the Aberdeen City Council (Market Street / Guild Street) (Rationalisation of Turning Movements) Order 201(X), to uphold the objection received and refuse the making of this order, reverting to the status quo position from January 2014 after the Christmas and New Year period; and to request that officers review this in 12 months' time and report back to the Committee.	The officers' review will commence after the 12 month period (i.e. after January 2015) and the outcomes will be reported back to Committee after that time. A report should not therefore be expected prior to March 2015. **An update is in the information bulletin**	Head of Public Infrastructure and Environment	**04/09/14**
10	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 27	**Speed Survey A944 to B9119** To request that officers carry out a detailed road survey on the A944 and B9119 and report back to the Committee in 12 months' time.	Officers have included within the 'Various Small Scale Traffic Management and Development Associated Proposals (New Works)' to the March 2014 meeting to reduce the speed limit to 40mph from the Ardene House Veterinary Hospital to the city boundary at Westhill. The process is currently ongoing and out to public advert. Depending on the level of objections, it should be returning to the ESP&I Committee in September. **Further time is required to gather information. Report expected March 2015.** **Update from Service – the report became part of the small traffic schemes and the change in speed in this area was approved at ESP&I Committee on 4 September 2014.**	Head of Public Infrastructure and Environment	**04/09/14**
11	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 28	**Area Around Hill of Rubislaw – Parking Review** At its meeting of 28 October 2014, the Committee resolved:- (i) to note the content of the report and the results of the informal consultation exercise;	**A report is on the agenda at item 12.7**	Head of Public Infrastructure and Environment	18/03/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
	Communities, Housing & Infrastructure Committee 28/10/14 Article 23	(ii) to instruct officers to proceed with the detailed design of option 4, and to put together a business case for its justification with a report back to a future Committee meeting on the findings of the above, detailing financial costings and requesting permission to commence the legal process; (iii) subject to the above, to remove Royfold Crescent from Controlled Parking Zone X and include it within the design of the proposed Hill of Rubislaw zone; (iv) subject to the above, to add the streets to the east of Anderson Drive included within the area of consultation to Controlled Parking Zone X; and (v) as part of the ongoing dialogue with the businesses at the Hill of Rubislaw, to instruct officers to ask that they fund the administration, enforcement and management costs of the additional parking restrictions.			
12	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9	**Rural Roads – Speed Limits** To request that officers report back to the Committee in 12 months' time on the speed limits across rural roads.	Due to the Traffic Survey Technical Officer post remaining unfilled, this report is currently on hold until the survey work can be completed. It will be November at the earliest before this report is back to Committee, but more likely, January 2015. Further time is required to gather information. Report expected March 2015. **Due to continued staff shortages, the speed surveys have not yet been carried out on the**	Head of Public Infrastructure and Environment	**13/01/15**

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
			four locations contained in the original report. Along with the speed surveys, accident information is required to complete the analysis and it is proposed that the report comes back to Committee in August.		
13	Housing & Environment Committee 30/08/13 Article 14 Housing & Environment Committee 26/08/14 Article 3 Communities, Housing & Infrastructure Committee 28/10/14 Article 16	**Houses in Multiple Occupation – New powers in relation to over provision** (a) to request officers to monitor the HMO provision in Old Aberdeen and report back in 12 months; and (b) to request officers to determine the scale of un-registered houses available to let across the city and report back in 12 months. At its meeting of 28 October 2014, the Committee received the 12 month progress report, and resolved that a meeting be set up between the Chief Executive, the Council Leader and all interested parties to identify the main problems and to try to find common ground to resolve the issues outlined in the report.	**A meeting involving appropriate representatives is being scheduled for late March and a report should be made to the May Committee.**	Head of Communities and Housing	18/03/15
14	Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	**Review of Emission Related Parking Charges** To instruct officers to monitor the benefits and outcomes of the emission related parking charges in other cities and to report back in 18 months in the following terms:- (a) establish the process and cost implications under which a residential permit scheme could be rolled out across the city as 'Phase 1' of an Emissions Based Parking Control (EBPC); and (b) establish the process and cost implications for a pay and display scheme to roll out	**Report expected May 2015.**	Head of Public Infrastructure and Environment	19/05/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
		across the city as 'Phase 2' of EBPC.			
15	Housing & Environment Committee 14/01/14 Article 6 Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 4	**Management of Parking** 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.	Officers are currently awaiting information to be provided from Housing and Environment and this report is currently proposed to go to the September Committee. It will be November at the earliest before information is available, so a report will be submitted next cycle – January 2015. **There is an overarching report on parking within the city. This outstanding business will be contained within this report and will be submitted to the May Committee.**	Head of Public Infrastructure and Environment	13/01/15
16	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	**Quality Partnership for Public Transport** To note the discussions which had taken place between the Quality Partnership for Public Transport partners on the possibility of entering into a Statutory Quality Partnership and instruct officers to work with partners to develop a draft agreement for approval by Members, with a report back to Committee in 6 months' time on progress.	Officers are in discussion with bus operators, NESTRANS and Aberdeenshire Council officers to explore the possible infrastructure and bus developments that might form the first SQP in Aberdeen. A full report on this item is anticipated after the summer. Progress on this item will be contained within the Strategic and Local Transport Projects update report to this Committee. **An update is provided in the bulletin under the Strategic and Local Transport Projects item.**	Head of Planning and Sustainable Development	18/03/15
17	Housing & Environment Committee 11/03/14 Article 5	**Community Engagement Plan – Hazlehead Grove Nursery** To request officers to provide a report in 12 months' time (a) outlining the lessons learned with the project, and (b) to identify whether there were other areas across the city to expand on the project.	**The Grove Nursery project is making very good progress but it is still too early for the project to report on lessons learned and how it might be expanded across the city. A report will go to Committee later in 2015 giving a full update.**	Head of Public Infrastructure and Environment	27/10/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
18	Enterprise, Strategic Planning and Infrastructure 13/03/14 Article 16	**High Hedges Scotland Act 2013 – Application Fees** To request that officers monitor the level of applications submitted, including the reasons for non-submission, and that a report be submitted in 12 months' time in this regard, which would also consider whether the level of fee was appropriate, taking into account data on the number of applicants prevented from submitting an application due to the fee level.	**An update will be provided in the information bulletin – item is thereafter recommended for removal.**	Head of Planning and Sustainable Development	18/03/15
19	Enterprise, Strategic Planning and Infrastructure 03/06/14 Article 28	**Advertising Bus Shelter** To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	**Report expected October 2015**	Head of Planning and Sustainable Development	27/10/15
20	Housing and Environment Committee 26/08/14 Article 11 Communities, Housing and Infrastructure Committee 28/10/14 Article 15	**Review of Voids Processes** To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance. At its meeting of 28 October 2014, the Committee noted the update contained in the performance report and resolved:- (i) in relation to Void Management, to note that an action plan was in place and that a more detailed report would come before Committee in early 2015; (ii) to request that the report include a comparison with voids figures in other local authorities and Local Housing Associations, as well as any examples of best practice from	*This item has been amended to take account of the additional information requested at the January CH&I Committee.* **A report is on the agenda at item 9.3**	Head of Communities and Housing	18/03/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
	Communities, Housing and Infrastructure Committee 13/01/15 Article 9	other local authorities; (iii) to note that officers would investigate whether private sector voids information was available, and if so, to request that this information be included in the report back. At its meeting of 13 January 2015, the Committee resolved:- to request that voids performance reporting be broken down to include further information on voids performance at different stages of the voids process, with particular reference to voids timescales and further detail on overall and emerging trends.			
21	Housing and Environment Committee 26/08/14 Article 13	**Haudagain Improvement Scheme** To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	An update was provided in the information bulletin for October 2014. **An update is provided in the bulletin**	Head of Communities and Housing	Ongoing
22	Petitions Committee 24/04/14 Article 2 Communities, Housing and Infrastructure Committee 28/10/14 Article 20	**A944 Lang Stracht to Westhill Cycle Route** (i) To agree that officers should liaise with the appropriate parties to aim for future development approvals within the corridor to be conditioned to provide improvements to the cycle route on the north side of the A944 to bring it up to a standard compatible with 'Cycling by Design', subject to planning approval; and (ii) To request a report back to Committee in a year's time if contributions from developers were	**Report expected October 2015**	Head of Public Infrastructure and Environment	27/10/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
		not forthcoming within that time period.			
23	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9 Community, Housing & Infrastructure Committee 28/10/14 Article 25	**C127 Blacktop Road – Flashing Speed Limit Signs** To request that officers report back to the Committee on the feasibility of installing flashing speed limit signs at C127 Blacktop Road (east to westbound) At its meeting of 28 October 2014, the Committee resolved:- (i) to note the content of the report and the fact that officers had undertaken a review / assessment of the route in line with guidance; (ii) to agree that no further action should be taken with regard to the installation of vehicle activated signs; (iii) to agree the renewal of signs and lines on the route in advance of the bend hazards; and (iv) to request that officers review the situation on the road in 12 months' time.	**Report expected October 2015**	Head of Public Infrastructure and Environment	27/10/15
24	Audit & Risk Committee 26.06.14 Article 10	**System of Risk Management** To instruct all Services to review their business continuity arrangements and to report back to their Service Committee.	**There is a Council-wide report being presented to Audit, Risk and Scrutiny Committee in April – following this, a report will come back to this Committee.**	Director of Communities, Housing and Infrastructure	19/05/15
25	Council 17.12.14 Article ??	**Second Home and Empty Property Fund / Combined Heat and Power Initiative –** from report 'Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2015/16 to 2019/20' Council resolved:-	**Report expected May 2015**	Head of Communities and Housing	19/05/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
		(i) to instruct officers to submit a report to the Communities, Housing and Infrastructure Committee on spending uncommitted funds from the second home and empty property fund; (ii) to instruct officers to bring forward a report to the appropriate committee outlining the next phase of the Combined Heat and Power initiative to include additional homes and public buildings across the city in order to contribute towards the reduction of fuel poverty, reduce the Council's carbon footprint and minimise fuel costs faced by the Council in respect of public buildings.			
26	Communities, Housing and Infrastructure 13/01/15 Article 12	**Police Scotland – Aberdeen City Division Performance** At its meeting on 13 January 2015, the Committee resolved:- (i) to request a report on the number and profile of Police divisional and support staff within Aberdeen City; (ii) to request further information on the number of applications disclosed under the Domestic Abuse Disclosure Scheme; (iii) to request further performance information to include quarterly data and year on year comparative data for the past two years; and (iv) to request a briefing on counter terrorism within Aberdeen City.	**Report expected May 2015**	Head of Service, Office of the Chief Executive	19/05/15

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
27	Communities, Housing and Infrastructure 13/01/15 Article 13	**Fire and Rescue Service – Aberdeen Performance** At its meeting on 13 January 2015, the Committee resolved, amongst other things:- (i) to request further performance information on the number of Fire and Rescue visits to schools and other such presentations to children in future performance reports; and (ii) to organise a workshop to brief members on the Local Fire and Rescue Plan and all relevant legislation.	**Report expected May 2015**	Head of Service, Office of the Chief Executive	19/05/15
28	Communities, Housing and Infrastructure 13/01/15 Article 17	**Local Transport Strategy** At its meeting on 13 January 2015, the Committee resolved:- (i) to approve the content of the report and the Council's consultative draft Local Transport Strategy, following incorporation of comments by Members; (ii) to approve a period of consultation on the draft Local Transport Strategy and Strategic Environment Assessment with members of the public and stakeholders; and (iii) to report back to Committee with the results of the public consultation and a final draft Local Transport Strategy in May 2015.	**Report expected May 2015**	Head of Planning and Sustainable Development	19/05/2015
Annual Reports					
1	Housing and Environment 29/10/03	**Private Sector Housing – Enforcement Funding**	To request the Director of Housing and Environment to bring further annual reports to Committee on future developments (or earlier	Head of Communities and Housing	August 2015

	Minute Reference	Committee Decision	Update	Lead Officer(s)	Report Due
	Article 10		as required)		
2	Housing and Environment 26/08/14 Article 9	**Development of an Asset Management Model for the Council's Housing Stock**	To instruct the Director of Housing and Environment to report annually on the future high levels outcomes and now these will influence decision making on the housing stock.	Head of Communities and Housing	August 2015
3	Housing and Environment	**Aberdeen in Bloom**	To report each year on the Aberdeen in Bloom campaign.	Head of Public Infrastructure and Environment	October 2015
4	Housing and Environment 14/01/14	**Countryside Ranger Service Five Year Plan**	To receive an annual report on the Countryside Ranger Service Annual Report.	Head of Public Infrastructure and Environment	January 2016
5	Housing and Environment 19/11/09 Article 27	**Responsible Dog Ownership**	To instruct the Director of Housing and Environment to provide an annual update report on responsible dog ownership to the Housing and Environment Committee. An update was included in the information bulletin in January 2015.	Head of Planning and Sustainable Development	January 2016
6	Housing and Environment 01/03/11 Article 34	**Air Quality Action Plan**	To instruct the Director of Housing and Environment to report annually on progress. An update was provided in the information bulletin in January 2015.	Head of Planning and Sustainable Development	January 2016
7	Communities, Housing and Infrastructure 13/01/15 Article 18	**Sponsorship of Business Awards**	To request an annual report on the impact of the business award sponsorship activity.	Head of Economic and Business Development	January 2016

COMMUNITIES, HOUSING AND INFRASTRUCTURE

MOTIONS LIST – 18 MARCH 2015

No.	Motion	Date of Council/ Committee Meeting	Committee Motion referred to / date/ decision of Committee	Action taken / Proposed Future Action	Responsible Head(s) of Service	Due Date	Is authority sought to remove motion from list?
1.	Notice of Joint Motion by Councillors Boulton and Delaney "Instruct officers to provide a report to the next Enterprise, Strategic Planning and Infrastructure meeting including the financial implications on the most efficient way to progress pedestrian crossings and suitable bus laybys on the Hazlehead to Westhill Road, the A944 in the vicinity of the residential area by Kingswells Church and the Five Mile Garage".	13.03.14	Enterprise, Planning and Infrastructure 13.03.14 The Committee agreed to adopt the motion and to receive a report back. **At the meeting on 3rd June 2014, the Committee agreed to instruct officers to carry out further investigation on implementing a layout for bus stops/laybys in both directions in the immediate vicinity of the Five Mile Garage on the A944 Hazlehead to Westhill Road and a footpath from Smiddy Brae to the bus stop at the five mile location heading towards Westhill and to bring a report back to the next meeting of the Committee including the financial implications.** **Given the work involved to identify suitable land, design a scheme and**	**At its meeting on 28 October, the CH&I Committee resolved:-** that officers – (i) be instructed to carry out further investigations on implementing a layout for bus stops / laybys in both directions and a pedestrian crossing in the immediate vicinity of Kingswells Church A944 Hazlehead to Westhill Road; (ii) be instructed to carry out further investigations on implementing a layout for bus stops / laybys in both directions and a pedestrian crossing in the immediate vicinity of the Five Mile garage on the A944 Hazlehead to Westhill Road; and (iii) be instructed to enter negotiations with the intention of securing developer contributions from future phases of Prime Four in order to deliver these necessary infrastructure	Public Infrastructure and Environment	18.03.15	No

No.	Motion	Date of Council/ Committee Meeting	Committee Motion referred to / date/ decision of Committee	Action taken / Proposed Future Action	Responsible Head(s) of Service	Due Date	Is authority sought to remove motion from list?
			determine costs, this report may be delayed to the November Committee, which would result in a summary report going to September.	improvements at no cost to Aberdeen City Council. **Before any further actions can be taken in relation to items (i) and (ii) Aberdeen City Council require developer finances to be confirmed. At this time no information has been forthcoming in relation to the potential for future developments within this corridor and hence no progress has been made at this stage (item iii).**			
2.	Notice of Motion by Cllr Reynolds "That Council requests officers to investigate options for and the installation of a cash machine within Marischal College, for use by staff and members of the public."	08.10.14 (Council)	Communities, Housing and Infrastructure Committee 28.10.14 **to request that a report be prepared in relation to the motion.**	**A comprehensive review of the Customer Service Centre is currently being undertaken. The purpose of the review will be to restate the vision for the Customer Service Centre. This review will therefore determine both the feasibility of the implementation of a Cash Machine and fit with the vision. The current programme envisages that the review will be completed by July 2015, with planned implementation thereafter.**		18.03.15	No

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	18 March 2015
DIRECTOR:	Pete Leonard & Ewan Sutherland
TITLE OF REPORT:	2014/15 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
REPORT NUMBER:	CHI/15/123

1. PURPOSE OF REPORT

1.1 The purpose of this report is to

i) bring to Committee members notice the current year general fund revenue and capital budget performance to date for the Services which relate to this Committee; and

ii) advise on any areas of risk and management action.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

i) consider and note this report and the information on management action and risks that is contained herein; and

ii) instruct that officers report the year end position to the appropriate committee.

3. FINANCIAL IMPLICATIONS

3.1. It is the intention to continue to report on the previous Directorates during 2014-15 therefore this report details both the Housing and Environment and Enterprise, Planning & Infrastructure General Fund revenue and capital budgets. Work will carried out during 2014-15 to align the budgets to the new Directorates with reporting starting on 1 April 2015.

3.2. General Fund Revenue

The Housing & Environment budget amounts to £36.4M net expenditure, excluding the HRA budget. The forecast position indicates an under spend of £1.3M.

3.3. The Enterprise, Planning & Infrastructure budget amounts to £40.6M net expenditure. The forecast position indicates an under spend of £1.2M.

3.4. Further details of the financial implications are set out in section 5 and appendix A attached.

3.5. General Fund Capital

The monies required to fund these projects are achieved through external borrowing, capital receipts and grant income. These projects are all accommodated within the Non-Housing Capital Programme. Any underspend, carry forward or overspend will have implications for the programme. There are no issues at present that would result in such implications. As part of the Council's five year business plan, capital expenditure is now monitored within a five year timescale where appropriate. This has given budget holders the ability to profile across the full five years. In year monitoring will continue, alongside monitoring the complete Capital Programme.

4. OTHER IMPLICATIONS

General Fund Revenue

4.1 None

Non Housing Capital

4.2 There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and will be reported at an appropriate Committee.

5. BACKGROUND/MAIN ISSUES

5.1 The Service revenue monitoring reports and associated notes are attached at Appendix A

Financial Position and Risks Assessment

General Fund Revenue

Housing and Environment

In overall terms the position forecasts an under spend of £1.3M on the total Housing and Environment Budget (excluding the HRA).

5.2 The areas contributing to this movement are as follows

	£'000
Housing Access	(100)
Construction Consultancy	(380)
Housing Support	(610)
Supporting People	(100)
Grounds Maintenance	(170)
Environmental	360
Community Safety	(20)
TS & Env Health	(110)
HMO, PLR & PSHG	20
Directorate Admin Support	(130)
Housing Repairs	(20)
Emergency Planning	(20)
ASSL	(70)
	(1,350)

- Housing Support is forecast to be £610K lower than budget due to a increased rental income in Private Sector Leasing flats, lower staff costs forecast due to ongoing recruitment process and an underspend on furniture spending of £135K.

- Construction Consultancy is forecasting an under-spend of £380K as a result of on-going staff vacancies.

- Grounds Maintenance is forecasting an under spend of £170K as a result of increased income for work undertaken, and staff savings in the Tree Squad.

- Environmental is forecasting an overspend of £360K, as a result of an increase in the provision of £650K, offset by a forecast underspend in Street Sweeping Staff costs of £278K, an underspend of £50K in Premises costs for Public Conveniences and a forecast increase in income of £129K for the Crematorium.

- Directorate Admin Support is now forecasting a saving of £130K as a result of earmarked budgets not being required in full for 2014/15.

Enterprise, Planning & Infrastructure
In overall terms the position forecasts an under spend of £1.2M on the total Enterprise, Planning & Infrastructure.

5.3 The areas contributing to this movement are as follows

	£'000
Facilities	(430)
Roads	(400)
Corporate Asset Team	(300)
Estates	(170)
Fleet	860
Building Standards	(780)
Development Management	(380)
Planning and Environmental Policy	(70)
Administration and Support	230
Transport	30
Economic & Business Development	160
Smarter Working	50
Directorate Support	(20)
	(1,220)

- Fleet Services is forecast to be £860K over budget principally as a result of spend on supplies and services and hire charges.

- Favourable variances are £430K within Facilities as a result of under spends of £355K within staffing and £400K in catering provisions, also a shortfall of £115K from catering income and Roads £230k from staffing underspends.

- Planning and Sustainable Development (PSD) there is a favourable variance of £780K. Forecast income for planning and building application are £867K over budget based on previous year's trends and £633K from staffing underspends.

Non Housing Capital Programme

The Service Determined Minimum Required is assessed every month by services with support from the SIP Programme Manager and officers from the Programme Management Office, Asset Management and Finance. New governance arrangements implemented in December have introduced a more robust milestone approach to project monitoring which is driving financial re-profiling exercises across the capital plan.

Appendix B shows a breakdown by project of spend to date and applicable supporting information.

Enterprise, Planning & Infrastructure

Enterprise, Planning & Infrastructure has a total of 20 projects, totaling £80.523 million allocated to it from the 2014/15 Non-Housing Capital Programme. The projects and total budget committed to each project (including any external funding) included in the programme are:-

	£'000
Corporate Property Condition & Suitability Programme	8,186
Cycling Walking Safer Streets Grant	341
Access From the North	7,945
Western Peripheral Route	24,191
Corporate Office Accommodation	471
NESTRANS - Capital Grant	1,295
Fleet Replacement	3,591
Planned Renewal & Replacement of Road Infrastructure	4,193
Acquisition – Contingency	550
Hydrogen Buses	6,293
City Broadband	6,008
St Nicholas House Demolition	1,221
Central Aberdeen Infrastructure: South College Street	3,992
Central Aberdeen Infrastructure: Berryden Corridor	997
Central Aberdeen Infrastructure: Union St Pedestrianisation	0
A96 park & Choose / Dyce Drive Link Road	9,949
Investment in Advanced Factory Units	100
City Centre Regeneration	500
City Deal	250
Free P1-3 School Meals investment	450

Spend for all projects to the end of December is £34.4 million. Spend profiles provided by budget holders show it is anticipated that underspend this financial year will be picked up in the following financial year(s).

Appendix B shows a breakdown by project of spend to date and applicable supporting information.

Housing & Environment

Housing & Environment has a total of 4 projects, totaling £13.435 million allocated to it from the 2014/15 Non-Housing Capital Programme. The projects and total budget committed to each project included in the programme are:-

	£'000
Private Sector Housing Grant	1,000
Victoria House	1,811
Waste: Implement Waste Strategy	10,610
SIP New Build Housing Programme	14

Spend for all projects to the end of December is £2.284 million. Spend profiles provided by budget holders show it is anticipated that underspend this financial year will be picked up in the following financial year(s).

Appendix C provides a breakdown of expenditure to date against budget.

6. IMPACT

It is important that a strong foundation of financial management supports the council's services and the Smarter City themes that support our citizens across service boundaries.

Corporate - The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans.

Public - This report will be of interest to the public as it outlines the Council's capital and revenue spending to date in Communities, Housing and Infrastructure.

7. MANAGEMENT OF RISK

General Fund Revenue

To ensure the anticipated forecast outturn is maintained the service has been

- Managing controllable costs for example staff vacancies and overtime
- Maximising the potential income streams of the service.

8. BACKGROUND PAPERS

Financial ledger data extracted for the period.

Non-Housing Capital Programme 2012/13 – Capital Monitoring Report approved at Finance & Resources Committee on 19 June 2012

9. REPORT AUTHOR DETAILS

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APPENDIX A

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014/15

DIRECTORATE : Communities, Housing & Infrastructure

As at 31 December 2014	Full year Revised Budget	YEAR TO DATE Revised Budget	YEAR TO DATE Actual Expenditure	YEAR TO DATE Variance Amount	FORECAST TO YEAR END Outturn	FORECAST TO YEAR END Variance Amount	FORECAST TO YEAR END Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HOUSING & ENVIRONMENT	36,454	27,341	25,809	(1,532)	35,104	(1,350)	(4)%	(556)
ENTERPRISE, PLANNING AND INFRASTRUCTURE	40,557	30,418	30,552	134	39,342	(1,215)	-3%	(82)
TOTAL BUDGET	**77,011**	**57,758**	**56,361**	**(1,397)**	**74,446**	**(2,565)**	**(3)**	**(638)**

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014/15

DIRECTORATE : Housing and Environment

As at 31 December 2014	Full year Revised Budget	YEAR TO DATE Revised Budget	YEAR TO DATE Actual Expenditure	YEAR TO DATE Variance Amount	FORECAST TO YEAR END Outturn	FORECAST TO YEAR END Variance Amount	FORECAST TO YEAR END Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HEAD OF HOUSING AND COMMUNITY SAFETY	6,833	5,125	4,359	(766)	6,013	(820)	(12)%	(170)
HEAD OF REGENERATION AND HOUSING INVESTMENT	(1,850)	(1,388)	(1,686)	(299)	(2,246)	(396)	21%	24
HEAD OF ENVIRONMENT SERVICES	30,093	22,570	22,558	(12)	30,085	(8)	(0)%	(410)
OPERATIONAL SUPPORT MANAGER	1,378	1,034	578	(456)	1,252	(126)	-9%	0
TOTAL BUDGET	**36,454**	**27,341**	**25,809**	**(1,532)**	**35,104**	**(1,350)**	**(4)**	**(556)**

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015: HEAD OF HOUSING & COMMUNITY SAFETY

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			
As at 31 December 2014	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	4,754	3,566	3,203	(363)	4,379	(375)	-8%	(250)
PROPERTY COSTS	2,543	1,907	2,231	324	2,703	160	6%	(107)
ADMINISTRATION COSTS	1,161	871	957	86	1,003	(158)	-14%	211
TRANSPORT COSTS	69	52	38	(14)	71	2	3%	3
SUPPLIES & SERVICES	1,253	940	824	(116)	1,330	77	6%	205
TRANSFER PAYMENTS	6,880	5,160	4,803	(357)	6,585	(295)	-4%	340
CAPITAL FINANCING	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	**16,660**	**12,495**	**12,056**	**(439)**	**16,071**	**(589)**	**-4%**	**402**
LESS:								
INCOME	(9,827)	(7,370)	(7,697)	(327)	(10,058)	(231)	2%	(572)
TOTAL INCOME	**(9,827)**	**(7,370)**	**(7,697)**	**(327)**	**(10,058)**	**(231)**	**2%**	**(572)**
NET EXPENDITURE	**6,833**	**5,125**	**4,359**	**(766)**	**6,013**	**(820)**	**-12%**	**(170)**

VIREMENT PROPOSALS
None

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Overall Note		
Employee Costs Vacancies are being managed across the service, resulting in favourable variances in a number of areas, principally in the Homeless teams.	(375)	(250)
Property Costs The over spend mainly relates to factoring, an outturn of £200K has been included however this will be balanced by income received and £100K reduction from previous out-turn for the temporary Homeless Flats.	160	(107)
Administration Costs The under spend principally relates to a forecast under spend within Homeless £136K & Emergency Planning £13K.	(158)	211
Transport Costs This budget is for travelling expenses and outturns have been reviewed based on spend to date.	2	3
Supplies and Services The overspend spend relates to an additional £200K in Bed & Breakfast, 20K in Community Safety & £25K in the Homecheck Scheme however there is an anticipated lower spend in the Homeless Furniture Services £135K and Supporting People £33K.	77	205
Transfer Payments Principally the anticipated underspend is from Improvement Grants of £665K & Supporting People commissioning £40K with a £396K overspend in Homeless commissioning.	(295)	340
Capital Financing Costs Capital Financing Costs have now been removed from the budgets and will be treated corporately.	0	0
Income Within this Income line there is a forecast reduction of £200K for Private Registered Landlords & £432K for Improvement Grants. There is an increase in income of £393K for Private Sector Leasing, £103K for Bed & Breakfast and £200K for Factoring.	(231)	(572)
	(820)	(170)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015 :HEAD OF REGENERATION & HOUSING INVESTMENT

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			
As at 31 December 2014	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	3,136	2,352	1,946	(406)	2,587	(549)	-18%	(10)
ADMINISTRATION COSTS	56	42	28	(14)	46	(10)	-18%	(6)
TRANSPORT COSTS	92	69	38	(31)	55	(37)	-40%	(1)
SUPPLIES & SERVICES	489	367	363	(4)	490	1	0%	0
TRANSFER PAYMENTS	0	0	0	0	0	0	0%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	**3,773**	**2,830**	**2,375**	**(455)**	**3,178**	**(595)**	**-16%**	**(17)**
LESS								
INCOME	(5,623)	(4,217)	(4,061)	156	(5,424)	199	-4%	41
TOTAL INCOME	**(5,623)**	**(4,217)**	**(4,061)**	**156**	**(5,424)**	**199**	**-4%**	**41**
NET EXPENDITURE	**(1,850)**	**(1,388)**	**(1,686)**	**(299)**	**(2,246)**	**(396)**	**21%**	**24**

VIREMENT PROPOSALS
None

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs The anticipated outturn is based on the current level of staffing and the underspend is £125K from Housing Repairs and £424K from Construction Consultancy.	(549)	(10)
Administration Costs The outturn is based on actual to date and previous years spend.	(10)	(6)
Transport Costs This budget is for travelling expenses and outturns have been reviewed based on spend to date.	(37)	(1)
Capital Financing Costs Capital Financing Costs have now been removed from the budgets and will be treated corporately.	0	0
Income Housing Repairs is recharged in full to Housing Revenue Account therefore there will is a corresponding increase in income to reflect the under spend within staffing.	199	41
	(396)	24

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015 : HEAD OF ENVIRONMENT SERVICES

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			
As at 31 December 2014	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	19,143	14,357	13,072	(1,285)	17,954	(1,189)	-6%	(537)
PROPERTY COSTS	961	721	633	(88)	890	(71)	-7%	3
ADMINISTRATION COSTS	483	362	227	(135)	1,101	618	128%	(1)
TRANSPORT COSTS	2,358	1,769	1,699	(70)	2,461	103	4%	(113)
SUPPLIES & SERVICES	7,778	5,834	7,474	1,641	9,181	1,403	18%	697
TRANSFER PAYMENTS	8,974	6,731	6,651	(80)	8,673	(301)	-3%	(80)
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	**39,697**	**29,773**	**29,756**	**(17)**	**40,260**	**563**	**1%**	**(31)**
LESS: INCOME								
INCOME	(9,604)	(7,203)	(7,198)	5	(10,175)	(571)	6%	(379)
TOTAL INCOME	**(9,604)**	**(7,203)**	**(7,198)**	**5**	**(10,175)**	**(571)**	**6%**	**(379)**
NET EXPENDITURE	**30,093**	**22,570**	**22,558**	**(12)**	**30,085**	**(8)**	**0%**	**(410)**

VIREMENT PROPOSALS
None

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs	(1,189)	(537)
Staff costs are to date below budget, an underspend of £1.1M is being anticipated this is split over a very wide variety of services including Waste, Street Sweeping & Environmental Services.		
Property Costs	(71)	3
The main reason for the forecast under spend is £50K for Public Conveniences relating to reduced APC running costs.		
Administration Costs	618	(1)
The main overspend is a provision of £660K.		
Transport Costs	103	(113)
This overspend relates largely to an increase in fleets costs for Grounds Maintenance of £162K, with underspends over various services.		
Supplies and Services	1,403	697
The predicted over spend principally relates to an increase in Waste of £500K relating to increased gate fee charges and payments to the outside contractors & kitchen/garden waste costs and £69K for the tree squad for materials and equipment. This also includes £300K for Grounds Maintenance however there has been the same adjustment in the income to balance this.		
Transfer Payments	(301)	(80)
The CFCR payment for waste has been reduced to reflect the potential increased costs noted in supplies and services.		
Capital Financing Costs	0	0
Capital Financing Costs have now been removed from the budgets and will be treated corporately.		
Income	(571)	(379)
The forecast relates to income £140K incorrectly budgeted within Street Sweeping this will be corrected for 2015/16 and an under recovery in Commercial Waste of £173K, there is a potential increases in income from Grounds Maintenance £600K.		
	(8)	(410)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015 : OPERATIONAL SUPPORT MANAGER

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			
As at 31 December 2014	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	1,170	878	803	(75)	1,110	(60)	-5%	0
PROPERTY COSTS	310	233	193	(40)	308	(2)	-1%	0
ADMINISTRATION COSTS	56	42	54	12	72	16	29%	0
TRANSPORT COSTS	156	117	5	(112)	16	(140)	-90%	0
SUPPLIES & SERVICES	403	302	61	(241)	403	0	0%	0
TRANSFER PAYMENTS TOTAL	0	0	0	0	0	0	0%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	**2,095**	**1,571**	**1,116**	**(455)**	**1,909**	**(186)**	**-9%**	**0**
LESS: INCOME								
INCOME	(717)	(538)	(538)	(0)	(657)	60	-8%	0
TOTAL INCOME	**(717)**	**(538)**	**(538)**	**(0)**	**(657)**	**60**	**-8%**	**0**
NET EXPENDITURE	**1,378**	**1,034**	**578**	**(456)**	**1,252**	**(126)**	**-9%**	**0**

VIREMENT PROPOSALS
None

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Overall Note		
The main under spends relate to the earmarked budgets not being required.		

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

		YEAR TO DATE			OUTTURN			
AS AT 31 December 2014	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ASSET MANAGEMENT AND OPERATIONS	29,467	22,100	22,233	133	28,894	(573)	(1.9%)	(110)
ECONOMIC AND BUSINESS DEVELOPMENT	3,996	2,997	3,754	757	4,155	159	4.0%	2
PLANNING AND SUSTAINABLE DEVELOPMENT	6,229	4,672	3,942	(730)	5,447	(782)	(12.6%)	29
DIRECTORATE SUPPORT	865	649	623	(26)	846	(19)	(2.2%)	(3)
TOTAL	**40,557**	**30,418**	**30,552**	**134**	**39,342**	**(1,215)**	**(3.0)%**	**(82)**

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ASSET MANAGEMENT AND OPERATIONS

		YEAR TO DATE			OUTTURN			
AS AT 31 December 2014	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	20,688	15,516	14,745	(771)	20,079	(609)	(2.9)%	9
PROPERTY COSTS	10,199	7,649	8,213	564	10,420	221	2.2%	(39)
ADMINISTRATION COSTS	680	510	674	164	828	148	21.8%	(2)
TRANSPORT COSTS	1,391	1,043	958	(85)	1,706	315	22.6%	(13)
SUPPLIES & SERVICES	11,214	8,411	8,720	310	12,703	1,489	13.3%	148
TRANSFER PAYMENTS	875	656	863	207	853	(22)	(2.5)%	0
GROSS EXPENDITURE	**45,047**	**33,785**	**34,173**	**388**	**46,589**	**1,542**	**3.4%**	**103**
LESS: INCOME								
INCOME	(15,580)	(11,685)	(11,940)	(255)	(17,695)	(2,115)	13.6%	(213)
TOTAL INCOME	**(15,580)**	**(11,685)**	**(11,940)**	**(255)**	**(17,695)**	**(2,115)**	**13.6%**	**(213)**
NET EXPENDITURE	**29,467**	**22,100**	**22,233**	**133**	**28,894**	**(573)**	**(1.9)%**	**(110)**

VIREMENT PROPOSALS
None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs Vacancies are being managed across the Service with the main favourable variances being in School Catering, Roads and Facilities Management.	(609)	9
Property Costs The principal adverse variance is within AECC accommodation of £280K as the Council is to remain longer than anticipated.	221	(39)
Administration Costs The principal over spend is within postages which is forecast to be overspent by £114K.	148	(2)
Transport Costs The main over spend is within fleet of £318K.	315	(13)
Supplies and Services Fleet costs for vehicle repairs are forecast to be overspent by £840K and £1M for Universal Home Insulation which is matched by an increase in the income out-turn this is partly offset by an underspend in the Energy Unit of £140K.	1,489	148
Transfer Payments No significant variance from budget is forecast for this item.	(22)	0
Income As per supplies and services an out-turn for £1M has been included for Universal Home Insulation and fleet of £440K. Additional income of £193K for the Design Team.	(2,115)	(213)
	(573)	(110)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
PLANNING AND SUSTAINABLE DEVELOPMENT

		YEAR TO DATE			OUTTURN			
AS AT 31 December 2014	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	7,707	5,780	5,308	(472)	7,074	(633)	(8.2)%	(122)
PROPERTY COSTS	15,957	11,968	158	(11,810)	15,883	(74)	(0.5)%	(54)
ADMINISTRATION COSTS	114	86	160	75	226	112	98.2%	43
TRANSPORT COSTS	3,153	2,365	2,257	(108)	3,044	(109)	(3.5)%	(168)
SUPPLIES & SERVICES	14,682	11,012	22,005	10,994	15,260	578	3.9%	40
TRANSFER PAYMENTS	190	143	142	(1)	(15)	(205)	(107.9)%	0
GROSS EXPENDITURE	**41,803**	**31,352**	**30,030**	**(1,322)**	**41,472**	**(331)**	**(0.8)%**	**(261)**
LESS: INCOME								
INCOME	(35,574)	(26,681)	(26,088)	593	(36,025)	(451)	1.3%	290
TOTAL INCOME	**(35,574)**	**(26,681)**	**(26,088)**	**593**	**(36,025)**	**(451)**	**1.3%**	**290**
NET EXPENDITURE	**6,229**	**4,672**	**3,942**	**(730)**	**5,447**	**(782)**	**(12.6)%**	**29**

VIREMENT PROPOSALS
None this cycle.

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
Vacancies are being managed across the service and include under spends from a wide variety of services including Roads, Development & Public Transport Unit Drivers	(633)	(122)
Property Costs		
It is anticipated there will be an under spend of £73K within the Park & Ride budget.	(74)	(54)
Administration Costs		
School Transport is forecast to incur additional costs of £35K & Development Management £51K which have not been provided for in the budget.	112	43
Transport Costs		
An under spend of £82K in the running costs of school transport and Public Transport Unit Drivers of £51K.	(109)	(168)
Supplies and Services		
Roads Projects are forecasting a requirement of £100K for consultants that was not provided for in the budget, £122K for Transportation Strategy and £210K for Environmental Strategy.	578	40
Transfer Payments		
Savings are forecast in Environmental Strategy of £210K this links to supplies & services comment.	(205)	0
Income		
Planning application and building application income continues to exceed budget.	(451)	290
	(782)	29

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ECONOMIC AND BUSINESS DEVELOPMENT

		YEAR TO DATE			OUTTURN			
AS AT 31 December 2014	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	2,163	1,622	1,549	(73)	2,068	(95)	(4.4)%	1
PROPERTY COSTS	140	105	33	(72)	66	(74)	(52.9)%	0
ADMINISTRATION COSTS	293	220	248	28	318	25	8.5%	1
TRANSPORT COSTS	297	223	122	(101)	323	26	8.8%	0
SUPPLIES & SERVICES	1,732	1,299	1,704	405	2,091	359	20.7%	1
TRANSFER PAYMENTS	1,759	1,319	916	(403)	1,630	(129)	(7.3)%	0
GROSS EXPENDITURE	**6,384**	**4,788**	**4,572**	**(216)**	**6,496**	**112**	**1.8%**	**3**
LESS: INCOME								
INCOME	(2,388)	(1,791)	(818)	973	(2,341)	47	(2.0)%	(1)
TOTAL INCOME	**(2,388)**	**(1,791)**	**(818)**	**973**	**(2,341)**	**47**	**(2.0)%**	**(1)**
NET EXPENDITURE	**3,996**	**2,997**	**3,754**	**757**	**4,155**	**159**	**4.0%**	**2**

VIREMENT PROPOSALS
None this cycle.

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs Vacancies are being managed across the service, resulting in favourable variances in a number of areas, principally new project development and Accelerate Aberdeen are forecast to be held for the remainder of the year.	(95)	1
Property Costs An underspend is forecast principally due to the failure to achieve savings from a planned Wind Farm of £200K however impact reduced due to £274K underspend in Hydrogen Bus Project.	(74)	0
Administration Costs Additional expenditure is forecast in European Funding and Aberdeen Renewables Group.	25	1
Transport Costs Additional expenditure is forecast in a number of areas, principally in European Funding £15K, Events £5K and Projects £5K.	26	0
Supplies and Services Additional expenditure is forecast in a number of areas, principally in Hydrogen Bus Project £281K and Events £116K.	359	1
Transfer Payments This relates to reduced grant payments to the AECC.	(129)	0
Income Relates to a number of increases & decreases of income for various projects.	47	(1)
	159	2

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014/2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
DIRECTORATE SUPPORT

		YEAR TO DATE			OUTTURN			
AS AT 31 December 2014	ANNUAL BUDGET	PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	789	592	580	(12)	770	(19)	(2.4)%	(2)
PROPERTY COSTS	0	0	0	0	0	0	0.0%	0
ADMINISTRATION COSTS	54	41	16	(25)	49	(5)	(9.7)%	(3)
TRANSPORT COSTS	5	4	7	3	9	4	80.0%	3
SUPPLIES & SERVICES	69	52	(56)	(108)	70	1	1.4%	(1)
TRANSFER PAYMENTS	0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE	**917**	**688**	**547**	**(141)**	**898**	**(19)**	**(2.1)%**	**(3)**
LESS: INCOME								
INCOME	(52)	(39)	76	115	(52)	0	0.0%	0
TOTAL INCOME	**(52)**	**(39)**	**76**	**115**	**(52)**	**0**	**0.0%**	**0**
NET EXPENDITURE	**865**	**649**	**623**	**(26)**	**846**	**(19)**	**(2.2)%**	**(3)**

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs		
No significant variance from budget is forecast for this item.	(19)	(2)
Property Costs		
No significant variance from budget is forecast for this item.	0	0
Administration Costs		
No significant variance from budget is forecast for this item.	(5)	(3)
Transport Costs		
No significant variance from budget is forecast for this item.	4	3
Supplies and Services		
No significant variance from budget is forecast for this item.	1	(1)
Income		
No significant variance from budget is forecast for this item.	0	0
	(19)	(3)

Period 9	Year to Date			Forecast to Year End		
Enterprise Planning & Infrastructure	Revised Budget	Actual Expenditure	Variance Amount	Full Year Revised Budget	Forecast Actual	Variance Amount
	£'000	£'000	£'000	£'000	£'000	£'000
Corp Property Condition & Suitability Programme	6,515	5,068	(1,447)	8,186	6,591	(1,595)
Cycling Walking Safer Streets Grant	165	155	(10)	341	341	0
Access From the North / 3rd Don Crossing	3,091	2,431	(660)	7,945	6,200	(1,745)
Western Peripheral Route	18,546	12,941	(5,605)	24,191	18,048	(6,143)
Corporate Office Accommodation	430	128	(302)	471	471	0
Nestrans - Capital Grant	648	648	(1)	1,295	1,295	0
Fleet Replacement	1,691	1,273	(418)	3,591	1,986	(1,605)
Planned Renewal & Replacement of Road Infrastructure	3,042	1,733	(1,309)	4,193	3,384	(809)
Land Acquisition - Contingency	550	666	116	550	666	116
Hydrogen Buses	5,841	5,908	67	6,293	6,276	(17)
City Broadband (Accelerate Aberdeen)	1,900	1,642	(258)	6,008	3,001	(3,007)
St Nicholas House Demolition	1,221	1,007	(214)	1,221	1,209	(12)
CATI: South College Street	28	41	13	3,992	30	(3,962)
CATI: Berryden Corridor	341	209	(132)	997	433	(564)
CATI: Pedestrianise Union St	0	47	47	0	35	35
A96 Park & Choose / Dyce Drive Link Road	1,144	349	(795)	9,949	958	(8,991)
TNRP - Investment in Advance Factory Units	0	0	0	100	30	(70)
City Centre Regeneration	75	115	40	500	750	250
City Deal	250	0	(250)	250	80	(170)
Aberdeen City Hydrogen Energy Storage (ACHES)	0	0	0	0	0	0
Free P1-3 School Meals Investment	0	0	0	450	450	0
	45,478	**34,362**	**(11,116)**	**80,523**	**52,234**	**(28,289)**

Period 9	Year to Date			Forecast to Year End		
Housing & Environment	Revised Budget	Actual Expenditure	Variance Amount	Full Year Revised Budget	Forecast Actual	Variance Amount
	£'000	£'000	£'000	£'000	£'000	£'000
Duthie Park - HLF	0	(35)	(35)	0	0	0
Private Sector Housing Grant	550	525	(25)	1,000	680	(320)
Victoria House	1,400	1,168	(232)	1,811	1,429	(382)
Waste: Ness Landfill Leachate & Gas Control Measures	40	31	(9)	498	32	(466)
Waste: Energy from Waste (EfW) Procurement & Land Acquisition	2,030	0	(2,030)	2,963	0	(2,963)
Waste: Investment in Waste Collection	150	0	(150)	1,050	0	(1,050)
Waste: Refused Derived Fuel Plant	100	0	(100)	2,000	0	(2,000)
Waste: Co-Mingled MRF	600	565	(35)	2,079	607	(1,472)
Waste: Investment in WTS and existing HWRCs	30	0	(30)	1,120	0	(1,120)
Waste: Bridge of Don HWRC	900	0	(900)	900	0	(900)
SIP New Build Housing Programme	14	30	16	14	300	286
	5,814	**2,284**	**(3,530)**	**13,435**	**3,048**	**(10,387)**

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	18 March 2015
DIRECTOR	Pete Leonard & Ewan Sutherland
TITLE OF REPORT:	2014/15 Housing Revenue Account
REPORT NUMBER:	CHI/15/122

1. PURPOSE OF REPORT

The purpose of this report is to provide elected members with a status report for the 2014/15 Housing Revenue Account and Housing Capital Programme as at 31 December 2014 summarising both income and expenditure.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

a) Notes the financial information contained within this report;

b) Instructs that the Head of Finance continues to update the Committee in consultation with the Director for Communities, Housing and Infrastructure on the actual outturn position for 2014/15 following completion of the year end statutory accounts; and

c) Approves the virements outlined in Appendix 3.

3. FINANCIAL IMPLICATIONS

3.1 The Housing Revenue Account (HRA) has a gross expenditure of £83M is ring fenced and is funded mainly from housing rents. The forecast position on the HRA, as outlined, indicates that there will be a working balance of £7.2M after taking account of the 2014/15 out-turn and other agreed commitments. This is in excess of the recommended minimum level of £6.3M.

3.2 Housing Capital has a funded programme of £41.7M, monies required to fund the housing capital programme can be achieved through external borrowing, capital receipts, capital grants and a revenue contribution. There are adequate resources available to finance the projected capital spend in 2014/15, as required by the Prudential Code.

4. OTHER IMPLICATIONS

Failure to adequately maintain and improve the Council's housing stock may lead to the Council breaching health and safety regulations, poorer housing conditions in Aberdeen and result in lower demand.

The Council's Scottish Housing Quality Standard (SHQS) Standard Delivery Plan was approved by the former Communities Scotland in August 2006. This outlines the Council's strategy for meeting SHQS by 2015. If the Council cannot achieve the targets set within the Delivery Plan, within reasonable rent increases, then the Scottish Housing Regulator could intervene.

5. BACKGROUND/MAIN ISSUES

Housing Revenue Account

5.1 The projected net saving for the year is forecast at £23.7M. It is anticipated this will be used to provide a CFCR contribution to fund the capital programme and increase the working balance.

5.2 The analysis of the forecast variances from budget are as follows –

	£
Rent	80
Repairs and Maintenance	400
Maintenance of Grounds	190
Former Tenants Arrears	(700)
Admin & Management	(600)
Charges for Environmental Health	(30)
Provision of meals	40
Ethnic Minority Worker	10
Loss of Rent – Council Houses	700
Loss of Rent - Garages, parking etc	140
Capital Financing Costs	(730)
Dwelling Houses Rent Income	250
Housing – Heat with Rent Income	(90)
Housing – Parking Income	(50)
Housing – Insurance Income	(30)
	(420)

- There is an over spend forecast in repairs and maintenance of £400K as a result of higher than anticipated spends on voids in November and December.

- Maintenance of Grounds is forecast to be £190K over budget and Former Tenants Arrears is anticipated to be £700K under budget based on the outturn for 2013-14.

- Admin and Management is currently forecast to be £600K under budget based on the outturn for 2013-14. Restructuring is currently on going therefore a detailed analysis of current vacancies will be reported in future reports.

- Loss of Rent – Council Houses is currently forecast to be £700K over budget. The level of voids is high due to delays in the necessary works required to bring the properties up to lettable standard, OT property reviews, properties requiring improvement to the SHQS once vacant and the decanting of Smithfield Court.

- Capital financing costs are anticipated to under spend by £730K as a result of the spend on the capital programme in 2013/14.

- Dwelling House rent Income is forecast to be £250K below budget based on actual income to date.

Housing Capital

5.3 The Council is required to manage its capital programme within the regulations set out in Part 7 of the Local Government in Scotland Act 2003. This allows Councils to set their own borrowing limits, provided that they comply with the Prudential Code.

5.4 The Prudential Code requires Councils to set a capital programme that is affordable, prudent and sustainable. The main test of affordability is whether the capital financing costs can be contained within revenue budgets.

5.5 Council on the 18 December 2013 approved a funded Housing Capital Programme for 2014/15 of £41.7M.

5.6 The summary financial statement at Appendix 2 outlines the original budget for the current year and expenditure and income as at 31 December 2014.

5.7 Appendix 3 details the range of projects expected to be undertaken within the overall budget and spend to date. Spend to date is low principally on Heating System Replacement & the Modernisation programme and the purchase of the police houses is still to be finalised.

5.8 It is currently forecast, based on figures to date, that the Housing Capital programme outturn will be managed within the framework as set out in the Prudential Code.

6. IMPACT

6.1 The report relates to the Single Outcome Agreement and the Council vision of Aberdeen – the Smarter City, in particular the strategic priority 'Smarter living (Quality of Life)' where we will provide quality services to our council tenants to enable them to have a dry, warm home in a safe and enjoyable environment..

6.2 Public – this report will be of interest to the public as it demonstrates financial performance.

7. MANAGEMENT OF RISK

Housing Revenue Account

To ensure the anticipated forecast outturn is maintained the service has been -

- Managing controllable costs for example staff vacancies and overtime
- Maximising the potential income streams of the service.

Housing Capital

There are many factors that can lead to project delays such as consultation with tenants and owners, decanting of tenants and access to properties. Such delays would result in the opportunity to advance other projects. There is a need for the capital programme slippage to be kept to a minimum to allow the Council to achieve the SHQS by 2015.

8. BACKGROUND PAPERS

18 December 2013 Draft Housing Revenue Account (HRA) and Housing Capital Budget 2014/15 to 2018/19

Financial ledger data extracted for the period.

9.. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL
REVENUE MONITORING 2014 / 2015 - HOUSING REVENUE ACCOUNT

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			
As at 31 December 2014	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PEIOD 9	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
PROPERTY COSTS	31,148	23,361	22,900	(461)	31,804	656	2%	393
ADMINISTRATION COSTS	11,759	8,820	7,979	(841)	10,435	(1,324)	-11%	0
SUPPLIES & SERVICES	494	371	278	(93)	532	38	8%	0
TRANSFER PAYMENTS TOTAL	2,276	1,709	2,526	817	3,130	854	38%	5
CAPITAL FINANCING COSTS	14,254	0	51	51	13,519	(735)	-5%	(786)
GROSS EXPENDITURE	**59,931**	**34,261**	**33,734**	**(527)**	**59,420**	**(511)**	**-1%**	**(388)**
LESS: INCOME								
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0%	0
INTEREST	(130)	(98)	0	98	(130)	0	0%	0
OTHER INCOME	(83,163)	(62,372)	(62,463)	(91)	(83,073)	90	0%	(112)
TOTAL INCOME	**(83,293)**	**(62,470)**	**(62,463)**	**7**	**(83,203)**	**90**	**0%**	**(112)**
NET EXPENDITURE	**(23,362)**	**(28,209)**	**(28,729)**	**(520)**	**(23,783)**	**(421)**	**0%**	**(500)**

VIREMENT PROPOSALS

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Property Costs		
The main reason for the movement is an forecast over spend in repairs and maintenance of £400K as aresult of higher than anticipated spend in income and voids.	656	393
Administration Costs		
The projected variance is principally due to a decrease in management & admin of £598K and former tenants arrears of £700K based on the out-turn for 2013-14.	(1,324)	0
Supplies and Services		
The Provision of meals outturn has been increased by £38K to reflect the actual costs in 2014/15 and £12K for an Ethnic Minority Worker which was not budgeted for.	38	0
Transfer Payments		
The main reason for the over spend is the loss of rent for Council Houses this is resulting from a higher than anticipated volume of voids.	854	5
Capital Financing Costs		
Capital Financing Costs are posted at the end of the financial year. It is forecast that capital financing costs are £735K under budget these are the latest forecasts from Corporate Accounting based on capital expenditure for 2013/14 and Outturn for 2014/15.	(735)	(786)
Income		
The forecasts for Dwelling House Rent Income and various other rents are based on current forecast level of income.	90	(112)
	(421)	(500)

2014/15

	Approved Budget £'000	Actual at 31/12/14 £'000	Estimated Out-turn £'000	Notes
Expenditure	46,923	23,825	41,762	**1**
Slippage	(5,161)			**2**
Total Expenditure	**41,762**	**23,825**	**41,762**	
Funded by:				
Borrowing	19,208	6,643	19,387	**3**
CFCR	22,459	17,087	22,280	**4**
Grant Income	95	95	95	
Total Income	**41,762**	**23,825**	**41,762**	

(Note 1) Expenditure
As at 31 December 2014 the Council has paid £23.8M of the budgeted £41.7M.

(Note 2) Slippage
The total available budgeted programme for capital expenditure of £46.9M is set to allow for slippage. (contract price variations, projects starting later than anticipated, projects being amended etc)

(Note 3) Borrowing
This is the level of borrowing the Council has approved to undertake in 2014/15.

(Note 4) Capital From Current Revenue (CFCR)
At present it is anticipated that £22M for the revenue contribution to capital will be made.

The overall level of the revenue contribution will be subject to variation dependent on the final position of the Housing Revenue Account and the Capital programme.

Appendix 3

Housing Capital 2014/15

	Project	Original Approved Programme £'000	Actual As at 31 Dec £'000	
	SCOTTISH HOUSING QUALITY STANDARDS			
1	**Compliant with the tolerable standard**			
1.1	Major Repairs Roofs Renewal/Gutters/RWP/Roughcast Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast	1,062	487	
		1,062	487	
2	**Free from Serious Disrepair**			
2.1	Primary Building Elements Structural Repairs Multi Storey Multi Storey blocks are surveyed on a 5-7 year cycle to identify any works required to the Structure of the buildings in order to keep the buildings safe and prolong their life.	6,380	4,720	
	Structural Repairs General Housing Structural works carried out in order to keep the building stable and structurally sound	2,000	(63)	**1**
	Secondary Building Elements			
2.2	Upgrading Of Flat Roofs General Replacement of existing roof covering and upgrading of insulation to meet current building Regulations.	600	177	
2.3	Upgrade Flat Roofs Multi Storey Full replacement of the flat roofs and also checking the replacement of roof ventilation as required	692	169	
2.5	Mono Pitched Types Replacement of the external render of the building, replacement of gutters and downpipes and environmental works	606	191	
2.6	Window Replace General A rolling programme of double glazing where previously single glazing, or replacing Double glazing to meet current standards. This is based on a cyclical programme.	1,258	1,050	
2.7	Window Replace Multi Storey A rolling programme to replace existing double glazing to meet current standards. This is on a cyclical programme.	0	0	
2.8	Balcony Storm Doors Replacement of existing doors with more secure, solid doors	60	5	
2.9	Balcony Glass Renewal - Multi Storey Replacement of existing balcony glazing on a cyclical basis	272	350	**2**
		11,866	6,600	
3	**Energy Efficient**			
	Effective insulation			
3.1	General Houses Loft Insulation Installation of loft insulation where there is none previously or the topping up of existing Insulation to comply with current building regulations.	265	21	
	Efficient Heating			
3.3	Heating Systems Replacement Replacement of boiler/whole system as deemed necessary.	5,684	3,215	
3.4	Medical Need Heating Installation of gas/electric heating depending on the medical assessment. This can be installing a completely new system, modifying or extending an existing system.	0	0	
3.5	Energy Efficiency Multi Blocks Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants	4,400	3,661	
3.6	Energy Efficiency Sheltered Introduction of energy efficiency measures in sheltered housing such as new or upgraded Systems.	660	587	

	Project	Original Approved Programme £'000	Actual As at 31 Dec £'000	
	Additional Energy Efficiency measures			
3.7	S.C.A.R.F Payment to SCARF for work carried out by them under the Energy Efficiency programme to Individual council properties. The work carried out includes the installation of loft insulation, Draught proofing and compact fluorescent bulbs. Also, providing tenants with energy efficiency Advice and information.	35	0	
3.8	Solid Wall Insulation Installation of solid wall insulation where there was none previously.	150	0	
3.9	Vestibule Doors Installation of new doors where there were none before.	0	0	
		11,194	7,484	
4	**Modern Facilities & Services**			
	Bathroom and Kitchen Condition			
4.1	Modernisation Programme Replacement of bathrooms and kitchens.	10,297	4,429	
		10,297	4,429	
5	**Healthy, Safe & Secure**			
	Healthy			
5.1	Condensation Measures Installation of heating systems and ventilation measures to combat condensation.	76	12	
	Safe			
5.3	Rewiring Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis	1,656	1,334	
5.4	Lift Replacement Multi Storey/Major Blocks Replacement of lifts where they are beyond economical repair. This can be full replacement	636	535	**3**
	replacement of specific parts of the lift.	62	33	
5.5	Smoke Detectors			
5.6	Services Cyclical maintenance/replacement of the following services Ventilation Systems, Water Tanks/Pipework, Refuse Chutes/Chamber Dry Riser Systems, Standby Generators	50	(51)	
5.7	Entrance Halls/Concierge Provision of security service	50	0	
5.8	Laundry Facilities Replacement of laundry equipment	52	19	
5.9	Upgrading of Lighting Installation of lighting controlled by photo cell i.e. switches on and off automatically depending on the level of natural light. Installation of lighting in areas where there was none before.	43	115	
	Secure			
5.11	Door Entry Systems Installation of door entry and replacement of existing doors where required	48	0	**4**
5.12	Replace Door Entry Systems - Major Blocks Installation of door entry and replacement of existing doors where required	57	25	
5.13	Other Initiatives Upgrading of stairs and installation of security doors and door entry systems	371	56	
5.14	Crime Prevention /Safety Measures			
		3,102	2,077	

	Project	Original Approved Programme £'000	Actual As at 31 Dec £'000	
	NON SCOTTISH HOUSING QUALITY STANDARDS			
6	Community Plan & Single Outcome Agreement			
6.1	Housing For Varying Needs New build including extra care housing.	100	126	
6.2	Community Initiatives Refurbishment of properties or environmental improvements in designated areas.	408	1	
6.4	Regeneration/Affordable Housing Early Action projects linked to Regeneration and Master planning Briefs for Regeneration & provision of consultation events. Acquisition of land for new build programme	120	7	
6.6	CCTV – Multi Storey Provision of CCTV for the multi storey service	314	51	
6.7	Adaptations Disabled Installation of level access showers, ramps, stair lifts and kitchen adaptations	1,329	442	
6.8	Special Initiatives/Barrier Free Housing Provision of specialist facilities or housing for tenants with particular needs i.e. extensions	150	0	
6.9	Housing For Varying Needs- Amenity/Adaptations Conversion of properties to Amenity Level standard	300	46	
6.10	Housing For Varying Needs- Extra Care/Adaptations Adaptations required to ensure existing sheltered housing stock meets current standards	573	87	
6.11/ 6.12	Roads/Paths Upgrade of Roads to an adoptable standard and the Formation or upgrading of paths	100 100	33 0	
6.13	Garages Upgrade of Garages	0	0	
6.14	New Affordable Housing	650	1,360	
6.15	Purchase of Police Houses	1,350	0	
		5,495	2,154	
7	Service Development			
7.1	Conditions Surveys Surveying of Council houses to identify failures against Scottish Housing Quality Standard	50	0	**5**
7.2	Property Database Various items of IT equipment including hardware and software	50	6	
7.3	Integrated Housing System Various purchase of PC's and software packages	75	120	
		175	126	
8	**Service Expenditure**			
	Corporate Fees	3,731	467	
		3,731	467	
	Total Budget	46,923	23,825	

SUBTRACTIONS

Note 1 - 2.1.2 – General Housing Structural Repairs

Sum to be vired = £419,000

As work under this heading have been delayed there is scope to vire budget for the shortfall in the projects listed below.

ADDITIONS

Note 2 - 2.9 Multi Storey Balcony Glass Renewal

Sum to be vired = £185,000

Additional funding is required to cover cost of associated repairs

Note 3 - 5.4 Lift Replacement

Sum to be vired = £187,000

The lifts at Donside Court are to be added to the programme due to ongoing breakdowns.

Note 4 - 5.11 Door Entry Systems

Sum to be vired = £37,000

Additional blocks which were found to be failing SHQS following survey were added to the programme.

Note 5 - 7.1 Conditions Surveys

Sum to be vired £10,000

The cost of contract to carry out 10% asbestos sampling of Council housing stock will exceed the approved budget for this item.

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	18 March 2015
DIRECTOR:	Pete Leonard & Ewan Sutherland
TITLE OF REPORT:	2014/15 TRADING SERVICES BUDGET MONITORING
REPORT NUMBER:	CHI/15/124

1. PURPOSE OF REPORT

1.1 The purpose of this report is to

i) bring to Committee members notice the current year trading services revenue budget performance to date for the Services which relate to this Committee; and

ii) advise on any areas of risk and management action.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

i) consider and note this report and the information on management action and risks that is contained herein; and

ii) instruct that officers report the year end position to the appropriate committee.

3. FINANCIAL IMPLICATIONS

3.1. It is the intention to continue to report on the previous Directorates during 2014-15 therefore this report details both the Housing and Environment and Enterprise, Planning & Infrastructure Trading Services. Work will carried out during 2014-15 to align the budgets to the new Directorates with reporting starting on 1 April 2015.

The Housing & Environment budget amounts to a credit balance of £4.1M. The forecast position indicates a short fall of £1.5M.

The Enterprise, Planning & Infrastructure budget amounts to a credit balance of £9.5M. The forecast position indicates a favourable variance of £1.5M.

3.2. Further details of the financial implications are set out in section 5 and appendix A attached.

4. OTHER IMPLICATIONS

4.1 None

5. BACKGROUND/MAIN ISSUES

The Service revenue monitoring reports are attached at Appendix A

Financial Position and Risks Assessment

Trading Services

Housing and Environment
In overall terms the position forecasts a short fall of £1.5M on the total Housing and Environment Trading Services budget.

- Building Services – the forecast is for a shortfall of £1.5M based on the forecast of current contracts. The forecast out turn for a number of contracts principally kitchens and bathroom and non housing has reduced this is based on known current and future contracts for these areas. Activity on the kitchens and bathrooms contract has reduced with only one team currently working on this contract due to work being undertaken on voids and Smithfield Court. In addition the contract has reduced from previous years and the addresses are scattered reducing the efficiencies. The non housing team in 2014-15 are not undertaking major non housing capital projects, and do not currently have the resources to deliver any projects. As there is now limited time left in the financial year it is prudent to reduce the surplus to £2.6M. The response contract is in part negating the impact of the above two contracts due to the type of work being undertaken and the close management of expenditure. Income and WIP continue to be monitored and reported on an on going basis.

Enterprise. Planning & Infrastructure
In overall terms the position forecasts remains at a favourable variance of £1.5M on the total Enterprise, Planning & Infrastructure Trading Services budget.

The major variances arising in each service are:

- Property Letting – the forecast is for an overall favourable variance of £923K. This variance is mainly due to an increase in income from rental of £240K and Grassums of £685K.

- Car Parking – the forecast is for an overall favourable variance of £589K. This variance is mainly due to car parking fines as it is anticipated that the income will be £613K above budget.

6. IMPACT

It is important that a strong foundation of financial management supports the council's services and the Smarter City themes that support our citizens across service boundaries.

Corporate - The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans.

Public - This report will be of interest to the public as it outlines the Council's capital and revenue spending to date in Communities, Housing and Infrastructure.

7. MANAGEMENT OF RISK

To ensure the anticipated forecast outturn is maintained or improved the service has been

- Managing controllable costs for example staff vacancies and overtime
- Maximising the potential income streams of the service.
- Ensuring billing is resolved timely.

In addition there are a number of risks which there is little control over, for example Car Parking service's income is sensitive to adverse winter weather, particularly in the run up to Christmas and in the immediate post new year period and Building Services Response income can be influenced by the severity of the winter months.

8. BACKGROUND PAPERS

Financial ledger data extracted for the period.

9. REPORT AUTHOR DETAILS

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Appendix A

Housing & Environment

As At End of December 2014		Year To Date			Forecast to Year End		
Accounting Period 9	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
Building Services	(4,114)	(3,086)	819	2,141	(2,614)	1,500	36.6
Total	(4,114)	(3,086)	819	2,141	(2,614)	1,500	36.6

Enterprise, Planning & Infrastructure

As at End of December 2014		Year to Date			Forecast to Year End		
Accounting Period 9	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
Property Letting	(4,769)	(3,582)	(4,230)	(648)	(5,692)	(923)	19.4%
Car Parking	(4,747)	(3,463)	(4,076)	(613)	(5,337)	(589)	12.4%
	(9,516)	(7,045)	(8,306)	(1,261)	(11,029)	(1,512)	15.9%

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18th March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure – Performance Report
REPORT NUMBER:	CHI/15/119
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to present Committee with key performance measures and progress on key improvement work within the Communities, Housing and Infrastructure Service. As the new service begins to become together, the performance report continues to take shape, primarily comprising performance data collated within the former Enterprise, Planning and Infrastructure and Housing and Environment Services.
As previously indicated the report should continue to be viewed as a work in progress which officers will continue to develop over the coming period.

2. RECOMMENDATION(S)

It is recommended that the Committee provide comments and observations on both the performance information contained in the report and also on the format and layout of the report.

3. FINANCIAL IMPLICATIONS

There are no direct implications arising out of this report, although a number of comments are made on the use of resources.

4. OTHER IMPLICATIONS

There are no direct implications arising out of this report, regarding legal, resource, personnel, property, equipment, sustainability and environmental and health and safety issues, although a number of comments are made on the use of resources.

5. BACKGROUND/MAIN ISSUES

This report provides members with key performance measures and progress made on key improvement work within the Communities, Housing and Infrastructure Directorate.

The report comprises three documents

- a progress report from the Director,
- a high level summary detailing each performance indicator and appropriate traffic light icon categorised by continuous improvement driver – specifically Improving Staff Experience, Improving Customer Experience and Responsible Resource Stewardship,
- a full performance report providing detail against each indicator , ordered by area of service.

Performance information and Actions progress are input and updated using Covalent, the corporate performance reporting system by the relevant officers. The data is reviewed and managed within the Directorate by the Director and Senior Management Team.

Within the report (and high level summary) the following symbols are used:

Performance Measures

Traffic Light Icon

 On target or within 5% of target

 Within 5% and 20% of target and being monitored

 Below 20% of target and being actively pursued

 Data only PI as there is no target set

6. IMPACT

The report reflects the existing business plans of the Service which are directly linked to the 5 year Corporate Business Plan, the Single Outcome Agreement and the Smarter City vision. The Performance reporting framework is key to the Council's aspiration of being a top performing Council and

7. MANAGEMENT OF RISK

Na

8. BACKGROUND PAPERS

Na

9. REPORT AUTHOR DETAILS

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Director's Progress Report
Communities, Housing and Infrastructure
18th March 2015

Park Force
Park Force volunteers completed a total of 1264 volunteer hours last year. Winter hasn't stopped the group; they turned their hands recently to planting eight new trees, two species called Himalayan Birch 'Snow Queen' and Prunus Royal Burgundy a flowering cherry tree.

Winter Wreath Making
During December the Duthie Park Ranger Service hosted four 'Winter Wreath Making' workshops within the David Welch Winter Gardens. This annual event was exceedingly popular this year, with all four sessions fully booked within two days of being adertised!

Heathryfold Play Park
The Play park group held a play session at the Henry Rae Centre on the 15th January. Thirty local children there to talk about the park and how they would like to see it developed. The park project has secured £20,000 from the Fairer Aberdeen Fund to carry out some work on the park.

Rare visitor to Seaton Park
The very rare harlequin duck has been spotted on the River Don at Seaton Park during January. This is only the 10th recorded sighting of this species in the UK. It has hit the headlines in the bird watching world with birders visiting Seaton Park to see it from all over the UK, some travelling from as far as Hampshire just to get a glimpse!

Kincorth Hill Paths
Many of the paths on Kincorth Hill have been substantially upgraded and in some cases re-routed to repair damage caused by water flowing down after periods of very heavy rain. The paths have been designed to minimise the flow of water by reducing the steepness of the paths and shedding water into shallow swales where it can percolate into the ground. The design has taken account of predicted climate changes expected in coming years where there is likely to be more sudden heavy downpours. This work was made possible with funding from the Bus Lane Enforcement Funds.

Deeside Way Path
The final section of the Deeside Way in Aberdeen west of the old Peterculter Station has now been upgraded to a tarmac surface. This completes the tarmac surfacing of the full length of the Deeside Way within Aberdeen City Council's ownership. In addition new waymarking has been installed to update or replace damaged finger posts along this popular route. A leaflet to promote the city section of the Deeside Way is also in production. This work has been funded by SUSTRANS, NESTRANS and the Bus Lane Enforcement Funds

Low Cost Home Ownership
These properties are aimed primarily at first time buyers on modest incomes with current tenants of Aberdeen City Council and Registered Social Landlords in the city given priority. Aberdeen City Council processes the applications and prioritises applicants to ensure they are sold to people who may otherwise be unable to meet their housing needs. Purchasers grant a Standard Security in favour of ACC for the discounted amount to ensure the properties remain affordable for future sales.
Barratt Homes recently marketed 8 x 3 bedroom low cost home ownership properties at Dubford, Bridge of Don. 60 applications were received by the closing date 9th January 2015, Barratts will release further low cost homes at this development in the near future. Scotia Homes are currently marketing 12 x 2 bedroomed flats at Cove with a closing date of 20 February.

Very Sheltered Housing Review
This review, funded through the Change Fund, is produced by an independent research consultant and provides a detailed study of Very Sheltered/Extra Care housing in Aberdeen. The report examines the allocations system, service delivery, facilities and funding and involved consultation with tenants, staff and external organisations. This review will help inform and shape future provision in the city at a time when the Council is in the process of realigning existing sheltered housing stock and increasing the provision of very sheltered housing.

"Adapting for Change" Demonstration Sites
Aberdeen, along with Falkirk, Fife, Scottish Borders and Lochaber, was selected to be one of five "Adapting for Change" Demonstration Sites. The overall aim of the two year project is to develop and test key aspects of the approach recommended by the Scottish Government's Adaptations Working Group. Bon Accord Care's Occupational Therapy team will lead in conjunction with partners from Communities, Housing and Infrastructure, Social Care and Wellbeing, health services, DPHS and social registered landlords. The Aberdeen Partnership will focus on looking at Technology Enabled Care with an emphasis on supporting people with dementia and fast track options for carrying out adaptions for those whose discharge has been delayed.

Welfare Matters Hub
In order to support the continued development of the Welfare Matters Hub and Satellite initiaitive, DWP have awarded £189,000 from their Flexible Support Fund. The funds will be available for 18 months from April 2015 and will allow the appointment of three Support Officers (Welfare Matters) along with an administrative post. These roles will allow improved assessment of needs for clients with complex and multiple problems, support for keyworking services provided by local third sector providers, the development of services through the hub and satellites and improved links with community initiatives and

projects. The project will also contribute towards the provision of improved performance and management information for the initiative.

Northfield Guarantees
This local employability app has been produced on behalf of and in partnership with the Northfield Learning Partnership by Station House Media Unit. By downloading the app, staff and volunteers are able to make a request for employability support on behalf of an individual and have confidence that their request will be addressed within 24 hours. The app has the opportunity to browse advice and information as well as ask direct questions and call or email directly to SHMU who are managing the app.

Look After Children Scheme
The 12 week scheme for "looked after children" has completed its first intake with, two youths now employed and facing a positive destination. Furthermore, the scheme has now been adopted by the council and is being written into our Family Firm policy. It will form the framework not only for assisting looked after children but will be the first stage in any internship. The second intake of looked after children is underway and expected to be rapidly rolled out across the council as a whole after the launch of the reinvigorated Family Firm initiative in March.

Voids System
Building Services has changed its "voids" system to deliver a faster and more commercially aware service. Now there is a distinct priority given to void properties requiring attention where the tenants waiting to move in are being housed, at public expense, in hotels/b&b accommodation. This is projected to save the council approx half a million pounds per year in outlay to alternate providers of homeless housing.

Equalities
The team launched their first Equality Outcomes newsletter in December 2014 in easy read English and in British Sign Language, with other languages available on request, to raise awareness of the progress the council is making in delivering on its Equality Outcomes (2013-17).

They have begun engaging with community groups so that their perception of our achievements to date can form part of the statutory progress report to be published by April 2015. These include the Disability Advisory Group, BSL users, the Older Peoples' Advisory Group, Aberdeen Women's Alliance, the LGBT community , the Ethnic Minority Forum, the Aberdeen Youth Council, the Gypsy/ Traveller Inter-agency Group and Aberdeen Interfaith Group.

RECYCLING TEAM – Christmas Campaign
In December, the Recycling Team worked in partnership with local charity Somebody Cares took part in their annual Christmas food drive. The team provided branded, reusable cotton bags – to be filled with food and delivered to people in need – as well as printed material with handy hints and tips on how to reduce, reuse and recycle at Christmas. Throughout December and January, adverts ran in local papers to promote Christmas tree collections,

food recycling and other seasonal reminders for waste and recycling collections.

A door knocking campaign to promote food recycling started on Tuesday 4th February running for 8 weeks. The aim of the campaign is to reinforce positive messages about recycling food, provide additional information and gather feedback from residents. The feedback will be collated in a report to help inform future communications activities.

Marketing and Design
Aberdeen Hydrogen Bus Project – work continues in the build up to the Launch at the start of March, through the provision of hoarding graphics which are now complete, as well as assorted leaflets, invitations and a new spiderflex display.

The latest Tennant handbook is now complete and ready to go to print and the Multi Matters newsletter has been produced and circulated to 3,800 tenants.

Business Growth
The team hosted an inward delegation from Dongying, China (a fellow World Energy Cities Partnership – WECP - member city) on 18th and 19th December 2014. The purpose of this visit was to study Aberdeen's community health and medical institutions, services and training. They were also involved in further inward business with Government delegations from Japan, Mexico and Brazil during this period.

The team were heavily involved in the organisation of the Aberdeen Oil and Gas Summit on 2nd February, notably through surveying WECP member cities and preparing briefing material.

Officers attended the Scottish Renewables Offshore Wind & Supply Chain Conference on 27th and 28th January 2015, to gather market intelligence to better inform priority-setting and to enhance the support provided to local businesses in their internationalisation efforts.

They also attended Subsea Expo 2015, 11th to 13th February, Subsea UK's flagship event. During the exhibition, the team also met with representatives from Rio Negocios, the international promotion agency for the city of Rio de Janeiro, Brazil, to plan a trade mission for local companies in October during OTC Brazil and the World Energy Cities Partnership AGM.

The annual programme of Business Boosters started in January 2015 with a session on "Online Marketing – What Really Works", this attracted around 50 local businesses. The 2015 programme includes sessions on "Identifying and addressing stress in the workplace," "Understanding the new qualification system", "Staff development funding", "Business Development support", "Non domestic rates evaluation".

Accelerate Aberdeen
In-Building Wi-Fi - Pinacl Solutions were approved and awarded the in-Building Wi-Fi contract. Aberdeen City Council has undertaken an EU procurement process to select a suitable commercial supplier to design, deploy and operate a Managed Wi-Fi Service across 31 of its publically accessible properties. This will include all of the council's library facilities, the Maritime Museum and a number of learning centres. This will serve to widen access to internet based services across the City, addressing some elements of the digital divide and aid social inclusion, particularly within regeneration areas.

Wireless Concession
Wireless Infrastructure Group (WIG) were awarded the Aberdeen City Council Wireless Concession Contract in October 2014. WIG are currently working on a detailed network solution plan which should be completed by the end of March 2015. Phase 1 roll out will be implemented thereafter. Phase 1 will see the roll out of 4G small cells in the city centre initially, enabling significantly more capacity in mobile networks. This will enable residents and visitors to use high speed mobile technology for social and business needs. Aberdeen becoming the first Scottish city to be leading the way we use this technology.

Connection Voucher Scheme (CVS)
There have been 176 enquiries received to date which are being responded to by the Digital Team. From the 176 enquiries, 38 have progressed to applications for funding from the CVS scheme with 20 approved for a voucher. The pre-registered packages total is now 12 approved applications.

Communities, Housing and Infrastructure Performance Report

Summary of Performance Indicators By Continuous Improvement Driver

Improving Staff Experience

	Housing & Env.	E,P&I	TOTAL
Establishment Number of Posts (FTEs)	1,805	1,044	2,849
Number In Post (FTEs)	1,487	879	2,366
Number of Vacancies (FTEs)	318	165	483
98 Average Sickness Absence			
83 Health & Safety Matrix Compliance			
99 Number of Staff who have undertaken Training Workshops/Online Modules			

Improving Customer Experience

6 Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	
7 Satisfaction of new tenants with the overall service received by the Estates Service. (Year to Date)	
8 Percentage of Tenancy Management actions which saw a decision/outcome made within the month and within our statutory target	
9 Percentage of New Tenant Visits (Routine Visits) in the month with an outcome completed within statutory timescales	
10 Percentage of new tenancies sustained for more than a year	
22 Percentage of Tenant Groups which are registered	
23 Percentage of housing applications processed within 28 days of receipt, year to date average	
30 Percentage of households requiring emergency/temp. accom. to whom offer was made	
32 YTD average length of time taken to complete emergency repairs	

Responsible Resource Stewardship

1 The overall monetary value of former tenants arrears, as at the end of each rent period	
2 The overall monetary value of payments received for former tenants arrears for the year to date	
3 The percentage of current tenants owing more than 13 weeks rent (excluding those owing less than £250) at the end of each rent period.	
4 The proportion of tenants giving up their tenancy during the year with arrears of more than 1 week.	
5 The average number of weeks debt owed by tenants leaving with arrears of greater than 1 week, as a year to date average.	
11 Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	
12 The year to date average number of days taken to re-let all properties - Charter Indicator	
13 The average number of days taken to let a Fast track void in the year to date	
14 The average number of days taken to let a Routine void in the year to date	

Improving Customer Experience	
33 YTD average length of time taken to complete non - emergency repairs	
34 Percentage of repairs appointments kept	
35 YTD % of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service	
40 Street Cleansing - LEAMS	
41 Street Cleansing - Vandalism	
42 Street Cleansing - Graffiti	
43 Street Cleansing - Weed Growth	
44 Street Cleansing - Detritus	
45 Street Cleansing - Staining	
46 Street Cleansing - Flytipping	
47 Street Cleansing - Flyposting	
48 Grounds - LAMS.	
50 Domestic Noise	
51 High Priority Pest Control – 2 days	
52 High Priority Pest Control – 30 days	
53 Low priority Pest Control – 5 days	
54 Low priority Pest Control – 30 days	
55 High Priority Public Health – 2 days	

Responsible Resource Stewardship	
15 The average number of days taken to let a void due to Death in the year to date	
16 The average number of days taken to let a void due to SHQS works in the year to date	
17 The average number of days taken to let a void due to major works in the year to date	
18 The average number of days taken to let a void which went through an OT assessment in year to date	
19 The percentage of offers of accommodation accepted year to date average	
20 The overall percentage of void properties as a percentage of stock as at the end of each month	
21 The percentage Void properties relet within 4weeks	
24 YTD % of statutory homeless applicants housed maintaining their tenancies for more than 12 months	
25 The average length of homeless journey (from presentation to discharge of duty) for applicants' whose journey was completed during the month.	
26 YTD % of homeless decision notifications issued to homeless applicants within 28 days of presentation	
27 Percentage of homeless cases in the month where contact has been lost with applicant either pre- or post-statutory decision	
28 Percentage where permanent accommodation found to applicants unintentionally made homeless closed either through offer or securement	
29 YTD % of all general need relets to statutory homeless applicants	
31 Current arrears as % gross potential rental and service charge income for homeless households accommodated in ACC temporary furnished flats	
36 Percentage of Void Properties off charge	
37 Percentage of Council properties with current gas safety certificates.	
38 Percentage of Council properties where current gas safety check was carried out within 12 months of previous	
39 The number and proportion of the council's housing stock being brought up to the Scottish Housing Quality Standard by criteria.	

Improving Customer Experience	
56 High Priority Public Health – 30 days	
57 Low Priority Public Health – 5 days	
58 Low Priority Public Health – 30 days	
59 Dog Fouling - % responded to within 2 days	
60 Dog Fouling -% completed within 30 days	
61 All Other Dog Complaints - % responded in 5 days	
62 All Other Dog Complaints - % completed in 30 days	
63 Food Safety Hygiene % premises inspected 6 mths	
64 Food Safety Hygiene % premises inspected 12 mths	
65 Food Safety Hygiene Inspections % premises inspected more than 12 monthly	
66 Serious Assault	
67 Assault – less Serious Injury	
68 Wilful secondary fires	
69 Accidental dwelling fire	
70 Domestic Abuse	
71 Noise Related/tenancy related complaints	
72 % ASB Cases reported & resolved within local targets	
73 Percentage calls attended within 1 hour	
74 Customer Satisfaction Anti-Social Behaviour Investign.	
84 Percentage of householder and non-householder planning applications dealt with within two months	
87 Traffic light repairs completed within 48 hours	
88 Street light repairs completed within 7 days	
89 Pothole repairs carried out within target time (Cat 1,2)	

Responsible Resource Stewardship	
49 Percentage Total Waste Recycled/Composted	
75 Housing & Environment - Overtime - Spend to Date	
76 Housing & Environment - Agency Staff - FTE's	
77 Housing & Environment - Total Payments to Staff	
78 E,P&I - Overtime - Spend to Date	
79 E,P&I - Agency Staff - FTE's	
80 E,P&I - Total Payments to Staff	
81 E,P&I - Invoices issued to External Customers within 28 days of work being carried out	
82 E,P&I - Invoices issued to External Customers within 56 days of work being carried out	
85 Building Warrants - Income Received	
86 Planning Application Fees – Income Received	

Improving Customer Experience continued	
90 Road Cat 1 defects repaired within 2 work days	
91 Potholes Cat 1 defects repaired within 2 work days	
92 Gulley Cat 1 defects repaired within 2 work days	
93 Slabs Categ 1 defects repaired within 2 work days	
94 Delivery – E,P&I staff did what they said they would do	
95 Professionalism - How well did EP&I staff do their jobs	
96 Satisfaction with the overall service that was received from E,P&I	
97 E,P&I Freedom of Information Requests Cleared	

Communities, Housing and Infrastructure Performance Report - Detail

Estate Management

Rent Management			
	Current Target	**Current Value**	**Traffic Light Icon**
1 The overall monetary value of former tenants arrears, as at the end of each rent period	£1,400,000	£1,496,955	
2 The overall monetary value of payments received for former tenants arrears for the year to date.	£137,500	£104,199	
The number of current residential tenants with rent arrears at the end of each rent period		7,148	
The monetary value of current residential tenants arrears at the end of each rent period		£2,984,920	
3 The percentage of current tenants owing more than 13 weeks rent (excluding those owing less than £250) at the end of each rent period.	8.6%	6%	
4 The proportion of tenants giving up their tenancy during the year with arrears of more than 1 week. This is expressed as a year to date average % of all terminations in the year.	29%	35.3%	
5 The average number of weeks debt owed by tenants leaving with arrears of greater than 1 week, as a year to date average.	13.4	15.9	
Analysis			**Date Updated**
Current Arrears: At the end of the January rent period, the value of residential arrears for current tenants stands at £2,984,290. This is a marginal increase of 0.5% from Novembers figure of £2,969,699 and a marked improvement of 23.6% from the Council's position in January 2014 when current arrears stood at £3,905,996 demonstrating sustained improvement in Rent Management performance. In January 7,148 tenants had outstanding balances on their rent accounts; a decrease from the 7,411 recorded in November. The number of tenants owing more than 13 weeks rent recorded in January stands at 6% and is unchanged from the 6% recorded in November previously; this is well within the Council's 8.6% target. The level of arrears cases can be broken down as follows: 1134 (15.9%) tenants owing £50 or less 2542 (35.6%) tenants owing between £50.01 & £250 2730 (38.2%) tenants owing between £250.01 & £1000 690 (9.7%) tenants owing between £1000.01 & £3000 52 (0.7%) tenants owing more than £3000.01 ***Arrears Actions:*** In 2014/15 Year to Date Aberdeen City Council has issued 6335 first and second warning letters; this is a 13.8% decrease from the 7211 warning letters issued at the same stage in 2013/14. Currently 1,942 NOSP's have been issued Year to Date; a decrease of 11.2% from the 2,187 NOSP's issued at the same stage in 2013/14. There have been 153 repossessions of Council tenancies Year to Date; this is up from the 92 repossessions recorded at the same stage in 2013/14. This			19-Feb-2015

increase can largely be accounted for by procedural changes implemented in the Scottish Court Service now becoming more established and as a result more decrees for repossession have been granted. ***Terminations:*** In January 35.3% of tenants terminated their tenancy with more than 1 week of rent arrears; this is slightly down from the 36.7% recorded in November and above the Council's target of 29%. The average debt owed by tenants leaving in arrears amounts to 15.9 weeks, this is above the Council's 13.4 week target but lower than the 16.2 week figure recorded in November and the lowest recorded this year so far. ***Former Arrears:*** The total cumulative value of former tenant arrears currently stands at 1,494,924 which has decreased by 12.4% a marked improvement from the £1,706,609 recorded in November 2014. This is above our current target of £1,400,000. In the current financial year £104,199 has been collected in arrears payments from former tenants, this is 8.8% lower than the £113,371 collected in January 2014; the same point last year. The Council has written off £394,984 in arrears since Year End, this is up from £190,606 recorded at the same period in 2013/14. This further increased activity in write offs can be attributed to the recruitment of a full time FTA Officer who was appointed in December 2013. **Action:** The four new Arrears Intervention Officers commenced work with the Rent Recovery Team at the beginning of January 2015. A full training package was delivered and now the Arrears Intervention Officers have started working on case management. The Arrears Intervention Officers will work different work patterns from Housing Officers, and so it is hoped that we will be in a stronger position to engage with our tenants in arrears. The purchase of the Payment Arrangement Module is now complete. It is envisaged that the system will be introduced during the early part of April 2015. This module allows officers to be able to determine the normal payment arrangements of our tenants. The system allows staff to be notified electronically of when a payment is due and if no payment is received a further task will be sent to the officers work tray enabling early contact with the tenant. This system will allow us to be more pro-active in dealing with early arrears, and will be vital once Universal Credit payments are upon us. Phone coach training was held in September 2014 for a number of staff. This training was found to be extremely beneficial for officers in how to discuss financial matters with tenants in debt, so successful that further training has been arranged so that more staff can benefit on how to handle a conversation with a tenant in arrears. The Arrears Recovery Team are now fully staffed and as a result the Former Tenants Arrears Accounts are being reviewed. Cases where we have no details of where the tenant has gone are passed to the Sheriff Officer for a "Trace and Collect" service.	

Tenancy Management			
	Current Target	**Current Value**	**Traffic Light Icon**
6 Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	80%	672%	
7 Satisfaction of new tenants with the overall service received by the Estates Service. (Year to Date)	90%	96.7%	
8 Percentage of Tenancy Management actions (specifically Abandonment, Assignation, Joint Tenancy, Lodger, Single Abandonment, Single Termination, Sublet, Succession) which saw a decision/outcome made within the month and within our statutory target	100%	90.2%	

9 Percentage of New Tenant Visits (Routine Visits) in the month with an outcome completed within statutory timescales	100%	40.6%	
The total number of instances of mobile device usage by Housing Officers citywide in the quarter		28,085	
Of the total number of instances of mobile device usage by Housing Officers citywide in the quarter, the % that related to Rent and Arrears Management		50%	
The year to date number of legal repossessions following decree.		153	
10 Percentage of new tenancies sustained for more than a year	94%	92.5%	

Analysis	**Date Updated**
Tenant Satisfaction: As at January 2015 the percentage of tenants satisfied with the standard of their home when moving in currently stands at 72% which is up from the 68.5% satisfaction recorded in November; this is below the Council's target of 80%. The percentage of new tenants that were satisfied with the overall service they received is currently 96.7% which meets the Council's target of 90% customer satisfaction. This figure is unchanged from November demonstrating sustained customer satisfaction with the overall service received by the Estates Team. ***New Tenant Visits:*** The Council endeavours to complete a New Tenant Visit within 28 days and record an outcome; this indicator has a local target of 100%. The percentage of completed visits with an outcome recorded in January stands at 40.6% which is down from the 56.9%% recorded in November; this is still well below target. ***Customer Service Actions:*** The percentage of Customer Service Action Outcomes (Abandonments, Assignations, Joint Tenancies, Lodgers, Single Abandonments, Single Terminations, Sublets and Successions) achieved within statutory timescales is currently 90.2%. This is down from the 92.3% recorded in November however a marked improvement from the 84.3% recorded in December. Performance was below the statutory target of 100% for this outcome. ***Tenancy Sustainment:*** The percentage of new tenancies sustained for more than 12 months fell slightly from 92.7% in November to 92.5% in January; narrowly missing the Council target of 94%. There have been 153 repossessions of Council tenancies Year to Date; this is up from the 92 repossessions recorded at the same stage in 2013/14. ***Estate Management:*** The Council encourages Estate Management staff to use mobile devices when on site in their patches to view and record live data in the iWorld Housing System, as well as Office Desktop Computers. This allows staff to interact with tenants on various Estate Management issues face to face and modernises the way in which we as a Council provide our services. The number of instances of mobile device usage by housing staff in Q3 of 2014/15 stands at 24,084 representing a 15.4% reduction from the 28,478 instances recorded in Q2. Of this number 50% of actions related to rent management, this is slightly up from the 48.8% recorded in Q2 of this year. **Action:** Regular reviews/monitoring by Senior Housing Officers to identify reasons for low level of performance. Highlighted issues about the recording of actions. Further training to be provided.	17-Feb-2015

Void Management			
	Current Target	**Current Value**	**Traffic Light Icon**
11 Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	1.97%	2.0%	
12 The year to date average number of days taken to re-let all properties - Charter Indicator	50	90.4	
13 The average number of days taken to let a Fast track void in the year to date	14	14	
14 The average number of days taken to let a Routine void in the year to date	28	61	
15 The average number of days taken to let a void due to Death in the year to date	42	102	
16 The average number of days taken to let a void due to SHQS works in the year to date	49	101	
17 The average number of days taken to let a void due to major works in the year to date	49	102	
18 The average number of days taken to let a void which went through an OT assessment in the year to date	42	123	
19 The percentage of offers of accommodation accepted year to date average	65%	65.7%	
20 The overall percentage of void properties as a percentage of stock as at the end of each month	2.3%	2.3%	
The overall number of offers of accommodation refused monthly		48	
2**1** The percentage of Void properties relet within 4 weeks	56.6%	12.8%	

Analysis	**Date Updated**
<u>Analysis:</u> There have been 1267 relets this financial year. The year to date average time to relet a property is 90.4 days compared to 69.1 days at the same point in the previous financial year. Of the 1267 relets, 162 have been relet within 4 weeks, 386 in 5-8 weeks, 420 in 9-16 weeks and 299 have taken more than 16 weeks to be relet. However, there are variances in the average relet time dependant on the void path which has been assigned to the void property. There has been just 1 Fastrack void this financial year with an average relet time of 14 days whilst Routine voids relet in an average of 61 days, those requiring SHQS work average 101 days, Major Works 102 days, Deceased 102 days, those requiring Equipment and Adaptations 123 days and the VR3 void path takes an average 238 days. Void rent loss totalled £1,310,988 at the end of January. The 2.0% performance is only marginally behind the 1.97% target set and varies in the three city areas. Tillydrone have slightly reduced void rent loss in January, while the Mastrick area demonstrates good performance due to a number of properties in the Logie area being backdated for use as Homeless and accommodation for incoming teachers. Gross voids remain level at 2.3%. There were 503 void properties at the end of January. 118 properties remain off charge, while there were 385 available for relet	17-Feb-2015

at various stages of the void processes. In terms of offers, there have been 1208 offers made since April 2014. Of these, 794 offers have been accepted. Year to date against a target of 65.0%, 65.7% have been accepted. The pattern of refusals for January differs little on previous performance. Staff have been recording multiple reasons against refused properties so that staff are better informed for future offers of the same accommodation. Against a total of 48 refusals in January, 63 reasons have been given. Year to date the most common reasons for refusal are: 85 Not interested in the Area 69 No Response to Offer Letter 49 Does Not want to Move at Present 48 Personal Reasons 45 Wants Application Cancelled Unmistakably the effect of refusals for such reasons impacts needlessly on the length of time a property is void as the offer requires to be made repeatedly. Increased communication between the applicant and Housing Access Service at an earlier stage to determine exact housing requirements may prevent such refusals. **Action:** Reorganisation within the Repairs Service into smaller teams will allow greater control over the voids allocated to each team and deliver a more prioritised service and improved communication to the housing teams. Meter issues including debts and technical matters have been raised with British Gas and an agreement reached whereby a prioritised service is being rolled out across the city. Mobile devices being introduced for Inspectors to enable repairs input at site visits thereby speeding up repairs process and reducing manual input. Additional staffing being pursued. Continual review of performance and blockages being undertaken	

Tenant Participation

	Current Target	Current Value	Traffic Light Icon
The current number of Tenant Groups		50	
22 Percentage of Tenant Groups which are registered	35%	30%	
The number of tenants in the financial year to date who have attended or are attending training (Tenant Participation). Types of training could Tenant Participation Advisory Service (TPAS), Tenant Improvement Service (TIS), Chartered Institute of Housing (CIH) conferences, Registered Tenant Organisation's (RTO) training or more specialised training such as computer skills.		144	

Analysis	Date Updated
There has been a slight change to our position on Tenant Participation since last Committee. Currently we have 50 Tenant Participation groups throughout the city	17-Feb-2015

an increase of 3 since last reported. Of these 50 groups, 30% (15, an increase of 1) are Registered Tenant Organisations (RTO's), which are independent groups with their own constitutions and committees. These groups have a statutory right to be kept abreast of all important decisions relating to the Housing service. Aberdeen City Council has set a target of 35% of its groups becoming RTO's and this information will be recorded on iWorld and monitored monthly. A review of the Tenant Participation framework is ongoing and new indicators are being developed which will provide a more meaningful overview of the performance of the service. The proposed indicators will include information on tenant spend and budget. The Council continues to consult the relevant tenant groups and organisations and progress is being made on having these indicators created and ready to be reported on. The Council is committed to increasing its engagement with tenants and customers in line with the standards and outcomes outlined in the Scottish Social Housing Charter.	

Project	Progress To Date	Latest Note Date
Implementation of the Scottish Social Housing Charter	The Annual Report on the Charter to Tenants was completed and published on the 3rd October 2014, well ahead of the Regulator's deadline of the 31st October 2014. The report is available on our website, through Twitter and Facebook and will be posted out to all our Tenants on the week beginning the 13th of October 2014. Meetings have already occurred and will continue to take place with Tenants to discuss the outcomes within the report and what is being done to improve on areas where performance could be enhanced.	07-Oct-2014

Project	Progress To Date	Latest Note Date
Housing for Varying Needs Review	This review is currently in the first phase of the Implementation Plan - this phase will run from 2013 – 2015. Sheltered Housing to Amenity Housing: The following developments are in transition from sheltered housing to amenity housing. All future allocations are being offered as amenity housing and existing sheltered housing tenants at these developments have been given the opportunity to have their level of housing support assessed to see if an amenity housing support service would provide an adequate level of support for them. The developments are: Balmoral Court, Bede House Court, Berrymoss Court, Craigton Park, Meadow Court, Parkhill Court, Regensburg Court, Seaview House, Constitution Lane, Constitution Street, South Constitution Street, Thorngrove Court. Overall, almost 40% of tenancies within these developments have changed from sheltered housing to amenity housing. This has been achieved as a result of tenants requesting an assessment and void turnover. Berrymoss Court and Parkhill Court at Dyce are subject to a recent committee recommendation for them to be "twinned" and they will operate as one development. Tenants have been consulted and the new operational schedule will commence in January 2015 after a trial period. Sheltered Housing to Very Sheltered Housing: The first development to change from sheltered housing to very sheltered housing will be Provost Hogg Court in Torry. It is intended that the satellite cottages at this development will remain as sheltered housing. Surveys are being undertaken to see what physical changes are required to the development to facilitate this change. Sheltered Housing to Mainstream Housing: The first development to change from sheltered housing to mainstream housing will be Smithfield Court. Prior	09-Dec-2014

	to this development returning to housing stock as mainstream housing, a major refurbishment of the building will be completed. Phase 2: Recommendations for the next phase of this review will be presented to committee in Spring 2015.	

Housing Access Service

Allocations			
	Current Target	**Current Value**	**Traffic Light Icon**
The current number of applicants' shortlisted on the housing urgent list as at the last day of the month		490	
The current number of applicants' shortlisted on the housing discretionary list as at the last day of the month		107	
The current number of applicants' shortlisted on the housing support list as at the last day of the month		722	
The current number of applicants' shortlisted on the housing waiting list as at the last day of the month		4,875	
The current number of applicants' shortlisted on the housing transfer list as at the last day of the month		1,673	
23 The percentage of housing applications processed within 28 days of receipt, year to date average	84%	89.7%	
Analysis			**Date Updated**
Since the beginning of the year the number of applicants on the register awaiting housing has risen by 11.6% from 6805 at 31st March 2014 to 7592 at 31st January 2015. While we have seen an increase in the volume of applicants' on the housing register this year, the real term number of people applying for housing has actually fallen by 43.8% as a result of the new housing options model applied. The actual cause of the increase is attributable to a 74.3% decline in the number of applications cancelled this year, alongside a slight decline in the number of allocations made. The 76.1% decline in applications cancelled this year is due to suspension of the annual re-registration process to allow for initial/existing housing options work to be carried out to all applicants on the register. As applicants' can be on more than one list the number of applications across all lists has also increased by 9.8% to 7920. Of the applications across the lists; . 490 are on the Urgent List . 107 are on the Discretionary List . 722 are on the Support List . 4857 are on the Waiting List . 1670 are on the Transfer List The biggest changes affecting the housing register this year are; . 36.9% increase in the number of applications on the Urgent List . 105.8% increase in applications on the Discretionary List			

. 10.7% increase in applications on the Waiting List. The significant change to the Discretionary List is largely influenced by the Haudagain Improvement Project where we have seen an increase in the number of affected households applying to be rehoused. The increase of applicants' on the Urgent List is an intended consequence of the tightening up and improved monitoring of homeless cases. There continues to be a large proportion of applicants on the housing register that have no housing need and unless there is a change in circumstance will never be selected for housing. Currently 1321 (27.2%) applicants on the waiting list and 779 (46.6%) on the transfer list have 0 points representative of no housing need. A review of the 28 day target to process a housing application form was undertaken in August 2014, the target remained unchanged however new monitoring measures to improve case management were agreed in an attempt to raise standards. Since the review, month on month progress was evidenced up to December 2014 where the indicator hit a record high of 93.1%. During January the performance slipped slightly to 89.7% but still exceeded target. To date February performance is currently standing at 96.7% The YTD increase in applicants on the housing register places even greater demand and pressures on an already acute housing register, where the need for accommodation still greatly exceeds supply. Given that on average this year, there has been 435 properties available to re-let at any given time, the Council only has the capacity/supply to accommodate approximately 5.7% of the applicants' on the register at this time. Year to date there has been a total of 1257 applicants' housed off the lists, an average of 122 allocations per month. A further breakdown of allocations reveals; . 509 have been housed off the Urgent list . 82 have been housed off the Discretionary List . 231 have been housed off the Support List . 281 have been housed off the Waiting List . 154 have been housed off the Transfer List Year to date analysis of the quota for allocations indicates that 47% of lets have been awarded to applicants under the urgent quota. Between July and November the volume of allocations awarded under this quota was steadily increasing commanding approximately 56% of all lets, with the sharp increase in the number of applicants' admitted onto the Urgent/Discretionary lists the likely cause of this. During December and January however the number of allocations to the Urgent list has begun to fall, receiving only 47% of the total lets during this period. **Action** The target for applications processed within 28 days continues to be exceeded since the review of practices in August 2014. The reasons why applications are not meeting the 28 day target are analysed to see if further improvements can be made. In the coming months applicants who would be due to re-register their application will be contacted and given housing options advice. It is anticipated that this will lead to a reduction in the number of applicants on the housing list as some people may choose to pursue other options or withdraw their housing application.	

Homelessness			
	Current Target	**Current Value**	**Traffic Light Icon**
24 The year to date percentage of statutory homeless applicants housed who have sustained their tenancies for more than 12 months	90%	89.9%	
25 The average length of homeless journey (from presentation to discharge of duty) for those applicants' whose journey was completed during the month.	150	151.38	
The number of statutory homeless applications received in the month		148	
The number of households assessed as homeless or potentially homeless within each month		68	
26 The year to date percentage of homeless decision notifications issued to homeless applicants within 28 days of presentation	80%	89.2%	
27 The % of homeless cases in the month where contact has been lost with applicant either pre- or post- statutory decision	14%	6%	
28 The Housing (Scotland) Act 1987 and Homelessness etc (Scotland) Act 2003 impose a duty on the Council to provide permanent accommodation to all applicants' that are found to be unintentionally homeless, stating that if this is not provided the applicant should continue to be assessed as homeless. This indicator measures the percentage of all cases closed in the month where the Council has offered or secured permanent accommodation to those applicants' it has a duty to re-house (those who have maintained contact and are assessed as unintentionally homeless).	80%	80%	
29 The year to date % of all general need relets (all excluding sheltered, very sheltered and amenity housing) allocated to statutory homeless applicants.	50%	43.1%	

Analysis	**Date Updated**
Analysis Year to date (YTD) records indicate that 1205 formal homeless applications have been made during the year. This is up 7.5% on the 1120 applications received during the same period the previous year. When compared to the same period last year the most noticeable increases have occurred during the last 2 months where a 31.4% rise was recorded in December and a 19.3% rise in January. Records also show that 1232 assessment decisions have been reached during this time marking a 42.6% increase upon the 864 recorded at the same period last year. The upturn in assessment decisions reached is the result of an earlier initiative to increase case level activity from the date the Housing Access Service commenced operations on 7th of April 2014. While the initiative has succeeded in driving up the completion rate of assessments, the YTD average time taken to complete assessments continues to be affected rising from 39.7 days at 31st January 2014 to 52.4 days twelve months later. Despite the increase in duration, the percentage of assessments completed within the 28 day target has begun to improve rising slightly to 49.6%, only 0.1% lower than for the same period the previous year. Currently there are still 183 outstanding cases awaiting decision, 109 (59.6%) of which have already exceeded the 28 day target. Of the assessments concluded this year key trends indicate; . A 51.4% increase in the number of unintentional homeless determinations, 268 more when compared with the same period last year. The numerical increase this year however is consistent with and proportionate to the overall increase in assessment decisions completed to date. Of all the statutory homeless decisions concluded 81.8% have been considered unintentional a 0.4 point fall upon the same period last year.	17-Feb-2015

. A 35.8% increase in the number of intentional homeless determinations, 63 more than at the same period in 2013/14 and tantamount to 19.2% of all statutory decisions concluded, 1.6% higher than the previous year. . A 74% rise in the number of lost contact prior to assessment determinations, 54 more than at the same period in 2013/14. However despite the rise in lost contacts there has been a 22.6% (21) fall in the number of withdrawn determinations and an overall 5 point fall in the percentage of cases assessed where no duty exists this year. While the YTD application and assessment data points towards an upturn is activity the HL-3 (Scottish Government temporary accommodation placement level data capturing system) actually denotes an 11% reduction in the number of applicants' requiring temporary accommodation this year (750) when compared with the same period the previous year (842). The homeless outcomes data this year also reveals a 4.8% downturn in the number of cases closed to date. Of the 911 cases closed this year key trends show; . 523 are assessed as statutory homeless, of which 476 (91%) were offered or provided permanent accommodation where a rehouse duty was owed, 1.6% higher than last year and 11% higher than the revised 80% target set. . A 26% reduction in the number of cases returning to previous accommodation or making their own arrangements when compared with the same period the previous year. . An 86.1% increase in the number of cases where the outcome is unknown. This is consistent with the increase in the lost contact prior to decision assessment made. . That 985 general need relets have been made of which 427 (43.1%) have been allocated to homeless, 18.2% up on the same period last year. Following a review of the Housing Access Service Performance Framework the total homeless journey indicator was discontinued. This was replaced with two new indicators measuring the total journey time for statutory homeless cases (Unintentionally homeless) and non-statutory homeless cases (Intentionally homeless) where a target of 150 days was introduced for the former and 250 days for the later. Early indications reveal that of the 552 statutory homeless cases closed this year the average journey time stands at 151 days, with 62% (342) of the individual cases having met target. Of the 99 non statutory homeless cases closed this year the average journey time stands at 185 days, with 77.8% (342) of the individual cases having met target. Currently there are 645 applicants who have received an assessment decision and are awaiting a rehouse outcome, of which the average length of journey time to date is 200 days. For those applicant's re-housed by the homeless service the tenancy sustainment rate remains high. Figures reveal a 89.2% level of tenancy sustainment for homeless applicants' rehoused in 2013/14, a slight fall upon the 91.5% recorded for those rehoused in 2012/13.	

Housing Advice			
	Current Target	**Current Value**	**Traffic Light Icon**
Number of housing advice cases registered in the year (YTD)		5,232	
Number of housing advice cases closed in the reporting year (YTD)		3,040	
Analysis			**Date Updated**
Since implementation of the new Housing Access Service on 7th April 2014 there has been 5232 applicants' provided advice and assistance to help meet their housing needs. A breakdown of the primary reasons for why advice was required shows that; . 27% were asked to leave the parental home and required assistance with remaining in the home or finding alternative accommodation. . 14% wanted assistance with finding their own accommodation. . 12% experienced relationship breakdown and required assistance with finding alternative accommodation. . 12% were living in overcrowded conditions. Data from the inaugural Scottish Government publication of Prevent 1 indicates that between 1st April 2014 and 30th September 2014 only Edinburgh and Glasgow received more housing option approaches than Aberdeen yet proportionally per 10,000 head of population Aberdeen actually received the highest. Of the approaches above, the vast majority (90%) have been provided type 1 level advice incorporating basic advice, explanation and sign-posting well above the Scottish average of 55%. The outcomes achieved are reflective of the type of advice provided where records indicate that of the 3040 cases closed to date; . 21% of applicants have been given advice and assistance that has enabled them to remain in their current accommodation . 29% have made a homeless application to be assessed under homeless legislation. . 39% of applicants have lost contact Since September 2014 management of housing advice cases has improved where we have seen a 26% increase in the number of cases closed. While this will help to provide a more accurate picture to determine how successful the measures taken to prevent homelessness have been, there are still 2063 cases that remain open and inconsistencies in recording of outcomes achieved is still evident, one such example being there has only been 875 cases closed where a homeless application has been made, yet the HL-1 (The Homeless Data Collection Tool) records show that 1205 homeless applications have been made during the same period.			17-Feb-2015

Housing Support Service

Homelessness Temporary Accommodation			
	Current Target	**Current Value**	**Traffic Light Icon**
30 Percentage of households requiring emergency or temporary accommodation to whom an offer was made in the year	100%	98.8%	
Number of households where the Council was required to make an offer of temporary or emergency accommodation during the reporting year (YTD)		1,185	
The number of offers of temporary or emergency accommodation made during the reporting year		1,172	
Percentage of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		6.48%	
Number of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		76	
The YTD % of users' who completed the homeless questionnaire and were satisfied with the overall quality of temporary accommodation provided.		67.7%	
The total number of homeless households staying in temporary accommodation of all types above the aggregate target period (6 months) within each month		87	
Current tenancy arrears for temporary homeless flats excluding resettlement properties		283,645	
31 Current arrears as a percentage of **GROSS** potential rental and service charge income for homeless households accommodated in ACC temporary furnished flats	10%	5.6%	
Total value of former tenancy arrears for temporary homeless flats excluding resettlement properties		1,601,709	

Analysis	**Date Updated**
Provision The Homelessness and Resettlement Strategy sets out the Councils commitment to reducing homelessness in the city, lessening the need and reliance for temporary accommodation with a longer term vision to finally ending homelessness. Since the strategy was drafted we have witnessed a 62% reduction in homeless applications and a 51% fall in the numbers assessed as statutory homeless between 2010/11 - 2013/14, yet the demand for temporary accommodation continues to rise. During the last 12 months there has been a further 16% increase in the number of units used to provide temporary accommodation with 8% of the growth occurring in the last 3 months. At 12th February 2015 the housing support service had a temporary stock profile of 558 units consisting of; . 315 furnished ACC flats, 56% of the overall stock profile . 60 Hostel rooms, 11% of the overall stock profile	19-Feb-2015

. 25 B&B rooms, 4% of the overall stock profile
. 55 Hotel rooms 10% of the overall stock
. 103 Privately leased units (including those sublet from housing associations), 18% of the overall stock profile.

Reducing the use of B&B is a key initiative set out in both the Homelessness and Resettlement Strategy and Homelessness Improvement Plan. Between 2011 and 2013 the service saw a big reduction in the use of B&B delivering significant cost savings to the service. During the 2013/14 financial year, usage of B&B rooms began to level out somewhat with an average of 25 being used during this period. To date the service continues to use on average 25 B&B rooms, yet this is now supplemented by the emergence of, and growing use of hotel rooms where these types of accommodation now account for 14% of the overall temporary accommodation profile.

Another key plank of the Homelessness and Resettlement Strategy is expanding the growth of the PSL scheme. When the scheme commenced operations in 2012 the target was to secure 300 units by June 2014. The target was later revised in 2014 with an aim of securing 175 units by the end of 2014/15, with 50 units to be added each year thereafter. Year to date data shows that there has been an additional 5 units secured in 2014/15, however growth value has been offset by the loss of 4 units either through terminated contracts or changes in property usage and therefore YTD growth actually only stands at 1%.

In contrast to the increasing use of temporary accommodation the HL-3 records (Scottish Government temporary accommodation placement level data capturing system) actually denote an 11% reduction in the number of applicants' requiring temporary accommodation this year (750) when compared with the same period the previous year (842).

A recent analysis completed of the 392 households in temporary accommodation (Excluding PSL) at 27/01/2015 identified a lack of movement through temporary accommodation and the shortage of households available for allocation as the key factors impacting upon and driving the demand for temporary accommodation. A summary of some of the key findings are listed below.

. 198 households, 51% of the temp population were found to be statutory homeless.
. 79 (40%) of the statutory homeless households were under offer or had confirmed the offer.
. Of the 119 statutory households still owe a rehouse duty only 16 (13%) were shortlisted and available to be selected for offer.
. Of those households that had accepted an offer the average wait for keys to date (at 27/01/2015) was 43 days.
. The average length of days from live shortlisting to offer was 51 days
. 100 households (25%) were still awaiting a homeless decision
. Of those households still awaiting a decision the average time to date (at 27/01/2015) was 78 days.
. 72 households (18%) are not considered statutory homeless and have no rehouse duty.
. Sharp increases in the length of homeless journey for intentionality cases
. 89 households (26%) had been residing in temporary accommodation over the 6 month target.

After a review of the scheme of allocations in October 2014 a new quota system was implemented to ensure those households with greatest priority are offered accommodation as quick as possible dependent upon preferences. Under certain circumstances this has allowed for households in temporary accommodation to be selected for offer a day after being shortlisted and made live on the register. A review of the performance management framework has led to enhanced monitoring of deferred cases to improve upon the management of cases that are not shortlisted and live on the register.

From the 31 questionnaires received this year (2014/15), analysis reveals that 67.7% (21) of customers surveyed were satisfied with the quality of accommodation provided. It must be noted however that due to the low response rate the derived findings might not be representative of the entire population who have used temporary accommodation. Redesign of the temporary accommodation questionnaire is currently under review.

Rents
At the 31st January 2015, 82% (234) of the 284 households accommodated in temporary A.C.C flatted accommodation were in arrears. The total value of arrears

stood at £283,644 a 61% increase upon the £176,358 last reported to committee in December but still a 12% reduction upon the £322,415 recorded at the same time the previous year. The average weekly rent (including service charge) for a temporary flat is £317, further analysis reveals that for those households with arrears the average amount owe is £998, the equivalent of approximately three weeks rent and service charge for this type of accommodation. Former tenancy arrears for households terminating ACC temporary flatted accommodation continue to rise and have reached their highest level at £1,601,709. During the year 321 households have left with arrears (17% of total households with FTA's) worth a value of £412,442 (25.8% of the total value) an average of £1285 per household and equivalent to approximately four weeks rent and service charge for this type of property. **Action** Towards the end of 2014, in order to increase temporary accommodation stock available to meet demand, sixteen properties were identified from the housing stock being vacated in the Logie area due to the Haudagain development. Six of these properties were subsequently used to provide key worker accommodation to assist Education. The remaining ten have been furnished and set up as shared tenancies to ensure that the stock can be used responsively depending on the makeup of clients requiring temporary accommodation, i.e. two unrelated individuals sharing a property or the property being used to house a sole family. These 'units' of accommodation are reflected in the 315 furnished ACC flats. Midway through 2014 saw the PSL Scheme enter, for the first time since it began, into the period in which the first of the three year tenancy agreements with landlords would be due to expire. On average, 25% of landlords whose tenancy agreements are due to expire, have chosen to renew with the PSL scheme. There is the prospect presently for an external investor to provide up to 200 properties to the scheme over a four year period. This is currently being explored, in addition to the team continuing to focus on improving our property/landlord retention rate and attracting new landlords by exploring ways in which to advertise the service we offer landlords and its value. Towards the end of 2014, a further four bed HMO was brought on to the scheme and we are currently working with a number of landlords with the view to them bringing further properties into the scheme. The PSL scheme is being fully utilised to both provide temporary accommodation in addition to the further provision of accommodation for those households which we do not have a duty to rehouse in order to meet the Housing Access Performance Framework target of 250 days of accommodation for intentionality cases. Through the recent Scottish Government HL3 quarterly publication, a degree of potential under reporting has been brought to our attention. We are currently reviewing how HL3 figures are recorded in order to improve accuracy and develop more robust methods of recording these. The service has been working closely with the Housing Access service in order to address the time households are both awaiting homeless decisions in addition to deferred for support timeframes. Interim processes have been developed which will see the number of statutory households being selected for offer increase significantly in addition to reducing the number of households both deferred for support, and the period of time they are deferred for. The temporary accommodation team are currently reviewing how rent arrears in temporary accommodation will be both monitored and managed in order to make this more stringent given the staff role changes following the Housing Support restructure. Mechanisms will be put in place for arrears to be raised timely and consistently across households, with processes for escalation and support provision where required.	

Private Sector Housing

HMO and Landlord Registration			
	Current Target	**Current Value**	**Traffic Light Icon**
HMO Licenses in force		1,088	
HMO License Applications Pending		141	
Number of Current Landlord Registrations Approved		17,708	
Number of Current Properties Approved		20,343	
Analysis			**Date Updated**
We are currently in the process of serving another 9 Rent Penalty Notices on landlords whose registrations expired and have not been renewed. We have also configured the online Landlord Registration system to automatically apply the £110 Late Application Fee on registrations expiring from 1 January 2015 onwards			18-Dec-2014

Property Management

Repairs Management			
	Current Target	**Current Value**	**Traffic Light Icon**
32 The year to date average length of time taken to complete emergency repairs (hours)	24	5.41	
33 The year to date average length of time taken to complete non-emergency repairs (days)	10.1	11.29	
34 Percentage of repairs appointments kept	90.6%	97.89%	
35 Percentage of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service (year to date)	80%	93.5%	
36 Percentage of Void Properties off charge	5%	15.4%	
The number of offers of accommodation refused monthly for property reasons		7	

Analysis	Date Updated
Analysis: There have been 15,434 emergency repairs completed since April 2014. The average number of emergency repairs completed per month is 1,700 and the 1,797 completed in December is in line with the average. The average time for completion of these emergency repairs year to date is 5.41 hours. Non emergency repairs have been completed in an average time of 11.29 days. This is an improvement on the 13.8 days recorded in April. On average there are 2,900 non emergency repairs completed per month. There were less than average non emergency repairs completed in December (2,165). Surveys continue to be done to determine customer satisfaction with the Housing Repairs Service. Year to date there have been 769 responses. Of those, 719 are either fairly or very satisfied with the service, yet only 24 are either fairly or very dissatisfied. Managers continue to receive quarterly reports with the customer feedback so that appropriate action can be taken. The number of void properties off charge remains constant at 15.4%. This is primarily due to the properties at Smithfield Court and those affected by the Haudigan project. The number of properties refused for 'Property' related reasons has dropped considerably from 25.5% of refusals in April to just 14.6% in January. At the same point last financial year, there had been 42 properties refused because of perceived poor condition of the property offered. Between April 2014 and January 20145, there have just been 8. **Action:**	13-Feb-2015

Property Management

	Current Target	Current Value	Traffic Light Icon
37 The percentage of Council properties with current gas safety certificates	100%	100%	
38 The percentage of Council properties where current gas safety check was carried out within 12 months of the previous check	100%	97%	
39 The number and proportion of the council's housing stock being brought up to the Scottish Housing Quality Standard by criteria. Total dwellings meeting SHQS - Percentage	90.8%	94.95%	

Analysis	Date Updated
At 31st December 2014, Aberdeen City Council had 17,022 properties with gas appliances and flues, all of which had gas safety certificates. 97% of the properties had their safety certificate renewed within the year - 511 did not. 9% of the annual gas safety checks were post inspected, against a target of 10%. A further 8.5% of gas repairs and new installations were post inspected, against a target of 10%. **Action:**	13-Feb-2015

Project	Progress To Date	Latest Note Date
Delivery of new affordable housing	**Completions 2014/15 = 8** Charleston, Cove = 8 LCHO – Scotia (Sept 14) **Expected Completions 2014/15 = 115** Victoria House = 20 - rent - Aberdeen City Council Old Church Road = 20 - rent – Langstane HA (end 14) Cattofield = 16 - 12 rent & 4 MMR – Castlehill HA Dubford = 3 LCHO – Scotia Dubford = 8 LCHO Barratt Homes Marischal Street = 7 Langstane HA – Tenement Rehab Hopetoun = 21 social rent – Grampian HA Froghall = 20 social rent – Grampian HA **Expected Completion 2015/16 - 16/17 = 423** Copper Beech = 35 – 20 MMR & 15 social rent - Langstane HA Maidencraig = 36 – 12 Grampian HA – 24 Castlehill HA Friarsfield = 8 LCHO Scotia Charleston, Cove = 12 LCHO – Scotia Davidson Mill – 26 - mid market rent - NHT Cove – 18 - mid market rent - NHT Froghall Road = 19 – mid market rent – NHT Cornhill = 10 – mid market rent – NHT Huxterstone = 20 – mid market rent – NHT Countesswells = 30 – mid market rent – NHT Manor Walk = 90 social rent – Aberdeen City Council Smithfield Primary School = 119 social rent – Aberdeen City Council	16-Dec-2014

Street Scene

Street Scene			
	Current Target	**Current Value**	**Traffic Light Icon**
40 Street Cleansing - LEAMS (Local Authority Environmental Audit Management System). Statutory performance indicator that measures street cleanliness.	80	88.1	
41 Street Cleansing - Vandalism (% of streets with presence of vandalism)	5	2.2	
42 Street Cleansing - Graffiti (% of streets with presence of graffiti)	10	1.4	
43 Street Cleansing - Weed Growth (% of streets with presence of weed growth)	20	5.2	
44 Street Cleansing - Detritus (% of streets with presence of detritus))	20	41.8	
45 Street Cleansing - Staining (% of streets with presence of staining)	20	8.1	
46 Street Cleansing - Flytipping (% of streets with presence of flytipping)	10	2.2	
47 Street Cleansing - Flyposting (% of streets with presence of flyposting)	5	1.5	
48 Grounds - LAMS (Land Audit Management System) measures the cleanliness and maintenance quality of green spaces.	80	85	

Analysis	**Date Updated**
Environment KPIs are undertaken using the LEAMS (Local Environment Audit Management System) programme developed by Keep Scotland Beautiful. This is a nationally used programme. The street surveys are randomly selected by Keep Scotland Beautiful who manage and audit the LEAMS system across Scotland. A composite report detailing the average performance across the year is produced at the end of the year by KSB. There have been a few changes to the way that street cleanliness is surveyed and reported. The most notable change is that the figure produced following the street surveys is the percentage of street sites achieving an acceptable grade rather than a cleanliness index (CI). This is clear and easy to understand where A, B+ and B are acceptable grades and C and D are unacceptable. Any streets that are graded as unacceptable, C or D, are included in the next survey. There are 3 surveys per year of five per cent of the streets (two internal plus one externally validated). This gives a 15% annual survey. A target of 80% has been set which was reached at the last survey. This represents a good standard of street cleanliness. Performance within Street Scene achieved good levels across all PIs with the all targets being met except for detritus. Detritus failed to meet the challenging target set but has still improved by 30% from the previous report. Autumn / Winter time always brings challenges to deal with detritus in the form of fallen leaves and grit. Additional street sweeping vehicles were hired in to help deal with the seasonal problem. In the main leaf clearing in 2014 has been a success. On the whole the the service is performing very well and and improvement in performance is expected to continue in 2015.	20-Feb-2015

Waste Collection and Disposal

Waste Collection and Disposal

	Current Target	Current Value	Traffic Light Icon
Percentage of Household Waste Recycled/Composted (Quarterly figure)		29.4%	
49 Percentage of total waste recycled/composted (monthly figure)	27%	31.8%	
Refuse Complaints received per 1000 households (Annual figure)		24.69	

Project	Progress To Date	Latest Note Date
Zero Waste Project	Detailed negotiation continue with SITA UK Limited on the variation of the Waste Management Services Contract and are nearing conclusion. In parallel, design work on the new combined Materials Recycling Facility (MRF), Refuse Derived Fuel (RDF) production facility and new depot for the Council's waste and recycling collection fleet at Altens has progressed to a stage where tendering for the main elements of construction work is underway. Pre-application consultation is underway with two rounds of exhibitions completed in February 2015. Submission of the application is anticipated in March 2015. The main issues raised during consultation relate to traffic impacts on Wellington Road and potential amenity issues adjacent to the site. Site investigation continues on the proposed site for an Energy from Waste facility in East Tullos. The facility will have the capacity to deliver affordable heat to homes and business in south and central Aberdeen and link in with existing District heating systems. Further meetings have been held with colleagues in Aberdeenshire and Moray Councils on a potential joint solution for residual waste treatment through energy from waste and a report will be submitted to the Zero Waste Management Sub-committee in April 2015 with recommendations on how to proceed.	24-Feb-2015

Project	Progress To Date	Latest Note Date
Attain efficiency savings in the domestic waste collection services	Food Waste Collections. Phase 3 is now complete and work started on Phase 4 (private factored properties). The project is still on schedule to complete by end-2015. Additional funding from Zero Waste Scotland has enabled the recent extension of mixed communal recycling in Torry to be extended. Feedback on the first phase has been very favourable with strong evidence of higher recycling levels and substantial reduction in street litter and side waste arising from the change in refuse and recycling containers. A major overhaul of the collection management system has been approved by the Capital review group and colleagues from the Enterprise Architecture Board are now considering proposals for a new software system allied to in-cab technology. Additional project management resource has been provided to the Waste and Recycling Service by the PMO. This is essential to dovetail the 4 major transformation projects required in the	24-Feb-2015

	collection service between now and April 2017 and ensure appropriate resource is available at each stage of the project.	

Trading Standards and Environmental Health

Trading Standards and Environmental Health			
	Current Target	**Current Value**	**Traffic Light Icon**
50 Domestic Noise Complaints - Average Time to attend on site for (Non Part V - Average Dog Barking and EPA Domestic) Annual Average	48 hours	31.6 hours	
51 High Priority Pest Control - % completed within 2 days	100%	100%	
52 High Priority Pest Control - % completed within 30 days	100%	94.8%	
53 Low priority Pest Control % completed within 5 days	100%	88.9%	
54 Low priority Pest Control % completed within 30 days	100%	88.9%	
55 High Priority Public Health - % completed within 2 days	100%	97.7%	
56 High Priority Public Health - % completed within 30 days	100%	93.2%	
57 Low Priority Public Health -% completed within 5 days	100%	95.8%	
58 Low Priority Public Health -% completed within 30 days	100%	100%	
59 Dog Fouling - % responded to within 2 days	100%	100%	
60 Dog Fouling -% completed within 30 days	100%	100%	
61 All Other Dog Complaints - % responded to within 5 days	100%	100%	
62 All Other Dog Complaints - % completed within 30 days	100%	98.6%	
63 Food Safety Hygiene Inspections % premises inspected 6 monthly	100%	100%	

64 Food Safety Hygiene Inspections % premises inspected 12 monthly	100%	98.94%	
65 Food Safety Hygiene Inspections % premises inspected more than 12 monthly	100%	90.98%	

Analysis	**Date Updated**
Response times for non - domestic noise complaints continues to be very good with all complaints being responded to within the target time. 4 complaints were not completed within the 30 day period due to the complexity of the investigations. Response to public health complaints was very good with response targets missed for only a few cases where there had been difficulties in making contact with the complainant. Pest control response and completion times were also very good with only those pests requiring a course of treatments not being completed within the target time. Dog warden performance as usual has been excellent. Performance on food hygiene inspections of high risk premises was also very good, although 8 lower risk premises were not inspected by their due date. These premises have been picked up and steps taken to reduce the risk of missed inspection due dates in the future	20-Feb-2015

Community Safety

Community Safety			
	Current Target	**Current Value**	**Traffic Light Icon**
66 Serious Assault (cumulative total)	100	113	
67 Assault with less serious injury (cumulative total)	2,550	2,574	
68 Wilful secondary fires (wheelie bin/ grass/ refuse) (cumulative total)	210	210	
69 Accidental dwelling fires (cumulative total)	200	231	
70 Domestic Abuse (cumulative total)	2,160	2,658	
71 Noise related/tenancy related complaints (cumulative total)	2,130	1,860	
72 Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets - Charter Indicator	98%	97.3%	
73 Percentage of calls attended that were attended within one hour in the year	95%	97.3%	
74 Customer Satisfaction with the service received from the Anti-Social Behaviour Investigation Team in the year to date	80%	80%	

Analysis	Date Updated
Up until January 2015, there have been a reported 113 serious assaults within the city YTD; 14 of which occurred in the month of January. This figure is an increase on the 102 serious assaults reported at the same time last year and is somewhat higher than an internal target of 100. We can slightly temper this with a reduction in assaults which caused less serious injury, which has fallen by almost 4% when compared with the same time last year, hence there has been an overall reduction of 97 in violent incidents this year to date. We continue to see an increase in domestic abuse incidents with 2658 reported in the YTD, somewhat higher than the 2263 recorded YTD in 13/14. It has been assessed that the increase in numbers may, in part, be down to increased confidence in reporting such incidents to Police. Domestic abuse is a key priority, not just in Aberdeen but in the country as a whole and is part of Community Safety's key objectives as relates to Safer Communities. 210 wilful secondary fires have been recorded in 2014/15 YTD, which is slightly down from the figure in 2013/14 and achieves the internal target set. The number of accidental dwelling fires reported has increased from the number recorded at the same time in 2013/14. Noise related/tenancy related complaints has seen a decrease from last year of 191, which shows encouraging progress towards another key priority in reducing anti-social behaviour. It's important to note that these figures are, by their nature fluid and are accurate at time of writing. The percentage of anti-social behaviour cases reported in the last year resolved within locally agreed targets has increased slightly since last report to Committee in October and currently stands at 97.3% which is very close to the internal target of 98%. The percentage of calls attended that were attended within 1 hour, up until January 2015 stands at 97.3% which is slightly up on the 97.2% reported to last Committee and a marked increase on the 94.1% reported at the same time in 2013/14. We are comfortably achieving the Council's internal target of 95% on this particular indicator. The telephone questionnaires carried out on those who have used the ASBIT service continues to reflect positively with 80% of those surveyed saying that they were satisfied with the service received. This figure has remained fairly consistent and meets our internal target. **Action** Through the community safety partnership we use systematic analysis to identify emerging trends and apply a problem solving approach when particular trends are identified. The city centre has historically been our 'hot-spot' for violent crime and we participate in the weekend partnership meeting which delivers a range of best practice solution to prevent and respond to violent crime. On 10 February 2015 prestigious Purple Flag status was re-awarded in recognition of our approach to managing the city centre night-time economy and the long term downward trend for violent incidents. We have prioritised analytical and development officer support to the domestic abuse/violence against women agenda. We are working with third sector partners, our homelessness and social care teams, and police to enhance our evidence led strategic planning and problem solving approach. A key part of our strategy is to raise the profile of domestic abuse and encourage reporting. Over the part year a wider range of support services have been introduced to support victims and victim and offender focussed multi-agency meetings are used for high risk cases. The Claire's Law pilot is in its infancy and this disclosure scheme will help potential victims make informed choices when risk is identified. ASBIT performance is encouraging and we will be reviewing our neighbour complaints escalation policy now that it has been in place for one year, to help identify any further areas for improvement.	12-Feb-2015

Former Housing and Environment - General

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**75 Overtime - Spend to Date**	Dec 2014	£918,520	£17,329 (2%)	£63,218 (7%)	£118,216 (13%)	£187,639 (20%)	£263,463 (29%)	£349,869 (38%)	£417,410 (45%)	£475,538 (52%)	£540,210 (59%)
	Business Support	Dec 2014	£0	£205	£384	£384	£562	£562	£562	£562	£562	£562
	Regeneration & Housing Investment	Dec 2014	£17,150	£1,764	£3,177	£3,928	£5,730	£7,057	£8,601	£10,520	£12,520	£15,347
	Housing and Community Safety	Dec 2014	£419,122	£5,886	£11,411	£16,268	£21,117	£26,057	£31,881	£37,194	£43,490	£51,141
	Environmental Services	Dec 2014	£880,922	£9,474	£48,246	£97,636	£160,230	£229,787	£308,826	£369,134	£418,966	£473,159
	**76 Agency Staff - FTE's**	Dec 2014	N/A	209.2	219.08	232.83	237.85	218.4	195.01	207.49	206.99	171.07
	Business Support	Dec 2014	N/A	0	0	0	1	1	1	1	1	1
	Regeneration & Housing Investment	Dec 2014	N/A	144.37	147.92	155.61	155.17	142.91	124.84	135.93	137.46	105.58
	Housing and Community Safety	Dec 2014	N/A	15	14	11	13	12	12	13	13	14
	Environmental Services	Dec 2014	N/A	49.83	57.16	66.22	68.68	62.49	57.17	57.56	55.53	50.49
	**77 Total Payments to Staff (% of Budget)**	Dec 2014	£28,745,873	£1,975,949 (7%)	£4,012,587 (14%)	£6,047,267 (21%)	£8,284,957 (29%)	£10,319,370 (36%)	£12,462,154 (43%)	£14,541,675 (51%)	£16,641,620 (58%)	£18,744,550 (65%)
	Business Support	Dec 2014	£1,168,840	£87,628	£180,440	£261,048	£352,342	£436,673	£522,055	£618,032	£709,545	£798,290
	Regeneration & Housing Investment	Dec 2014	£3,330,653	£214,893	£441,503	£667,730	£895,756	£1,114,423	£1,327,374	£1,511,960	£1,719,787	£1,931,392
	Housing and Community Safety	Dec 2014	£4,917,537	£343,557	£694,102	£1,040,416	£1,404,695	£1,750,199	£2,091,125	£2,429,291	£2,787,782	£3,144,872
	Environmental Servs	Dec 2014	£19,328,843	£1,329,872	£2,696,542	£4,078,073	£5,632,164	£7,018,075	£8,521,601	£9,982,393	£11,424,505	£12,899,996

Strong financial management is critical in successfully delivering our Services particularly with regard to Staff Costs which accounts for the major part our budget. At this stage of the financial year, assuming straight line spend, one would expect expenditure on staffing to stand at around 75% - as can be seen from above our Managers have held Overtime expenditure to 59% of budget while, when taking into account all payments made to Staff, our overall spend is 65% of budget. The number of Agency workers engaged during December has reduced considerably compared with previous months.	20-Feb-15

Former Enterprise, Planning and Infrastructure Service

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	78 Overtime - Spend to Date	Dec 2014	£1,738,441	£33,610 (2%)	£110,900 (7%)	£228,787 (15%)	£351,902 (23%)	£430,938 (25%)	£535,457 (31%)	£649,059 (37%)	£745,318 (43%)	£874,676 (50%)
	Asset Management & Operations	Dec 2014	£1,634,178	£31,129	£103,372	£214,223	£331,102	£401,058	£498,789	£606,421	£696,630	£819,674
	Directorate Support	Dec 2014	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Economic & Business Development	Dec 2014	£15,163	£677	£1,000	£1,405	£1,778	£2,339	£2,523	£3,435	£3,636	£4,030
	Planning & Sustainable Development	Dec 2014	£89,100	£1,803	£6,528	£13,159	£19,022	£27,541	£34,145	£39,203	£45,053	£50,972
	79 Agency Staff - FTE's	Dec 2014	N/A	-	30.17	25.16	25.77	24.74	28.04	24.96	26.05	26.13
	Asset Management & Operations	Dec 2014	N/A	-	25.75	22.31	20.88	18.87	19.65	16.57	17.66	18.28
	Directorate Support	Dec 2014	N/A	-	0	0	0	0	0	0	0	0
	Economic & Business Development	Dec 2014	N/A	-	1.92	1.35	1.35	1.35	1.35	1.35	1.35	0.81
	Planning & Sustainable Development	Dec 2014	N/A	-	2.5	1.5	3.54	4.52	7.04	7.04	7.04	7.04

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	80 Total Payments to Staff (% of Budget)	Dec 2014	£32,332,250	£2,108,474 (7%)	£4,365,828 (14%)	£6,697,814 (22%)	£9,038,230 (29%)	£11,348,303 (36%)	£13,704,075) (42%)	£16,075,719 (51%)	£18,393,946 (57%)	£20,827,730 (64%)
	Asset Management & Operations	Dec 2014	£22,075,867	£1,443,370	£3,016,206	£4,646,741	£6,283,239	£7,886,305	£9,519,765	£11,164,898	£12,758,939	£14,470,079
	Directorate Support	Dec 2014	£849,115	£63,967	£130,226	£194,194	£258,159	£322,117	£386,111	£448,046	£510,267	£570,930
	Economic & Business Development	Dec 2014	£2,202,090	£155,627	£325,829	£491,170	£630,082	£780,702	£958,540	£1,133,287	£1,304,597	£1,470,606
	Planning & Sustainable Development	Dec 2014	£7,205,178	£445,508	£893,567	£1,365,710	£1,866,750	£2,359,177	£2,839,658	£3,329,488	£3,820,143	£4,316,115

Analysis	**Date Updated**
As can be seen above our Overtime Spend stands at 50% of budget, assuming a straight line spend one would anticipate spend being at 75%. Similarly overall spending on staff stands at just 64%.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	81 Percentage of Invoices issued to External Customers within 28 days of work being carried out	Dec 2014	90%	91.8%	98.2%	98.9%	90.8%	90.13%	92.2%	94.9%	89.5%	75.8%
	82 Percentage of Invoices issued to External Customers within 56 days of work being carried out	Dec 2014	100%	94%	100%	100%	93.7%	96.7%	96.9%	97.1%	99.3%	94.9%

Analysis	Date Updated
The timeous flow of cash into any organisation is an important factor in ensuring liquidity. Within the former Enterprise, Planning and Infrastructure Service we aim to achieve early settlement of our bills by ensuring invoices are issued to our creditors as soon as possible following completion of the work. Our target is to have 90% of invoices issued within 28 days of the work being completed and 100% within 56 days, due to the holiday season however the figure for December has fallen short of our initial target	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**83** Score for compliance with Health & Safety Matrix	Dec 2014	100%	97.3%	97.3%	97.3%	97.3%	97.3%	97.3%	97.2%	97.2%	97.2%

Analysis	Date Updated
The Health and Safety Matrix is a tool designed to assist within the Service to measure and monitor compliance across a range of Health & Safety issues in the workplace.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**84** Percentage of householder and non-householder planning applications dealt with within two months (monthly)	Dec 2014	70%	68.6%	72%	54.2%	50%	45.1%	60.7%	37.1%	37.7%	42.7%
	**85** Percentage Income Received - Building Warrants	Dec 2014	41.7%	13.3%	25.7%	39.93%	54.1%	65.25%	81%	93.3%	105.7%	118.1%
	**86** Percentage Income Received - Planning Application Fees	Dec 2014	41.7%	11.5%	19.8%	31.38%	45.7%	55.83%	60.%	65.6%	76.5%	90.8%

Analysis	Date Updated
Although falling short of our target of dealing with 70% of planning applications within 2 months this is indicative of the volume of applications submitted, reflected by the fact that, as at the end of December, we have achieved over 90% of our budgeted income for the year in relation to Planning Applications and have already surpassed our budgeted income for Building Warrant fees, both dealt with by the same team.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**87** Percentage of all traffic light repairs completed within 48 hours	Dec 2014	97%	94.6%	97.8%	98.3%	98.5%	100%	100%	98.3%	97.7%	98.8%
	Number of Traffic Light Repairs completed within 48 hours	Dec 2014		35	45	58	67	70	62	117	89	87
	Total number of traffic light repairs to be completed within 48 hours	Dec 2014		37	46	59	68	70	62	119	90	89

Analysis	Date Updated
Performance continues to meet target	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**88** Percentage of all street light repairs completed within 7 days	Dec 2014	90%	70.21%	68.33%	46.72%	83.4%	84.35%	71.28%	64.25%	55.85%	50%
	Number of Street Light Repairs	Dec 2014	Not Applicable	476	453	164	211	372	334	239	406	259

	completed within 7 days											
	Total number of street light repairs to be completed within 7 days	Dec 2014	Not Applicable	678	663	351	253	441	469	363	727	518

Analysis	**Date Updated**
Performance has dropped in recent months primarily due to a high incidence of sickness within the team. This has been compounded by the darker nights which historically results in an increase in the number of faults reported by the public.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**89** Percentage of Pothole repairs carried out within target time (Category 1 & 2)	Dec 2014	92%	75.91%	80.3%	97.36%	97.8%	97.8%	100%	82.3%	94.8%	97.4%
	Number of Pothole repairs carried out within target time (Category 1 & 2)	Dec 2014		419	1,011	1,068	579	534	284	331	458	446
	**90** Percentage of Road Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	100%	100%	100%	68.9%	100%	100%
	**91** Percentage of Potholes Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	100%	100%	100%	64.7%	100%	100%
	Number of Potholes Category 1 defects repaired within 2 working days	Dec 2014		54	196	59	33	38	20	33	79	60
	**92** Percentage of Gulley Category 1	Dec 2014	0%	na	na	na	na	na	na	na	na	na

	defects repaired within 2 working days											
	Number of Gullies Category 1 defects repaired within 2 working days	Dec 2014		0	0	0	0	0	0	0	0	0
	**93** Percentage of Slabs Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	Number of Slabs Category 1 defects repaired within 2 working days	Dec 2014		15	10	12	3	11	13	7	23	18

Analysis	**Date Updated**
After being negatively impacted due to additional leave being taken during October we are now back on track target wise. Target expected to be achieved for the year overall.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**94** Delivery – E,P&I staff did what they said they would do	Q3 2014/15	80%			72.5%			72.5%			77.2%
	**95** Professionalism - How well did E,P&I staff do their jobs	Q3 2014/15	80%			80.5%			78%			86.7%
	**96** Satisfaction with the overall service that was received from EP&I	Q3 2014/15	80%			80.2%			76%			80.4%

Analysis	Date Updated
This information is reported quarterly, pooled from the 15 Customer Surveys which are currently live, the figures show improvement from the previous quarter as a direct result of positive feedback in relation to surveys undertaken on behalf of the Catering team	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**97** Percentage of Freedom of Information requests cleared in Month	December 2014	100%	100%	94.7%	100%	97.9%	96.3%	100%	88.2%	89.7%	100%

Analysis	Date Updated
Figures for December show all 25 FOIs due during December were cleared within the prescribed time frame.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	**98** Average sickness absence - Enterprise Planning & Infrastructure	December 2014	10	8.8	9.2	9.4	9.3	9.8	10.4	10.4	10.6	11.2
	**98** Average sickness absence – Housing & Environment	December 2014	10	12.6	11.9	11.7	11.4	11.7	11.7	11.8	11.7	11.8

Analysis	Date Updated
EP&I After consistently achieving the Council target of losing less that 10 days per employee per annum for sickness for some months, the last few months has seen a marked downward trend. These figures are due to increases in the average number of days lost due to Long Term sickness. We are consulting with colleagues in HR as to how we might get back on track. **H&E** Performance continues to hover around an average of 11.8 days lost.	20-Feb-15

Traffic Light Icon	Indicator	Last Update	Current Target	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	99 Number of Staff who have undertaken Training Workshops/Online Modules	December 2014	na	120	167	185	66	66	65	74	71	41
	Asset Management & Operations	December 2014	na	98	131	156	37	37	51	51	45	24
	Directorate Support	December 2014	na	1	1	0	6	5	0	2	2	1
	Economic & Business Development	December 2014	na	5	8	20	14	14	4	5	10	10
	Planning & Sustainable Development	December 2014	na	16	27	9	9	10	10	16	14	6

Analysis	**Date Updated**
Anticipated downturn in figure compared to previous months due to holiday season.	20-Feb-15

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Peter Leonard
TITLE OF REPORT	Police performance reporting 2015/16
REPORT NUMBER	
CHECKLIST COMPLETED	

1. PURPOSE OF REPORT

1.1. At the last meeting of the Communities, Housing and Infrastructure committee on 13 January 2015, as the Local Police Commander for the City of Aberdeen, I undertook to review the structure, frequency and content of performance information submitted to committee by the Police Service of Scotland.

1.2. This report sets out options for reporting information during the financial year 2015/16, and invites committee members to make a decision on future reporting periods.

2. RECOMMENDATION(S)

2.1. That committee (a) notes the contents of this report, (b) makes an informed decision based on the options presented herein and (c) identifies members of committee to influence further consultation.

3. FINANCIAL IMPLICATIONS

3.1. There are no immediate financial implications for the Council to this report.

4. OTHER IMPLICATIONS

4.1. The discharging of the Council's responsibilities in relation to the Police and Fire Reform (Scotland) Act 2012, is of direct relevance to the delivery of the Council's responsibilities in relation to Community Planning, the Single Outcome Agreement and the Business Plan.

5. BACKGROUND/MAIN ISSUES

5.1. Since 2013, Police Scotland has provided performance information bi-annually in respect of the Aberdeen City Division Local Policing Plan.

5.2. Performance information is provided to the division on a monthly basis by the Police Scotland Performance and Analysis Unit.

5.3. This information is presented in the format of 'Year to Date' and includes a helpful comparison on the previous year's figures. This is a national data format and to ensure the most accurate and meaningful information is made available, the information is produced at the end of the month following that which the period covers.

5.4. The schedule of committee meetings and availability of performance information do not currently complement each other. This presents challenges for timeous submission to committee and can, at time, limit the value of the returns submitted.

5.5. The Police Scotland Performance and Analysis Unit are in the process of consulting on ways to mature the performance reporting process. I have ensured local opinion influences this consultation and welcome member's views to enhance understanding, meet member's expectations and strengthen and support appropriate local governance.

5.6. As the financial year 2015/16, approaches, the Aberdeen City Local Policing Plan 2014-17, will be subject to annual review with the intention it is presented back to committee in May 2015.

5.7. As Police Scotland continues to mature as a service, we are keen to engage members on the reviewed Policing Plan and ensure it is determined by direct feedback from local communities and elected members.

5.8. This will ensure our priorities are delivered with our partners and communities, ensuring local solutions for local problems.

5.9. It is important members identify the level, nature and frequency of information considered of value to ensure appropriate scrutiny on the policing service we provide to our local communities across Aberdeen and elsewhere.

5.10. The committee are invited to review the following options on the frequency of reporting:

Option 1- Quarterly reporting

To complete the financial year 2014/15, committee will receive performance information for quarters 3 and 4 at the meeting on 19 May 2015.

Schedule of reporting for 2015/16:

Communities Housing and Infrastructure Committee meeting dates	Police Performance reporting
19 May 2015	Annual review of Local Policing Plan 2014-17
27 August 2015	Quarter 1
27 October 2015	No report
January 2016	Quarter 2
March 2016	Quarter 3
August 2016	Quarter 4

Option 2 - Bi-annual reporting

To complete the financial year 2014/15, committee will receive performance information for quarters 3 and 4 at the meeting on 19 May 2015.

With our focus on prevention, in recognition of the reduced number of meetings throughout the year where formal Police presentation is made, committee members may decide to invite the Divisional representatives to provide thematic updates on the Local Policing Plan.

Schedule of reporting for 2015/16:

Communities Housing and Infrastructure Committee meeting dates	Police Performance reporting
19 May 2015	Annual review of Local Policing Plan 2014-17
27 August 2015	Thematic update
27 October 2015	Thematic update
January 2016	Quarters 1and 2
March 2016	Thematic update
August 2016	Quarters 3 and 4

5.11. Committee is invited to consider the formation of a small short term reference group to engage with senior divisional representatives on the annual review of the Local Policing Plan.

5.12. This also affords committee further opportunity to positively influence the structure, content and frequency of performance reporting in advance of both reports being presented to the full committee in May 2015 and meet members statutory obligations.

6. IMPACT

6.1. None

7. MANAGEMENT OF RISK

7.1. None.

8. BACKGROUND PAPERS

8.1. None.

9. REPORT AUTHOR DETAILS

9.1. Adrian Watson, Chief Superintendent, Local Police Commander, Aberdeen City Division

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing and Infrastructure Committee
DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Update of the Housing for Varying Needs Review
REPORT NUMBER:	CHI/15/096
CHECKLIST RECEIVED:	Yes

1. PURPOSE OF REPORT

The purpose of this report is to update elected members of the progress of the Review of Housing for Varying Needs – A Strategic Review of our Sheltered and Very Sheltered Housing (December 2011) and the associated work streams. The report will update committee of the progress of changes being introduced in the first operational phase of the review which has progressed from 2013 and request approval for further proposals in relation to the wider review.

2. RECOMMENDATION(S)

It is recommended that committee note the progress of:

2.1 the implementation of amenity housing at former sheltered housing developments;
2.2 the telecare upgrade programme at our amenity (transitional developments), sheltered, very sheltered and extra care housing developments;
2.3 the decommissioning of Smithfield Court as sheltered housing, associated costs, the refurbishment of the building and proposals for relet initiatives;
2.4 the work to convert Provost Hogg Court from sheltered housing to very sheltered housing;
2.5 the work to combine the service at Berrymoss Court and Parkhill Court to operate as sheltered housing as per the recommendation of the Housing and Environment Committee of August 2014.

It is recommended that committee approve the following:

2.6 the recommendations in Appendix 1 of this report which details a review of previous decisions in relation to the developments in transition from sheltered housing to amenity housing and further proposals to assist in this transition;

2.7 that tenants living in the transitional developments, changing from sheltered to amenity housing are offered, as a minimum, an amenity with community alarm service where family members respond with the future option to upgrade to amenity+ where the responder is a staff member;

2.8 that the charge for amenity with community alarm service is set in-line with the traditional community alarm service charge, currently £1.35 per week and that the amenity+ charge of £5 per week as approved in the budget report considered on 5 February 2015.

2.9 That officers are given discretion to apply a sensitive allocation policy (detailed in Appendix 2) in cases where the assessed list of applicants for sheltered housing and amenity housing has been exhausted.

3. FINANCIAL IMPLICATIONS

3.1 Physical alterations to buildings are being funded from the housing capital programme.

3.2 Upgrades to the telecare systems recently fitted by Tunstall at amenity (transitional developments), sheltered housing and very sheltered and extra care housing are being funded from the housing revenue account, with a contribution from the Change Fund.

3.3 Some of the transitional developments are now fully Telecare enabled. Currently tenants are offered the choice to opt in or opt out of service provision. However in order to facilitate this, the equipment needs to be reconfigured for each change of use (switched on/switched off). This requires an engineer visit to connect/disconnect the system, which currently bears a cost of c£186 per visit.

3.4 The outcomes of the Review are intrinsically linked to the proposals put forward within the 5 year Corporate Business Plan and the HRA Business Plan.

4. OTHER IMPLICATIONS

4.1 Any changes to staffing levels, their remits, roles and responsibilities will be undertaken in full consultation with staff and their Trade Unions.

4.2 Communication with tenants has been on-going throughout this review with regular updates being provided to the Sheltered Housing Network/Forum, tenant publication – Tenant/Sheltered Matters and updates to the web pages of Aberdeen City Council's site. Where appropriate, officers continue to visit developments and consult with tenants directly.

5. BACKGROUND/MAIN ISSUES

Sheltered to Amenity - Developments in Transition:

The following developments are in transition from sheltered housing to amenity housing as per the recommendation approved by the Housing and Environment Committee of January 2013. All tenants were consulted with a series of tenant meetings at the developments prior to the recommendations. Existing sheltered housing tenants can request that on site staff assess their suitability to change their housing support level from the sheltered level to the amenity level. Void property is let to applicants who have been assessed as requiring amenity housing and our recommendation is that all amenity tenants should be included in the basic community alarm service.

It is anticipated that the recently approved charges for housing support and, in particular the removal of the exemption for some tenants in sheltered housing, may have an impact on the number of requests that are received from current tenants who wish to be assessed for the amenity housing support service. There is no "closing date" for these assessments and existing tenants within developments in transition are free to request that on site staff arrange an assessment of needs at any time.

The following is an extract from the Budget Speech delivered by Councillor Laing on 5th February 2015

"The issue of inequality in relation to the charges for housing support services in Sheltered Housing has been resolved as part of this budget. To bring equity to the situation the former exemption has been removed and a charge will be phased in. During this transition the subsidy to all tenants will be increased to 50% (up from 25%)."

Development Name	House Type	Size of development	Number of sheltered tenants	Number of amenity tenants	Number of voids	% Amenity
Balmoral Court	Multi storey	55	37	13	5	32.7%
Bede House Court	Cottage	24	13	10	1	45.8%
Constitution Lane	Flatted	8	4	4	0	50%
Constitution Street	Flatted	8	6	1	1	25%

Craigton Park	Flatted/ cottage	26	15	10	1	42.3%
Meadow Court	Multi Storey	55	35	12	8	36.3%
Regensburg Court	Multi Storey	55	30	22	3	45.4%
Seaview House	Multi Storey	55	31	22	2	43.6%
South Constitution Street	Flatted	24	15	7	2	37.5%
Thorngrove Court	Cottage	12	6	6	0	50%

Forty seven existing sheltered housing tenants have changed from sheltered to an amenity housing service. The remainder are new allocations made to applicants who had an assessed need for amenity housing.

Telecare Upgrades:

A programme of telecare upgrades is progressing at most sheltered housing developments and those in transition from sheltered to amenity housing. Installation of the new equipment has been completed at the following developments:

- Balmoral Court
- Bede House
- Constitution Court,
- Constitution Street
- Constitution Lane
- Craigton Park
- Provost Hogg Court
- Margaret Clyne Court
- Regensburg Court

Installation is ongoing at the following sites:

- Charlie Devine Court
- Fairley Den.

The contract for this upgrade was awarded to Tunstall; funding was secured from the Change Fund and the remainder was funded from the Capital Programme. The implementation of the programme provides a new fully Telecare enabled system for current sheltered housing tenants. Where amenity tenants are concerned, the new system has been fitted but not made “live”. It was anticipated that this would enable us to react to tenant’s future changing needs. However, the cost implications of having a system that gets switched on and off throughout existing and new tenancies is cost prohibitive so our proposal is that the systems will remain live throughout with all tenants

having at least a basic community alarm system where the details of family members is provided so that they can act as responders.

The impact of the implementation of service changes is being closely monitored and has raised some key issues. Whilst the opt in/opt out approach provides a level of flexibility each change of service will require a Tunstall engineer to visit. The standard charge for a Tunstall engineer to visit each site is currently £186.80 plus VAT. This charge would be met from the housing revenue account and could be substantial. As an example of how this charge could impact on this service; one of the first developments to have the new Tunstall system fitted was Balmoral Court. This block has had

During the upgrade process, whilst systems were switched on, we found evidence that suggests that there have been a number of instances where tenants who had opted out of the service experienced an emergency and pulled their cords for a response. Senior personal carers or Regional Control Centre staff provided a response but did not have access to full next of kin or medical information details, which is far from ideal.

Given these issues, we propose that the minimum level of service in the transitional developments should be “amenity with community alarm” with the option to upgrade to amenity+.

There would be no additional infrastructure costs as upgraded Telecare systems are fitted in all transition blocks providing the functionality that is required. It is proposed that the charge for the basic service will be in line with the community alarm service. The current weekly charge is £1.35. This charge will be reviewed annually as part of the budget setting process.

It is proposed that, at offer stage, all new tenants are advised that the properties have been designated as “amenity with community alarm” and they will be liable to pay a charge for this service. They must provide next of kin and responder details.

For existing tenants who have opted out of the service, the cost of service will be covered from the housing revenue account for the duration of their tenancy or until they request to upgrade to amenity+ service.

Smithfield Court:

In August 2013, the Housing and Environment Committee agreed the recommendation for Smithfield Court to be changed from sheltered to mainstream housing. From October 2013 – October 2014, nineteen tenants transferred from Smithfield Court. The majority of tenants were transferred to an alternative sheltered or amenity property based within areas of their own choice.

During 2014, the Smithfield Project vacated twenty six flats and relocated to a new site at Clashieknowe which was formerly utilised as a sheltered housing development.

The average cost of relocation per tenant who transferred to an alternative Aberdeen City Council property was £2,729. This will provide an estimate for future proposals under this review when consideration is being given to complete a similar exercise to empty an entire development and relocate tenants.

The equivalent void rent loss from the date that the instruction to vacate the building and suspend lettings until the date of the final tenant moving out of Smithfield Court is: £151,398.00.

This multi storey block is the subject of a separate report to this committee (Author Kevin Kelly) which proposes letting part of this block to key workers employed by the public sector.

Provost Hogg Court:

The change from sheltered housing to very sheltered housing will be introduced at Provost Hogg Court once the refurbishment of the space formerly utilised by the day centre has been completed. Plans for refurbishment include a full preparation kitchen and restaurant style dining room. This project is being delivered with the partnership assistance of the Accord Card facility; “My Choice”. This facility allows tenants to order and pay for meals using a mix of wall mounted monitors and hand held devices. Space for the extra staff required to manage the care and domestic services required at a very sheltered housing development is being developed. The budget for this development has been committed from the Housing Capital Programme for the financial year 2015/2016. The client brief has been negotiated and work is expected to commence after April 2015.

Further consultation with existing tenants will continue regarding the delivery of this project.

Berrymoss Court and Parkhill Court:

The recommendation approved by the Housing and Environment Committee of January 2013 in relation to Berrymoss Court and Parkhill Court was that they should change from sheltered housing to amenity housing. A further recommendation was approved in relation to these developments by the Housing and Environment Committee of August 2014. This recommendation was that the future use of these developments should be as sheltered housing with the senior personal care role operating between the two developments.

A consultation exercise was completed with tenants and staff at these developments and an option has been agreed for the delivery model for housing support. The Senior Personal Care role will be based at

one development in the morning and the other in the afternoon. The telecare solution to this model is being developed and the Tunstall link will enable staff to move between both buildings.

It is anticipated that this new housing support delivery model will have been tested for one month and fully implemented by May 2015.

6. IMPACT

The community plan sets out our vision for the future of the City – an even better place to live and work, where people can expect high quality services to meet their needs.

This project meets the following objectives:

- Homes challenge – improve the quality of housing and environment for individuals and the community
- Adopt and implement strategies to support independent living for people with special needs.

It also meets the objectives in the policy document "Aberdeen – the Smarter City":

- Smarter living – we will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self esteem.

The contents of this report will treat citizens equally in terms of race, gender, LGBT, older people and people with disabilities.

7. MANAGEMENT OF RISK

None

8. BACKGROUND PAPERS

- The Aberdeen City and Aberdeenshire Housing Needs & Demand Assessment 2010
- Housing Statistics for Scotland 2011: Key Trends Summary 2011, Scottish Government
- All our futures - Planning for a Scotland with an ageing population, Scottish Government
- The Reshaping Care for Older People: A Programme for Change 2011-2021, Scottish Government
- Age, Home and Community: Strategy for Housing for Scotland's Older People: 2012-2021, Scottish Government
- The Review of Sheltered Housing in Scotland, York Health Economic Consortium (YHEC) on behalf of Scottish Government, 2008
- Shifting the Balance of Care, NHS Scotland
- National Telecare Development Programme Scotland

- Welfare Reform Act 2012

9. REPORT AUTHOR DETAILS

Graham Souter, Housing Manager, GSouter@aberdeencity.gov.uk, Tel: (01224) 522135

Fiona Tyrie, Senior Housing Officer, FTyrie@aberdeencity.gov.uk, Tel: (01224) 523312.

DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Update of the Housing for Varying Needs Review
REPORT NUMBER:	CHI/15/096

Recommendations were made to the Housing and Environment Committee of January 2013 for the council's entire stock of sheltered and very sheltered and extra care housing. These recommendations were based on assessments completed by a multi agency Asset Management and voids Sub-Group which included colleagues from different sectors of housing and colleagues from social care and wellbeing. Changes to several developments were implemented in the first operational phase of this review and these developments are in transition from;

- sheltered housing to very sheltered housing (Provost Hogg Court)
- sheltered housing to mainstream housing (Smithfield Court)

A progress update on the above developments has been included in the main part of this report.

The recommendation approved by the Housing and Environment Committee of January 2013 in relation to Berrymoss Court and Parkhill Court was that they should change from sheltered housing to amenity housing. A further recommendation was approved in relation to these developments by the Housing and Environment Committee of August 2014. This recommendation was that the future use of these developments should be as sheltered housing with the senior personal care role operating between the two developments.

This appendix will report on the progress of the implementation where developments are changing from sheltered housing to amenity housing. We will further review current decisions, recommendations and updates.

The developments included in this part of the review are:

- Balmoral Court
- Bede House Court
- Constitution Lane/Street/South Constitution Street
- Craigton Park
- Meadow Court
- Regensburg Court
- Seaview House
- Thorngrove Court

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



BALMORAL COURT, HOLBURN STREET, AB10 7GW

OVERVIEW/BACKGROUND

Balmoral Court is a multi storey block built in 1969; the accommodation is arranged over nine floors and comprises 54 one bedroom flats and one two bedroom flat which was formerly warden accommodation. The complex benefits from a common room with kitchen, laundry, hobby room, library and off street parking.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Two sheltered housing tenants have been assessed for amenity housing. The make up of the development at this time is as follows:

Sheltered Housing Flats:	Amenity Housing Flats
37	17

The former guest flat at this development is due to be refurbished and returned to housing stock as an amenity flat.

A senior personal carer is on duty from 08:00–18:00 each day for the benefit of the sheltered housing tenants. A care plan has been developed for each of these tenants and 10 are in receipt of personal care. The telecare system at this development was recently upgraded.

Voids and relet times:

This development is being let within average letting times with no particular challenges being identified.

There are currently 22 applications on the amenity housing waiting list for one bedroom multi storey type amenity housing in the Holburn letting area and two applications for the two bedroom option.

DRAFT

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
7	**8**	**4**	**6**	**4**	**5.4**	**C**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
7	**8**	**4**	**6**	**4**	**5.4**	**C**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015





BEDE HOUSE COURT, ST MACHAR DRIVE, AB24 1UU
11, 12, 13, 14 DUNBAR STREET, AB24 3UD

OVERVIEW / BACKGROUND

Bede House Court/Dunbar Street is a low rise complex built in 1963. The total number of houses at this complex is 24; 22 one bedroom cottages, one bedsit cottage and one two bedroom cottage. The complex is close to public transport links to the city centre.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Five existing sheltered housing tenants requested an assessment for the amenity housing service and five voids have been let to applicants from the amenity housing list. The make up of the development once the current void is let will be:

Sheltered Housing Cottages:	Amenity Housing Cottages:
13	11

A senior personal carer is present on site from 08:00–18:00 each day for the benefit of the sheltered housing tenants and two tenants are in receipt of personal care. The telecare system at this development was recently upgraded.

Voids and Relet Times:

This development is not being let within average letting times. Recent offers have been assessed by the housing occupational therapist and one property was refused four times. This has had a negative impact on average relet times at this development and the average letting time for voids in the past year has been 164 days. There are currently 155 applications on the amenity housing waiting list for one bedroom cottage type amenity housing in the Old Aberdeen letting area and twenty six applications for the two bedroom option. There are currently no applicants on the list for a bedsit amenity cottage in the Old Aberdeen letting area but there has been no bedsits void in the date range analysed.

DRAFT

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**2**	**2**	**4**	**2**	**3.2**	**C**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**2**	**2**	**4**	**2**	**3.2**	**C**

Recommendation:

The recommendation in relation to Bede House Court is that officers should consult with existing sheltered housing tenants and thereafter make changes to the way the housing support service is delivered at this development and that either a remote or part time housing support service delivery should be introduced.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



SOUTH CONSTITUTION STREET, AB24 5HA



CONSTITUTION LANE & CONSTITUTION STREET

OVERVIEW/BACKGROUND

South Constitution Street is a modern low rise complex built in 1985; the accommodation is a cluster of blocks with 20 one bedroom flats and 4 two bedroom flats. Two further blocks at Constitution Lane and Constitution Street provide a further 16 flats. Half of the properties are on the first floor level and there is no lift facility.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Seven existing sheltered housing tenants requested an assessment for the amenity housing support service. The make up of these blocks are as follows:

Development	Number of sheltered flats	Number of amenity flats
Constitution Lane	4	4
Constitution Street	6	2
South Constitution Street	15	9

A senior personal carer is on site at Constitution Court from 08:00–18:00 each day and is responsible for delivering a housing support service at Constitution Court and the sheltered housing tenants at these satellite blocks. Three sheltered housing tenants at South Constitution Street are in receipt of personal care. The telecare systems at these flats were recently upgraded.

DRAFT

Voids and Relet Times:

This development is not being let within average letting times and there are several long term voids at this location, particularly on the first floor. The average letting time for voids in the past year has been 164 days and there are four current voids, one of which has been empty for more than one year. There are 100 applications registered for amenity flatted accommodation in the King Street letting area and 22 for the two bedroom option. However, many of these applicants have the recommendation for ground floor accommodation and will therefore not be considered flats on the upper floor level.

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
9	**9**	**6**	**6**	**6**	**6.9**	**B**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
9	**9**	**6**	**6**	**6**	**6.9**	**B**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

A further recommendation is that officers should consider some of the long term void flats for allocation under the sensitive letting policy (Appendix 2) if this recommendation is approved by this committee.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



CRAIGTON PARK, CRAIGTON ROAD, MANNOFIELD, AB15 7UF

OVERVIEW / BACKGROUND

Craigton Park is a modern low rise complex built in 1990; the accommodation is a cluster of blocks with all accommodation either at ground floor or first floor level. There are 23 one bedroom flats, one two bedroom flat and there are two one bedroom flats in a cottage building on Craigton Road. Twelve of the flats are on the first floor level and fourteen are on the ground floor level.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Two existing sheltered housing tenants requested an assessment for the amenity housing support service and five were assessed as requiring the amenity+ housing support service. Three voids have been let to applicants from the amenity housing list. The make up of the development once the current void flat has been let will be:

Sheltered Housing Flats/cottages:	Amenity Housing Flats:
15	11

A senior personal carer is present on site from 08:00 – 18:00 each day for the benefit of the sheltered housing tenants and the telecare system at this development has recently been upgraded. Three of the current sheltered housing tenants are in receipt of personal care.

Voids and Relet Times:

This development is not being let within average letting times. The average letting time for the two voids let in the past year has been 87.5 days. Challenges have included the late return of keys in the event of the death of the tenant and a central heating upgrade and an offer refusal. There are currently 59 applications on the amenity housing waiting list for one bedroom flatted type amenity housing in the Mannofield letting area and two applications for the two bedroom option. There are

a further 199 applicants registered for amenity cottage type accommodation in the Mannofield letting area.

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**5**	**3**	**7**	**2**	**4.8**	**C**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**5**	**3**	**7**	**2**	**4.8**	**C**

Recommendation:

The recommendation in relation to Craigton Park is that officers should consult with existing sheltered housing tenants and thereafter make changes to the way the housing support service is delivered at this development and that either a remote or part time housing support service delivery should be introduced.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



MEADOW COURT, AUCHINLECK ROAD, TILLYDRONE, AB24 2YX

OVERVIEW - BACKGROUND

Meadow Court is a multi storey block constructed in 1971; it is arranged over nine floors and has 55 flats (54 one bedroom, one two bedroom). The block benefits from a common room, laundry and off street parking. The block is located in a pleasant area close to the River Don.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Three existing sheltered housing tenants requested an assessment for the amenity housing support service and one was assessed as requiring the amenity+ housing support service. Seven voids have been let to applicants from the amenity housing list. The make up of the development at this time is as follows:

Sheltered Housing Flats:	Amenity Housing Flats:	Voids:
35	12	8

The former guest flat at this development is due to be refurbished and returned to housing stock as an amenity flat.

A senior personal carer is present on site from 08:00 – 18:00 each day and ten of the sheltered housing tenants are in receipt of personal care.

Voids and Relet Times:

This development is not being let within average letting times and there is a problem with long term voids. The average letting time for voids which have been let is 56 days. At the time of writing this report there were 10 applications on the amenity housing waiting list for one bedroom multi storey flatted type amenity housing in the

Tillydrone letting area and one applications for the two bedroom option. Not all applications on the list will match with the void flats available. Some applicants prefer particular floor levels or aspects of the building and others may be deferred or on offer for other properties and this will prevent them from shortlisting.

Current Voids at February 2015:

Flat Number	Void Date	Number of days void at 03 Feb 2015
47 Meadow Court	14 Dec 2009	1877
29 Meadow Court	30 Jan 2012	1100
56 Meadow Court	25 Mar 2013	680
30 Meadow Court	13 Jan 2014	386
9 Meadow Court	3 Feb 2014	365
10 Meadow Court	21 April 2014	288
53 Meadow Court	18 August 2014	169
34 Meadow Court	11 August 2014	176

At the start of the review, a snapshot of void sheltered housing flats at this development was recorded in 2011 as:

Vacant Flats at Meadow Court 27 September 2011:

Flat No	No of Previous Offers	Current Offer	No of Void Days
30	8	No	764
18	0	No	666
47	0	No	652
14	1	No	647
32	2	No	309
35	0	No	295
11	0	No	204

It would appear that there is little demand for this development either as sheltered housing or amenity housing and there is already a stock of approximately 400 mainstream multi storey flats in the Tillydrone letting area.

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**2**	**5**	**2**	**3**	**3.8**	**C**

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The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**2**	**5**	**2**	**3**	**3.8**	**C**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

A further recommendation is that officers should consider some of the long term void flats for allocation under the sensitive letting policy (Appendix 2) if this recommendation is approved by this committee.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



REGENSBURG COURT, SPRINGHILL ROAD, ABERDEEN

OVERVIEW - BACKGROUND

Regensburg Court is a multi storey development built in 1968, it is arranged over nine floors and has 54 one bedroom flats and one two bedroom flat. The block has a common room, laundry, and off street parking. The block is conveniently located close to public transport, shops and medical facilities.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Five existing sheltered housing tenants requested an assessment for the amenity housing support service and four were assessed as requiring the amenity+ housing support service. When the current void is let, the make up of the development will be as follows:

Sheltered Housing Flats:	Amenity Housing Flats
30	24

The former guest flat at this development is due to be refurbished and returned to housing stock as an amenity flat.

A senior personal carer is present on site from 08:00 – 18:00 each day and the telecare system at this development has recently been upgraded. Seven of the current sheltered housing tenants are in receipt of personal care.

Voids and Relet Times:

This development is not being let within average letting times and the average letting time for the past six voids is 78 days. A mix of offer refusals and the clearance time under the death termination process has hindered our letting target. There are currently 16 applicants registered for amenity housing in the Sheddocksley letting area for one bedroom amenity multi storey flats and one for the two bedroom option.

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**8**	**6**	**4**	**4**	**5.3**	**C**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
6	**8**	**6**	**4**	**4**	**5.3**	**C**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



SEAVIEW HOUSE, SEATON CRESCENT, SEATON, ABERDEEN

OVERVIEW / BACKGROUND

Seaview House is a multi storey block constructed in 1973; the 55 flats are arranged over nine floors. There are 54 one bedroom flats and one two bedroom flat. The block benefits from a common room with kitchen, laundry and off street parking. Some flats in the block have added desirability based on their view of the sea, the city or Pittodrie Stadium.

This development is in transition from sheltered housing to amenity housing with all voids being let to applicants from the amenity housing list. Twelve existing sheltered housing tenants requested an assessment for the amenity housing support service. When the current void has been relet, the make up of the development will be as follows:

Sheltered Housing Flats:	Amenity Housing Flats:
31	23

The former guest flat at this development is due to be refurbished and returned to housing stock as an amenity flat and there is currently one void.

A senior personal carer is present on site from 08:00 – 18:00 each day and the telecare system at this development has recently been upgraded. Ten of the sheltered housing tenants are in receipt of personal care.

Voids and Relet Times:

This development is not being let within average letting times and there has been a challenge with long term voids with no active queue. The average letting time for voids which have been let is 319 days. There are currently 12 applications on the amenity housing waiting list for one bedroom multi storey flatted type amenity

housing in the Seaton letting area and one application for the two bedroom option. At this time there is only one void flat at this development.

The assessment completed in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**5**	**5**	**6**	**3**	**5.3**	**C**

The assessment completed in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**5**	**5**	**6**	**3**	**5.3**	**C**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

A further recommendation is that officers should consider some of the long term void flats for allocation under the sensitive letting policy (Appendix 2) if this recommendation is approved by this committee.

DRAFT

SHELTERED HOUSING REVIEW – FEBRUARY 2015



Cottages 1 – 5



Showing Thorngrove House

THORNGROVE COURT, GREAT WESTERN ROAD, AB10 6NQ

OVERVIEW/BACKGROUND

Thorngrove Court is a cluster of 12 one bedroom cottages built in 1964. It is located within a peaceful walled compound between Countesswells Road and Thorngrove Avenue. There are no sheltered housing facilities associated with this development, e.g. laundry or common room.

The telecare systems at Thorngrove Court have been upgraded. On site staff at the Craigielea very sheltered housing development provides a basic housing support service remotely to tenants and two of the existing tenants are in receipt of personal care. The make up of the development at this time is as follows:

Sheltered Housing Cottages:	Amenity Housing Cottages:
6	6

Voids and Relet Times:

This development is not being let within average letting times due to the amount of work required to upgrade the telecare system and complete an upgrade to full amenity standard. The average letting time for the last three voids is 476 days. All void property is being let to applicants from the amenity housing list for amenity cottage type property and there are currently 199 applicants on this list. Once the full upgrade has been completed, these cottages will be easily let within normal timescales.

The assessment in 2013:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**8**	**2**	**6**	**4**	**5.1**	**C**

The assessment in 2015:

Physical Condition	Financial Viability	Fit & Appropriate for Service	Location & Amenity	Future Potential	**Weighted Total**	**Lead Score**
20%	**10%**	**25%**	**20%**	**25%**	**Out of 10**	A,B,C
8	**8**	**2**	**6**	**4**	**5.1**	**C**

Recommendation:

The recommendation is that we progress with the decision of 2013 to change this development to amenity housing.

DRAFT

DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Update of the Housing for Varying Needs Review
REPORT NUMBER:	CHI/15/096

Social Need/Social Inclusion tenants at sheltered housing and amenity housing:

There are currently approximately 100 long term void sheltered and amenity properties for which there are no applicants assessed as requiring supported housing. The majority of these properties are multi storey developments and bedsit properties. Currently amenity housing is normally allocated to applicants who are 55 years of age who are assessed as having health issues which are adversely affected by their current living circumstances and a move to amenity housing would greatly improve their circumstances. Sheltered housing is normally allocated to applicants of a pensionable age who have been assessed as having significant health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

Therefore, the only applicants that would be considered for amenity or sheltered housing are applicants who meet the criteria and have a need for this type of accommodation.

There are, however, other applicants who wish to be considered for this type of accommodation but do not have the assessed need for supported accommodation. Examples of these types of applicants are people that are socially isolated; may have been recently bereaved; or are struggling to heat and/or maintain their present home; these reasons could be described as “social need”.

It is proposed that; where there is demand from applicants for amenity and sheltered housing that such properties are allocated solely to applicants who have been assessed as requiring these types of accommodation. In circumstances where there is no demand from applicants with an assessed need for sheltered or amenity housing, then applicants who do not fulfil the criteria for these types of accommodation but meet the age criteria and would fit well with the tenant profile of the particular sheltered or amenity property are allocated the properties. Prospective tenants being considered under this criteria will be interviewed by the housing officer prior to the offer being made to ensure that they will be suitable for the development for which they are being considered.

Tenants who are selected under these criteria will be connected to the telecare system and will be responsible for the charge for this service which is currently £1.35 per week. The television licence concession scheme at sheltered developments will not apply to social need tenants. Tenants allocated under the social need criteria will not be liable for a housing support charge at this time but should their needs change

in the future then the amenity or sheltered housing support service can be provided to these tenants.

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing and Infrastructure Committee
DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Voids
REPORT NUMBER:	CHI/15/121
CHECKLIST RECEIVED:	Yes

1. PURPOSE OF REPORT

This report provides members with updated information on the review of the voids process. The report details improving performance in our management of empty properties and a range of actions being implemented towards continuing the positive trend

2. RECOMMENDATION(S)

It is recommended that committee note the content of the report.

3. FINANCIAL IMPLICATIONS

There are no additional financial implications arising from the amendments to working practices detailed within the report which will continue to be funded from current budget. A reduction in costs may be achieved.

4. OTHER IMPLICATIONS

There are no other implications arising from this report.

5. BACKGROUND/MAIN ISSUES

The Council's performance in void management had shown improvement year on year since 2005. Towards the end of 2012/13 and throughout 2013/14 performance declined. Reports were brought to previous committees explaining the factors behind the downturn in performance and the actions being progressed to halt and reverse the decline.

There are a number of indicators that are used to measure void performance. In reality these can be grouped into the following 3 categories:

- Number of Void Properties
- Rent loss due to voids (VRL)
- Relet periods

Number of Voids:

This measures the number of voids at any given time and is measured as a % of total stock.

We are encouraged to report an improving trend in overall numbers of void properties.

At the start of this financial year, the total number of voids was 436 which represented 1.9% of stock. The target for this year was set at 1.5%.

This figure rose to 461 in the first month and remained fairly static in the first 6 months of the year. A low in July of 422 but increased over the next quarter to 468 in October.

The improvements outlined to the Housing and Environment committee in August 2014 has led to a reduction in the number of voids to 381 at the end of December, which represents 1.7% of stock. January historically sees a drop in performance. However, this year we have sustained levels.

Void Rent Loss:

As a consequence of improving management of voids properties void rent loss is also reducing.

Void rent loss measures the amount of rent loss due to void properties in cash terms. This is calculated from the date of termination to the date the property is relet. A target of 1.4% (£1.12M) was set for this year. Had performance continued on a downwards trend void rent loss was estimated to be in the region of £1.8M for the full year. However, stabilizing performance and indeed improvements since October has led to this estimation now being reduced to £1.55M.

Relet periods:
This measures the time taken from date of termination to the date the property is relet but only for those properties that have been relet. In simplistic terms a target of 50 days was set across all stock.

The current year to date position is 90.4 days.

On the face of it, performance in this area appears poor. However, this only reflects the anomaly with this particular indicator.

In terms of relet periods, May 2014 was the best performing month with a combined relet period of 77.6 days. However, the total voids in that month rose to 465 with void rent loss amounting to £142k.

In comparison, January 2015 had a combined relet period of 103.6 days, whereas total voids stood at 385 with a void rent loss of £117k.

In many aspects successfully tackling long term voids will have a detrimental impact on this indicator. Seaview House is a prime example. This was a mini high rise sheltered housing building. There are 2 other similar buildings adjacent to Seaview House and a larger sheltered high rise sheltered block in the Seaton area. The Housing for Varying Needs review recommended a transition to amenity housing for this building. Demand is still low and proving problematic. Further recommendations are contained within the Housing for Varying Needs Report.

This year the longest outstanding void to be relet was in Seaview House at 756 days. A further 4 lets in the same building had relet periods of 574, 441, 336 and 182 days respectively. These lets will significantly increase the relet periods although the Council is actually now receiving rental income as a result.

This year a total of 58 long term voids have been relet with 30 of those voids in excess of 300 days, mainly in low demand high rise flats.

Void Process:
The void process can be split into the following sections:
Pre-Repairs
Repairs
Post Repairs

Pre-Repairs:
This represents the time period between the property becoming void and the repairs commencing. In general, this period is the same day or within 1 working day. The exception is terminations due to the death of the tenant.

Council policy is to provide a 2-week period following the death of the tenant for the family, next of kin or executors to clear the property and return the keys. Extensions to this period can be agreed although a charge will be raised for any extended period equivalent to the rent. It should be noted that the void period commences on the termination date and not when the property has been returned to the council. The average period this year for the family, next of kin or executors to return the keys following the death of a tenant is 24 days.

Repairs:
This represents the period following return of keys by the outgoing tenant or next of kin until all repairs and improvement works are completed and the property ready for the incoming tenant to occupy. The average time for all properties is currently 54 days.

The average time for repairs to be completed for each path:

Fast Track Void Path (26 days)
These voids are identified during the notice period and entry is provided by the outgoing tenant. The property is found to be in good order, requiring minimal repairs.

Routine Void Path (43 days):
Standard void path where some repairs are identified over and above the H & S checks.

Death Void Path (39days):
Terminations following the death of the tenant. The council allows 14 days for the property to be emptied and the keys returned. Thereafter, repairs inspection and remedial works undertaken as required.

Major Works Void Path (88 days):
These properties require excessive repairs often utilizing specialist contractors.

Scottish Housing Quality Standard Void Path (81 days):
These properties require to be brought up to SHQS standard and will often be completed by contractors.

Occupational Therapist Void Path (55 days):
These properties require aids and adaptations to be provided to meet the needs of the prospective tenant.

VR3 Void Path (163 days):
All voids prior to the introduction of the new void paths in February 2013. These are mainly low demand properties.

One of the key factors affecting performance is the extent of any remedial works required to bring the property up to the council's lettable standard.

At this time only 44% of voids require routine or minimal repairs. 33% require to be brought up to SHQS or require major repairs. The remaining 23% were death terminations.

Given the high number of properties requiring extensive remedial works it is not unexpected that performance would be affected across all paths.

The following actions have been implemented to improve performance

- Restructure of the Selections Service – completed resulting in an increase in the number of selectors available. Consequently, properties are being selected as soon as all the necessary criteria is recorded.

- Increased hours for agency staff from out of Aberdeen from 37 to 41 hours per week – in place
- Contractor appointed to take on all amenity upgrades – in place
- Dedicated team set up to install kitchens under SHQS remit – in place
- Revised reporting between teams to improve information sharing – ongoing and continually reviewed
- Policy change implemented to reduce the number of offers before applying deferment or satisfying homelessness duty – completed and resulted in increased success rate of offers.

The following actions are being developed to further improve performance:

- Appoint agency staff to permanent posts – ongoing process and currently 30 applications being considered
- Explore availability of other contractors – contractor appointed to undertake electrical checks, re-wiring and new central heating systems
- Review of repairs recording, supervision – mobile devices to allow recording at point of inspection being rolled out;
- Smaller teams being established with responsibility for specific properties throughout the entire repairs period – recruitment process commenced
- Variation to agency rates to be more competitive with the private sector being explored
- Ongoing discussions with British Gas to transfer the responsibility for supplier, meter and debt issues to British Gas Void Care Team enabling these lengthy and often complex issues to be resolved by British Gas with the supply being cleared ready for council use from the termination date or shortly thereafter.

The changes to date and the further improvements being progressed will provide the basis for a more efficient service which will provide greater flexibility in prioritizing specific voids whilst retaining quality information.

The service took an operational decision for a period to prioritise voids that had been allocated to homeless applicants occupying temporary accommodation including hotel or Bed and Breakfast accommodation thereby reducing the financial burden on that service. This would have resulted in a slight variation to the performance within each path although the overall period would remain the same.

Post-Repairs:
This represents the period following completion of all repairs and improvement works to the date the incoming tenant signs for the tenancy. The target date for this part of the process is 7 days.

Housing officers make offers, view properties and arrange lease sign-ups. Void management is a high priority in managing their workload.

The average time for all properties is currently 20 days which is approximately three times the target period. However, a number of factors can affect performance. The target was set on the basis that offers would be made and accepted during the prior stages in the process with only a final viewing and lease sign up to be completed during that final week. In reality, there are a number of factors affecting the ability of the council to meet this target.

- Refusals after the full set is available
- Demand for the vacancy
- OT adaptations required

Analysis of the relets to date revealed that 60% of the year to date relets were actually signed up within the target period. The remainder fell into one of the three reasons mentioned above.

A more realistic target would be to measure the period from the last accepted offer to lease sign up.

The Housing for Varying Needs (HFVN) review identified a number of issues with the supply/demand for sheltered accommodation. That review highlighted difficulties with sustaining the current services and sought to address issues of service provision/suitability of the blocks for the service/demand and future demand. The report further highlighted concerns predominantly around multi-storey sheltered accommodation. This continues to be significant factor in voids performance and efforts to find lasting solutions continue to be explored through the HFVN review.

Comparison to other Local Authorities, Housing Associations:

The feedback from other Local Authorities and RSLs has been disappointing. Statutory Performance Information was provided but no information provided on relet standards, initiatives for low demand or SHQS activity.

Comparison with private sector:
Obtaining meaningful information on the private sector voids performance was difficult. However, information was obtained through Citylets. Citylets reported the following information:

Market Overview for Aberdeen in the 3rd quarter of 2014 (July – September) as follows:

Bedrooms	Rent pcm	Average Time to Let	Let within 1 week	Let within 1 month
1	£690	10	57%	92%

2	£1006	18	34%	79%
3	£1370	23	30%	70%
4	£2037	32	22%	60%

Conclusion:

We are encouraged that since implementing our action plan reported to the August committee meeting the downturn in performance has been halted and that performance is now showing signs of improvement. Officers are aware of the issues and are seeking appropriate solutions:

- Repairs processes – arrangements in place to manage the void process smarter and more responsive.
- Demand issues – highlighted and sensitive solutions being pursued.
- Pre and post repairs processes constantly reviewed
- Level of voids improving
- Void rent loss decline halted.
- Turnover periods will continue to fluctuate as more long term voids are re-introduced.

6. IMPACT

The community plan sets out our vision for the future of the City – an even better place to live and work, where people can expect high quality services to meet their needs.

This report meets the following objectives:

- Homes challenge – improve the quality of housing and environment for individuals and the community.
- Adopt and implement strategies to support independent living for people with special needs.

It also meets the objectives in the policy document “Aberdeen – the Smarter City”:

- Smarter living – we will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self esteem.

Aberdeen City Waste Strategy 2010 – 2015

- Reduce, re-use and recycle – the proposed changes to the clearance of empty property will assist this council to achieve its targets by recycling items to the next tenant.

The contents of this report will treat citizens equally in terms of race, gender, LGBT, older people and people with disabilities.

7. MANAGEMENT OF RISK

None

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing and Infrastructure
DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Funded Projects and Leased Community Centres
REPORT NUMBER:	CHI/14/076

1. PURPOSE OF REPORT

This report seeks approval for expenditure in relation to the Funded Projects for 2015/16, including seeking agreement for a number of actions following on from a review of funded projects carried out as part of the Community Learning and Development review.

The report also seeks approval for implementing a recommendation of a recent Internal Audit Report in respect of leased community centres.

2. RECOMMENDATION(S)

It is recommended that the Committee:

a) Approves the expenditure in relation to the Funded Projects for 2015/16 as set out in the Financial Implications section (3.1) of this report

b) Instruct officers to enter into an initial three year* Service Level Agreement with each of these projects identifying confirmed projected funding for 2015/16 and indicative annual project funding for 2016/17 and 2017/18 (based on status quo). *18 month Service Level Agreement for Middlefield Community Project.

c) Instruct officers to consult with Community Projects about the potential of developing a pilot Community Anchor Organisation Model and report back to a future committee on the findings of this consultation exercise.

d) Agree that a joint working group be put in place to develop a single Service Level Agreement and reporting arrangement in

respect of the various Council funds being distributed to the Community Projects.

e) Instructs officers to withhold payment of Development Grant to Community Centre Associations who have not signed up to the Management Agreement and lease/ licence to occupy by 31 March 2015. In the event that these Associations formally enter into the new agreement by 30 June 2015 and complete the signing of the agreements by 30 September 2015, the Development Grant will then be processed, backdated to 1 April 2015.

3. FINANCIAL IMPLICATIONS

3.1 Funded Projects

The total Communities budget for the commissioned projects for 2015/16 is £679,408. This amount is contained within the approved budget for the service, however the expenditure for these projects requires to be approved by Committee. The projects have been funded at comparable levels for a number of years.

The funding for each organisation is as follows:

- Aberdeen Lads Club: £123,957
- Fersands and Fountain Community Project: £232,677
- Middlefield Project: £104,766
- Printfield Project: £65,812
- St Machar Parent Support Project £112,416
- Workers Educational Association: £39,780

This report asks the committee to approve the allocation of the expenditure as set out above. The organisations listed above include the budgeted income from the Council within their business plan for 2015/16. Any delay to the payments could result in cash flow difficulties for these organisations.

In light of the challenges that annual funding brings to these organisations, it is recommended that these organisations move onto a three year funding cycle, with funding being confirmed for each financial year in line with the Council's budget setting process.

When the funding from Abedeen City Council is considered in its entirety, the levels of funding provided to each of these organisations fall into the category of receiving Annual Funding greater than £75,000 per annum under the Council's Local Code of Practice for Funding External Bodies and Following the Public Pound. (See Table 1: Funded Organisations)

4. OTHER IMPLICATIONS

Legal Implications

Legal assistance will be required for the development of three year Service Level Agreements with the Funded Projects.

Legal assistance will be required for those Leased Community Centre Associations wishing to enter into the new-style Lease and Management Agreement.

5. BACKGROUND/MAIN ISSUES

5.1 Funded Projects

The Council has historically provided funding to a number of organisations to deliver community learning and development activities on behalf of the Council. These organisations are all unincorporated charitable bodies (with the exception of WEA).

The services provided by the funded projects include childcare, youth work, adult learning, community development and capacity building.

Within these funded projects an element of the funding received is used for underpinning management and administrative costs which enable these projects to access funding/services beyond that of the funding from ACC into their areas of work.

Details of the projects and their various City Council funding streams are set out below (with the exception of WEA, all projects work within a set geographical area):

Name of Funded Organisation	Funding from Aberdeen City Council (2014/15)	Total ACC Funding	Comments
St Machar Parent Support Project	£112,416 (CLD[1]) £31,499 (FAF[2]) £1,064 (HPG[3])	£144,979	St Machar Parent Support project was established in 1994 to "improve the educational attainment and performance of children in deprived areas of Aberdeen City through supporting parents and children who experience difficulties because of their social, educational and economic circumstances". It is a voluntary project with charitable status It provides a summer playscheme,

[1] CLD – Communities Funding
[2] FAF = Fairer Aberdeen Funding
[3] HPG = Holiday Playscheme Grant

			youth work and adult learning and welfare support targeting the St Machar Associated Schools Group.
Printfield Community Project	£65,812 (CLD) £26,624 (FAF) £369 (HPG) £7,797 (Surestart) £15,000 (Childcare Strategy–joint with Fersands Project)	£115,602	Provides youth work activities including clubs, after school club provision and play schemes for school age children. The project delivers adult learning and operate a social enterprise charity shop. The project provides support to the local community, including their management committee and Printfield Forum, to engage in community development.
Fersands and Fountain Community Project and Fersands Family Centre	£232,677 (CLD) £9,200 (FAF) £33,000(PEF[4]) £1,535 (HPG) £12,000 (Childcare Strategy)	£288,412	Provide a range of childcare, parent and child services, as well as youth work services and adult learning
WEA (Workers' Educational Association)	£39,780 (CLD) £28,563 (FAF) £39,556 (SC&W[5])	£107,899	Provides adult and family learning across Aberdeen City. This includes working with marginalised adults and the elderly.
Middlefield Community Project	£104,766 (CLD) £54,538 (FAF) £56,000 (PEF) £15,000 (Surestart) £369 (HPG) £82,908 (SC&W)	£313,518	Provides youth work activities and also work with adult learners. The project also provides a range of childcare services.
Aberdeen Lads Club	£103,597 (+£20,000[6]) (CLD) £2,900 (FAF) £19,000 (Childcare Strategy)	£145,497	Provides after school care. Youth work activities including play schemes are also provided. The organisation also provides a community café. Aberdeen Lads Club leads the partnership that runs Feeling Great events across several regeneration areas. They provide support to the local community to engage in community development.

Table 1: Funded Organisations

In line with Standing Orders formal permission is sought for providing payments to these organisations for the provision of services.

5.2 Findings from Community Learning and Development Review:

[4] PEF = Pre School Funding
[5] SC&W = Social Care and Wellbeing
[6] Additional £20,000 was approved for Aberdeen Lads Club at 2014/15 Council Budget Meeting. Finance has confirmed that this additional amount remains in the budget for this project for 2015/16

Review of Funded Projects

One of the elements of the CLD and Libraries review, carried out in 2013/14, examined the external investment into Community Learning and Development services.

The data gathered during the review sought to ensure that:

a) Investment levels in Community Learning and Development and Fairer Aberdeen funded projects in priority regeneration areas is equitable across those regeneration areas

b) Future Aberdeen City Council investment is used effectively to deliver local and national priority outcomes, based on a solid foundation and ensures best value, and

c) Partners receive the appropriate officer support to deliver improved services and outcomes and to build capacity in the community to further develop aspects of Community Learning & Development.

The Review of external investment was carried out via a combination of fact finding meetings with projects and review of project documentation.

Key questions considered were:

- **Partner Profile** – What is currently provided by the Funded Organisation? Where in the City is this provided? How is the provision funded?

- **Strategic planning** – What are the aims and objectives of the Organisation? Is a Business Plans are in place? What are the Organisations Strengths, Weaknesses, Opportunities and Threats?

- **Partnership Working** – Who are the Organisations Local and National partners?

- **Quality** – What performance management systems are currently in place? How are their outcomes monitored and evaluated?

- **Capacity**- What is the organisations current and potential capacity?

- **Alternatives**- What potential exists for the organisation to develop new and innovative ways of delivering Community Learning & Development priorities?

The review identified a number of key issues:

- **Internal Governance Issues**
- **Complexity of, and short term nature of funding arrangements**

- **Complexity of information and reporting processes**
- **Inequalities in terms of geographical coverage**

Options for improving these issues have been identified as below:

5.2.1 Internal Governance

The review identified that some aspects of internal governance within the projects could be improved.

To support the improvement of internal governance, assistance with training needs analysis and accessing training and development opportunities for Management Committees and staff is being provided. This assistance is being provided through Council Officer support and in partnership with Aberdeen Council for Voluntary Organisations and Business Gateway.

Given the geographical nature of the projects, there is some perceived duplication of functions which could provide opportunities for a more joined up approach to the delivery of local services. Linked to the proposed Community Empowerment Bill and the move towards a locality planning approach, there are potential opportunities to pilot a Community Anchor Organisation Model to support the collaborative delivery of a range of community based services using a “one stop shop” approach. It is recommended that consultation takes place with the Community Projects to discuss this proposal, including how this might work in practice, risks and opportunities.

5.2.2 Short Term Nature of Funding Arrangements

The review identified that the annual funding arrangements for these projects, can actually hinder these organisations in their delivery, as a significant proportion of time and resource is spent planning for the possibility of the Council ceasing to provide funding at the year end. It is therefore recommended that the Council moves to a three year Service Level Agreement (SLA) period, to help give these organisations more security and allow them to more effectively future plan.

In light of the Haudigan development, which will result in significant changes to the communities served by the Middlefield Project, as well as potential changes in the extent of the services being delivered by Middlefield Community Project as a result of a requirement to relocate, it is recommended that the SLA for Middlefield Project aligns with the current proposals to relocate the project from its current location by end of December 2016.

In order to further encourage the funded organisations to focus on the delivery of outcomes, it is also recommended that there is a move towards an “outcome” based commissioning model for external investments. This would involve developing a process whereby

community organisations can bid towards delivering agreed priority outcomes. The development of this model will require to be discussed with the community organisations, along with the implementation of a process to identify, from a localities perspective, the priority outcomes. This process will be further developed and brought back to an appropriate committee for approval, prior to being implemented.

5.2.3 Information and Reporting Processes

The review identified that the projects currently receive funding from up to seven different Council funding sources: Communities Project Funding; Fairer Aberdeen Funding; Holiday Playscheme Grant; Pre-school Funding; Surestart funding; Childcare Strategy Funding; and Social Care and Wellbeing funding. Each of these funding streams require the projects to report on various outcomes and deliverables. It is identified that through the development of a single Service Level Agreement and combined reporting process, the Council could effectively meet its Following the Public Pound policy requirements, and the organisations would have more time available to focus on delivering the agreed outcomes, rather than utilising resources on reporting to different parts of the Council, at various times. A single SLA and reporting arrangement would allow the various Council services to receive their required information within a single, shared reporting arrangement. To progress this, it is recommended that a joint working group is put in place.

5.2.4 Equity of Geographical Coverage

The review has identified that some geographical areas within the city receive inequitable amounts of Council funding in respect of delivering Community Learning and Development outcomes.

For example, the CLD projects operating within the Woodside area, receive around £405,000 per annum; the Tillydrone area receives around £145,000 per annum; and the Middlefield area receives around £315,000 per annum. Notably there are no funded projects within Torry or Seaton. (Although the Council has recently allocated between £300,000 and £500,000 per year to support the delivery of Big Noise Torry.)

The Council's recent restructure has highlighted a move towards a localities based approach which will see a prioritisation of resource and support, linked to the identified needs and capacity of communities within Aberdeen.

It is recommended that consultation on the following options is undertaken, alongside localities based community planning in priority neighbourhoods to: free up resources to deliver in areas where the need is greatest; ensure a greater equity in spread of resource and service provision; support increased capacity building; support increased sharing of knowledge and best practice across communities:

- Identify clear priority outcomes for deprived localities and invite potential community providers to bid into funding to deliver against these outcomes.
- Consider other forms of funding support which may be available (i.e. Common Good funding?)
- Consider the priority outcomes in localities and for communities of interest against the core resources available through the Council to deliver adult learning, youth work, child care and capacity building (in the context of need and recognition that resources to deliver these services are also available from other sources).
- Consider explicitly linking the funding allocated to localities to the 0 – 15% SIMD figures, and identified community priorities.
- Develop clear links to the refreshed Single Outcome Agreement.

5.3 Leased Community Centres

At the Audit and Risk Committee on 26 June 2014, the Committee considered an Internal Audit report on Community Centres. (The full report is attached at Appendix A).

The report identified at that time that there were still 9 out of 25 Community Centres which have not signed up to the revised lease and Management Agreement. Since the completion of the audit, a further 4 Community Centre Management Committees have signed up to the new arrangements. The remaining 5 Community Centres are on "old-style" long term leases, which the audit report notes are "not fit for purpose". The audit report recommended that "the Council takes measures to ensure that all leased community centres sign up to the new agreements as soon as possible. This could include the Council's right to withhold the payment of the Development Grant in certain cases (Medium Risk)."

The Committee resolved:

(i) to note the content of the report and endorse the recommendations for improvement; and

(ii) to request that the Service take an urgent decision in relation to the recommendation that the Council make a choice as to whether it takes on responsibility for carrying out the PVG checks, or whether it allows management committees to process PVG checks through an external organisation, to enable this part of the recommendation to be progressed as soon as possible and to delegate to officers appropriately.

Prior to internal audit report the Management Committees were contacted asking if they would like to move over to the new lease arrangements, (which includes the requirement for the council to pay a development grant to these Management Committees): Letters were sent out by Legal and Democratic Services in June 2013 asking if they would make contact with the Council to progress to the new lease. Further contact was then made by Legal and Democratic Services in August

2013 advising that there was no requirement to pay the development grant and advising that the council may choose not to provide this grant.

Since the date of the audit, the following actions have been taken in respect of those Centres operating on long term leases:

The groups occupying the buildings on the old style lease have been formally contacted formally, approximately every two months, to encourage the move across to the new style lease:

21 August 2014	Email and letter detailing audit report, committee decision and offering assistance.
27 October 2014	Email and Letter asking groups to participate in monitoring process (as a means to help reduce any fears they may have in the move towards the new arrangements.)
9 December 2014	Email and Letter reminding groups to return the monitoring paperwork or advise if they are not participating.
Ongoing	Various informal conversations with members of the management committee and the Community Centre Liaison Officer.

5.3.1 Current Status

Five Community Centres are yet to sign up to the new-style lease and Management Agreement. These five centres are all on the old-style lease which is not fit for purpose:

- **Kingswells Community Centre** – currently participating in the Compliance Monitoring process (in respect of the new lease/ management agreement)

- **Hanover Community Centre** – currently participating in the Compliance Monitoring process (in respect of the new lease/ management agreement)

- **Danestone Community Centre** – reminder sent about Compliance Monitoring process on 9 December 2014. There has been no response from Danestone Community Centre.

- **Ferryhill Community Centre** – reminder sent about Compliance Monitoring process on 9 December 2014. No formal response about the compliance monitoring process, however through informal conversations, the Chair of Ferryhill Management Committee has confirmed that they are seeking to progress towards the new lease

and Management Agreement. As the Chair is an elected member, in order to progress, the current chair would require to step down from his office bearer role and a new chair put in place.

- **Airyhall Community Centre** – reminder sent about Compliance Monitoring process on 9 December 2014. Airyhall have said that they will participate "in the new year"**.**

The old style documentation does not require the provision of a development grant but does state, "the City Council will make a financial contribution towards the annual cost which shall be determined at the beginning of each financial year."

This clause provides an opportunity for the Council to provide a financial incentive for these Associations to sign up to the new, fit for purpose, lease and management agreement and ensure that there is equity in the treatment of management committees across the city given that the development grant is paid as a condition of the new lease arrangements.

6. IMPACT

Corporate – This report relates to 'Aberdeen – the Smarter City'

- We will work with our partners to seek to reduce the levels of inequality in the city.
- We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.
- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.
- We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the cultural economy.
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality and diverse cultural events for the whole community and beyond.
- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another.

This report also relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Protecting children and vulnerable adults

- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities
- Educational attainment in Aberdeen is continuously sustained and improved
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

Public - This report will be of interest to the media and community of Aberdeen.

7. MANAGEMENT OF RISK

In respect of the leased community centres, the old style lease has been identified as not fit for purpose. The new style lease and management agreement seeks to reduce risk in a number of ways including: setting requirements in relation to children and vulnerable adults; and clearly setting out the roles and responsibilities of Management Committees so that there is no ambiguity.

The recommendations around funded projects seek to ensure that the Council's resources are allocated in a planned and proactive manner, to meet identified priority needs.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Community, Housing and Infrastructure
DATE	18th March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	HMO Fee Setting 2015 - 2016
REPORT NUMBER	CHI/15/116
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek Committee's approval to set revised HMO Licensing fees from 1st April 2015.

2. RECOMMENDATION(S)

It is recommended that committee agree to: -

1. Implement the new HMO Licence fee structure for 2015/16 as set out in the following table as from 1st April 2015.

	RENEWALS			NEW APPLICATIONS		
No. of Tenants	**Fee £**	**Part 1 £**	**Part 2 £**	**Fee £**	**Part 1 £**	**Part 2 £**
3 – 5	400	300	100	495	370	125
6 – 10	500	400	100	720	600	120
11 – 20	900	800	100	1,350	1,225	125
21 – 50	1,500	1,400	100	2,520	2,355	165
51 – 100	2,400	2,300	100	4,230	3,900	330
101- 200	3,700	3,600	100	6,840	6,340	500
201 +	4,000	3,900	100	7,380	6,715	665

3. FINANCIAL IMPLICATIONS

The HMO Licence fee is raised for the purposes of processing HMO applications as per Part 5 of the Housing (Scotland) Act 2006 and the

Provision of Services Regulations 2009, and is ringfenced solely for the purposes of HMO Licensing activities.

4. OTHER IMPLICATIONS

There are no other issues that have not already been addressed within this report.

5. BACKGROUND/MAIN ISSUES

5.1 The current fee structure was set having taken into consideration representation by Landlords at the Housing and Environment Committee in March 2013 and subsequent annual outturns.

5.2 HMO Licensing is a statutory function imposed on local authorities under the Housing (Scotland) Act 2006, Part 5, s124. The setting of fees is covered under s161. The Scottish Ministers also issue statutory guidance for the operation of HMO Licensing duties and the setting of fees. The authority must also take cognisance of the Provision of Services Regulations 2009.

5.3 The HMO Licensing duties for Aberdeen City Council are performed by the Private Sector Housing Unit. There are currently 6.8fte staff working on HMO duties, these staff comprise;

- HMO inspecting Officers; who are responsible for on-site HMO Licence applications and enforcement duties, unit manager and administration staff.

5.4 **The 2014/15** cost of administering the service is forecast to be circa £277,026 against a projected income of £140,000, thus leaving a negative balance of £137,026 to be offset against the carry forward of **£221,551.46** from previous years. The above figures take account of all corporate costs and make an allowance for Legal fees incurred in operating the service. It is anticipated that this will mean that a carry forward of £84,525.46 will be taken into the 2015/16 budget, *(see appendix 1).* This carry forward is a historical surplus from previous years that the Council is now endeavouring to reduce to balance over a 3 year period.

5.5 It will be noted that the fee income forecast in March 2014 for the 2014-15 budget was estimated at £185,785, whereas the actual income will be circa £140,000. This has therefore impacted significantly on the potential carry forward into the 2015-16 budgets and has therefore required a larger increase to the Renewal fee than had initially been anticipated.

5.6 The fee increase has only been applied to the Renewal fee in order to reflect the minimal difference in work required between New application

and a Renewal. This represents a 60% increase on the 3 to 5 tenants' occupancy level, (see table below).

	RENEWALS			NEW APPLICATIONS		
No. Tenants	**Fee £**	**Part 1 £**	**Part 2 £**	**Fee £**	**Part 1 £**	**Part 2 £**
3 - 5	250	125	125	495	370	125
6 - 10	360	235	125	720	600	120
11 - 20	675	550	125	1,350	1,225	125
21 - 50	1,260	1,090	170	2,520	2,355	165
51 - 100	2,115	1,785	330	4,230	3,900	330
101 - 200	3,420	2,920	500	6,840	6,340	500
201 +	3,690	3,025	665	7,380	6,715	665

2014 -15 HMO Licence fees

5.7 In calculating the fees, **for 2015 - 16**, officers have taken into consideration the running costs of the unit, including corporate and legal costs, along with the number of new applications we could reasonably expect to receive plus renewals from current licenses that are due to expire. An attempt has been made to factor potential additional new cases found through continued enforcement activities.

2015 - 2016 Projections

156 New applications	=	£ 87,255
336 Renewal applications	=	£158,000
Total estimated income		**£245,255**

5.8 Based on the projected income and expenditure for 2015/16, it is estimated that there will a negative balance of circa £45,000. This will reduce the HMO fee surplus to circa £35,000 which represents 12% of the annual operating costs of the HMO service. Ideally the Council would look to operate with a surplus of 25% to 30% when endeavouring to balance the costs over a 3 year period. This is to provide a cushion that prevents the HMO service requiring a subsidy from the General budget yet prevents overcharging the landlords for the service thus complying fully with the legislation. However, due to the 60% increase proposed for 2015-16, it is accepted that a smaller surplus than would be ideal for one year.

In conclusion; officers have endeavoured to set a HMO Licence fee for 2015-16 that reflects the anticipated workload of the unit based on predicted income and current year's balance, against known expenditure while endeavouring to comply with the requirements of the Housing (Scotland) Act 2006 and the Services Directive 2009. While there are some unknowns the fact that the Council has to balance its

HMO budget over a rolling 3 year period allows us scope to make adjustments on an annual basis to truly reflect the service needs.

6. IMPACT

This report will be of interest to all private sector landlords in the city who either operate or intend to operate an HMO property as the fee relates directly to their operating costs.

7. MANAGEMENT OF RISK

It is impractical to accurately identify the number of applications that will be received for an HMO Licence. Assumptions have been made that 80% of all current Licences due to expire in 2014/15 will be renewed and the number of new applications reflects that lodged during 2014/15. There is a slight risk to the budget in that the number of actual applications may fall short of the predicted numbers, thus requiring the Council to adjust the Licence fee upwards for the following year, while an increase will result in the Council having to make reductions to the fee in following years. The budget should ideally balance over a three year period.

8. BACKGROUND PAPERS

None applicable

Licensing Committee, June 2010 HMO Licence fees

9. REPORT AUTHOR DETAILS

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Appendix 1

Houses in Multiple Occupation

Financial Years	Outturn Forecast 2014/15	Budget 2015/6
	£s	£s
Staff Costs		
Salaries (including on costs)	199,343	201,500
	199,343	**201,500**
Administration Costs		
Legal Expenses	10,000	10,000
Mobile Phones	290	300
Courses	1,300	2,000
Advertising		5,000
Charges - Central Support	55,000	55,550
	66,590	**72,850**
Transport Costs		
Travelling Expenses - Aptc & Co	5,300	7,000
Car Parking	3,540	3,750
	8,840	**10,750**
Supplies & Services		
Software Purchases/Licenses	1,511	1,550
Other Expenditure	742	750
	2,253	**2,300**
Expense Total	**277,026**	**287,400**
Income		
Fees-Hous'G Multi Occup	-140,000	-245,255
Income Total	**-140,000**	**-245,255**
Net Expenditure/(Income)	**137,026**	**42,145**
Previous Year(Income)/expenditure b/f	£221,551.46	£84,525.46
Net Balance for year		
Projected Carry Forward	£84,525.46	£42,380.46

Appendix 2

Projected income in 2015 – 16 based on new licence fee and assumed applications received.

Assumptions made: -

- New applications are similar to previous year, and
- 80% of all licenses due to expire in 2015 – 16 are renewed, *(this reflects previous year's experience).*

No. of Tenants	New Applicant	FEE £	Possible Renewals	Renewal FEE £	INCOME £
3 – 5	143	495	300	400	190,785
6 – 10	10	720	22	500	18,200
11 – 20	-	1,350	1	900	900
21 – 50	2	2,520	3	1,500	9,540
51 – 100	1	4,230	9	2,400	25,830
101- 200	-	6,840	-	3,700	-
201 +	-	7,380	-	4,000	-
Sub total	**156**		**335**		
TOTAL					**245,255**
Budget 2015 - 2016		287,400			
Forecast – Carry forward from 31st March 2015		84,525			
Minimum Income requirement for 2015 – 16		**202,875**	Estimated Carry Forward into 2016-2017		- 42,380

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18TH March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Short Term Housing for Key Workers
REPORT NUMBER	CHI/15/100
CHECK LIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report provides members with information on the housing issues which can be a barrier to the recruitment of Key Workers for some vital sectors of the city's public and 3rd sectors such as Teachers, Carers and Police officers. It seeks approval in principle for a local lettings initiative for Smithfield Court to assist with housing key workers in the city.

2. RECOMMENDATION(S)

1. That Committee approve the use of up to 57 flats in Smithfield Court for short term housing for key workers in accordance with the local lettings initiative outlined in this report and instructs officers to implement the initiative once detailed proposals are developed;

2. That Committee instruct officers to publish the local lettings initiative alongside the Council's Scheme of Allocations; and

3. That Committee instructs officers to review the local lettings initiative as set out in this report after a period of twelve months and report back to Committee on the outcomes as appropriate.

3. FINANCIAL IMPLICATIONS

The rental proposed for the properties is £100 per week (52 weeks) which will ensure the costs of the works required to make the properties ready for let are being recovered.

4. OTHER IMPLICATIONS

The Council will enter into a commercial lease agreement with partner organisations. Where the key workers are employees of Aberdeen City Council, a Short Scottish Secure Tenancy agreement will be offered on the ground that the accommodation will be offered on a temporary basis for a person moving to the area for employment. The agreements will require to be drafted by the Council's legal officers.

There is a potential for conflict with existing housing legislation if the Council decides to allocate properties out with its Scheme of Allocations. However the local lettings initiative as proposed in this report will not contravene any legislation currently governing the allocation of housing. There is therefore no legal barrier to proceeding with such an initiative provided the aims are clearly defined and the outcomes monitored.

There are no direct personnel or resources implications arising from the report.

There are some direct property implications arising from the report. Properties let to organisations for their Key Workers will not be made available to any other applicants on our housing lists. However the number of properties involved forms only a very small percentage of our housing stock. Further, the initiative will be published alongside the Council's Scheme of Allocations so prospective applicants are aware of it.

There are no direct equipment implications arising from the report

There are no direct sustainability implications arising from the report

5. BACKGROUND/MAIN ISSUES

The definition of a "**Key Worker"** is an employee who is considered to provide an essential service to members of the public. If there are difficulties in the recruitment and retention of key workers, this will be to the detriment of local economic growth, and to service provision that is important to the wellbeing of the population and to other objectives shared between community planning partners

Key worker posts can cover a wide range of functions and salary bands, both of which may change over time.

In this context we are interested in key worker posts where organisations are experiencing difficulties with the recruitment and retention of staff that can potentially be eased through local housing policies and practices.

In particular, it has become more prominent as escalating house prices result in a gap between household income and the cost of housing. Many local authorities in Scotland and other public sector bodies especially in Aberdeen face major problems recruiting and retaining Key Workers, many of whom are on lower levels of pay than in the private sector. The recruitment of key workers can therefore be a slow and costly process for the organisation and can at worst have a significant impact on the delivery of basic vital services such as Health Care, Community Safety and Education.

Those defined as key workers generally include:

- Clinical National Health Service staff
- Teachers
- Police officers, Community Support Officers and some civilian police staff
- Social workers
- Firefighters
- Carers
- Environmental Health staff

Aberdeen has been at the centre of the global energy industry for over four decades and its rich entrepreneurial strengths have created a city renowned throughout the world for its expertise in energy technology.

As one of the UK's economic drivers, Aberdeen attracts massive capital investment and enterprise with an ever growing demand for skilled workers. Quality of life in Aberdeen is unique with higher than UK average standards of living.

However such success can bring some adverse effects and the main one for those Key Workers looking for employment in the city, is the cost and availability of accommodation either for rental or purchase. Social housing in the city is provided by the Council and a number of Housing Associations, for which rents are affordable but supply is limited and demand high.

The private sector can provide some housing choice and the prospect of quicker access. However the main barrier for many key workers is the affordability of such accommodation. Renting in the private sector is expensive and requires the payment of a deposit which can be one or two months rent. Purchasing a home may be out of the reach of such employees, with house prices high and the requirement for a significant deposit. Citylets produce a quarterly review of rental prices in Aberdeen and across Scotland.-

Monthly average Rent in Aberdeen		Scottish Average	Local Housing Allowance
1 Bed	£690	£472	£551
2 Bed	£1,006	£596	£703
3 Bed	£1,370	£724	£801
4 Bed	£2,037	£1,083	£1022

House prices in the city are also high, average prices below are taken from the Aberdeen Solicitors Property Centre 2014 3rd quarter market report.

	Flat	House
1 Bed	£119,116	£132,871
2 Bed	£166,623	£171,122
3 Bed	£190,228	£193,603
4 Bed	£230,018	£217,999

Some organisations in the city who provide vital services have expressed concerns in the recruitment of certain staff due to the very high cost of housing in the city. This is especially true where they are seeking to appoint young newly qualified employees. Indicative salaries for Key Worker occupations:-

Key Workers would generally start on a low to middle income:-

- ✓ Teachers - £21,867
- ✓ Residential Support Worker - £26,301
- ✓ Social Worker - £30,000

For example, a Residential Support Worker's salary of £26,301, this equates to a net monthly salary of £1,737. The Scottish Government guidelines state that for a rent to be classed as "affordable" it should be around 25% of a person's net income which equates to about £434.25 per month therefore our proposed monthly rent of £433 is in line with this guidance.

The Council currently has a relocation policy aimed to assist in coming workers. The policy allows workers to claim up to a maximum of 10% of the salary or £7,500 inclusive of VAT which ever is the greater, subject to certain terms and conditions. This method does to some degree favour those on higher salaries.

The Local Lettings Initiative

In view of the recruitment issues outlined above, the Council wishes to play its part in assisting our own council services such as Education and partner organisations in maintaining vital public services and proposes to make available properties within Smithfield Court in Middlefield for allocation to key workers.

The Council will implement a local lettings initiative in respect of Smithfield Court. The aim of the initiative will be to attract key workers to the city of Aberdeen who may otherwise be dissuaded from accepting employment in the area due to the availability and high costs of housing. The Council has based the initiative on evidence from its own employees and from partner organisations as to the difficulties faced by key workers in obtaining affordable

housing in Aberdeen as well as the statistics detailing the cost of renting and buying in the city.

Smithfield Court is a multi storey block consisting of 54 flats comprising 52 @ 1 bed and 2 @ 2 beds. In addition there will be 3 new build 1 bed flats on the ground floor to be completed as part of a full refurbishment programme which is currently ongoing. The block is scheduled to be available for letting in May 2015. It is anticipated that the lease agreements with partner organisations will be for an initial period of between 3 and 5 years however shorter periods can be negotiated. The lets to Council employees moving to the city to take up employment will be a Short Scottish Secure Tenancy for an initial period of six months.

It is intended that the properties will be let to key workers on a temporary basis to allow them to take up employment in the city. It will give them the opportunity to get to know the city before identifying permanent accommodation that meets their needs.

It is proposed to lease these properties on the following conditions:-

1. In the case of lets to organisations, the council will lease the properties direct to the organisation through a commercial lease agreement.
2. The organisation will then sub-let to the in coming key workers.
3. Leases will be for 3 to 5 year period however shorter periods may be negotiated.
4. Where the key worker is a Council employee the lease arrangement will be directly with the worker through a Short Scottish Secure Tenancy.
5. The rent will be £100 per week for 52 weeks of each year for the 1 bedroom properties and £130 per week for the 2 bedroom properties. The organisation and the tenant will be responsible for all other charges e.g. Heating, Council Tax, electricity and any other utilities and any service charges which may be levied.
6. The properties will be let on an unfurnished basis however furniture can be provided by the city council under a separate arrangement.
7. The council will be responsible for ongoing repairs and maintenance of the block and individual properties.
8. Consultation has been undertaken with local community groups and local members
9. Rents are generally in line with the Local Housing Allowance which the Scottish Government deems to be affordable.

Some examples of occupations the Council will consider as key worker are listed below:-

- Clinical National Health Service staff
- Teachers
- Police officers, Community Support Officers and some civilian police staff
- Social Workers
- Environmental Health Officers
- Residential Support Workers(Children's Services)
- Family Resource Worker
- Firefighters
- Personal Carers

As detailed proposals for the initiative are developed there may be additional occupations that are identified as key workers which will be added to the above list.

In addition, to be eligible for the allocation of housing under the initiative the following criteria must be met:

1. The key worker must be employed by an organisation that has as its primary purpose delivering public services to the general public at no charge or a nominal universal charge; e.g. public body; charity; serving the public as a whole.

2. The key worker must evidence a genuine urgent housing need that cannot reasonably be met by any other sources of accommodation in the area.

3. The key worker's place of employment must be within Aberdeen City.

4. The key worker must be employed on a permanent contract or fixed term contract.

5. The key worker must be employed in one of the key worker occupations as their main employment

6. The key worker must hold the necessary qualifications required for the employment.

7. The key worker must be from a member state or have indefinite leave either to enter or to remain in the UK (excluding key workers from member states of the EU/EEA).

The Council recognises that the implementation of the local lettings initiative will impact on the availability of properties for other applicants on the housing list. However the properties at Smithfield Court represent a small percentage of the Council's housing stock. The Council believes that the allocation of those properties to key workers will assist in promoting the city and maintain a high standard of public services. The initiative will meet the specific local aim of addressing a deficit in the numbers of key workers in the city whose skills are in short supply.

Consultation has been undertaken with local residents and community group MARAG. The group members were quite happy with the proposal as long as some properties were available for any residents from the area that wanted to be moved into Smithfield Court as a result of the Haudagain Improvement scheme. There is currently only one resident who has indicated that they

would be interested in relocating to Smithfield Court. We will continue to monitor any demand from the affected tenants with applicants being afforded top priority for an allocation in the block.

Officers from Communities and Housing will closely monitor the implementation of the initiative and will undertake a review after a period of twelve months. If required a report will be provided to Committee on the outcome of the review which will examine whether the aims have been met and identify any unforeseen consequences.

Officers have consulted with all Council services on their requirement for temporary Key Worker accommodation. We have also recognised that other partner organisations may have a requirement also and we have had initial discussions with them with a view to obtaining feedback on the proposed initiative, we are also awaiting feedback from our 3rd sector partners such as local charity organisations.

The following organisations have expressed an interest in renting properties in Smithfield Court, Middlefield for their Key Workers and we are currently in discussions with them.

- Aberdeen City Council Services e.g. Education and Social Work
- NHS Grampian
- Police Scotland
- The University of Aberdeen
- North East Scotland College

6. IMPACT

This report is likely to be of interest to members of the public, councillors and organisations who are experiencing difficulties in recruiting Key Workers.

This proposal meets the following objectives:-

- Homes Challenge – Improve the quality of housing and environment for individuals and the community.
- It also meets the objectives in the policy document Aberdeen – the Smarter City
- Smarter Living - We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self esteem.

7. MANAGEMENT OF RISK

There might be some adverse reaction from applicants who have selected this block as an option on our waiting lists. They may feel their housing priority has now been reduced and that they may wait longer for an offer of accommodation. The Council will however be wholly transparent in its implementation of the local lettings initiative and the aims behind it. Details of the initiative will be made available alongside

the Council's Scheme of Allocations and publicised through news bites so that tenants and prospective applicants are aware of it.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	18th March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Aberdeen City Region Hydrogen Strategy 2015-2025
REPORT NUMBER:	CHI/14/048
CHECKLIST RECEIVED	Yes/No

1. PURPOSE OF REPORT

The purpose of this report is to present and seek Committee approval for the Aberdeen City Region Hydrogen Strategy 2015-2025, which outlines the actions required to support the city as a leader in the emerging hydrogen and fuel cells sector.

2. RECOMMENDATION(S)

It is recommended that the committee:

- Approve the Aberdeen City Region Hydrogen Strategy and Action Plan 2015-2025;
- Continue to support, in principle, Aberdeen's existing lead in the hydrogen sector in order to achieve the long-term goals of increasing economic competitiveness and energy industry diversification;
- Agree to become a non-financing partner in an Innovate UK Energy Catalyst project proposal in order to help meet objective 5.2 of the strategy.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the approval of this Strategy. Where the strategy actions seek Council funding in order to leverage other funds, this will be sought on a project by project basis.

It is proposed that the Council become a partner in an Early Stage Innovate UK Energy Catalyst project proposal to develop the next generation of hydrogen storage tank. The small project consortium is made up of two private sector companies and a university. If the project is approved, the Council's role will be to provide operational information from the existing hydrogen infrastructure and applications. Local Authorities are eligible for 100% grant funding.

4. OTHER IMPLICATIONS

Advancing the adoption of hydrogen technologies is supported throughout Government policy. At EU, UK and Scottish Government levels, there are ambitious policies to reduce greenhouse gas emissions, increase the

proportion of energy coming from low carbon sources and increase security of energy supply; to all of which hydrogen technologies can contribute.

In addition to the clear environmental benefits, the decarbonisation of the transport sector offers a range of benefits, which are in themselves strong drivers for deploying low carbon transport technologies, including energy security, expansion of renewables capacity, energy storage and air quality. The Strategy is consistent with both the Regional Transport Strategy and Local Transport Strategy.

To date the City's Hydrogen projects have been supported by both internal and external funding and it is anticipated that the actions within this Strategy can be delivered with continuing support. By being an early mover we will be well positioned to attract investment and benefit from the development of the necessary skills and expertise for this new economic market, created as a result of the conditions of long term EU policy such as Europe 2020.

As part of the requirements under Strategic Environmental Assessment a screening exercise was undertaken and it was determined, in agreement with the Consultation Authorities that the Aberdeen Hydrogen Strategy 2015-2025 is unlikely to have significant environmental effects and does not require strategic environmental assessment.

5. BACKGROUND/MAIN ISSUES

I. Aberdeen City Council's proactivity and targeted investments have secured the City's position as Scotland's leading deployment centre for hydrogen technologies, boasting Europe's largest fuel cell bus fleet and the UK's first fully integrated hydrogen production and refuelling station.

The Council's initial investment of £2 million to support the Aberdeen Hydrogen Bus Project has resulted in a £19 million investment for the City. Not only that, it has also acted as a catalyst for initiating further hydrogen projects and investment including:

- the European HyTrEc (hydrogen transport economy) project which Aberdeen City Council lead. The Aberdeen City Region Hydrogen Strategy has been developed as part of this project. In addition the project has helped to green the Council's fleet by introducing hydrogen hybrid vans;
  Project Budget: €3.3 million

- the Aberdeen City Hydrogen Energy Storage (ACHES) project to build a second refuelling station in the City to allow for refuelling of passenger cars as well as buses/vans (350 and 700 bar refuelling);
  Project Budget: £2.1 million

The projects underway are already delivering benefits to the City but in order to fully realise the opportunities and wider, long term benefits of these projects it is essential for the Council to continue to support the hydrogen agenda including the near and long term actions outlined in the Aberdeen Hydrogen Strategy.

II. The launch of the "Hydrogen Economy for Aberdeen City Region" Strategy Framework in 2013, coupled with Aberdeen's major investments in hydrogen technology deployments have so far been very successful in raising the profile of Aberdeen as a leading

hydrogen centre. Aberdeen is well positioned to become the main focus for hydrogen in Scotland, as well as the second major deployment region across the UK, after London.

III. Since 2013 a number of hydrogen focused projects have taken place and it was recognised that a strategic approach was needed to steer developments going forward. Therefore Element Energy, a UK based consultancy, was contracted to assist officers in undertaking this work. Element Energy is a strategic energy consultancy specialising in the analysis of low carbon energy and have been advisors for the UK H_2 Mobility programme[1] and the Aberdeen Hydrogen Bus Project. This work was undertaken as part of the HyTrEc project (Hydrogen Transport Economy), a part European funded project which Aberdeen City Council is lead partner.

IV. Several sources predict that within the next 30-35 years oil reserves in the North Sea will be fully exploited unless significant new discoveries are made therefore there will be a need to diversify the employment opportunities in the Aberdeen City region. It is important to act proactively now to ensure the economic readjustment required by the City over this period is positive. Hydrogen presents an opportunity for this in the short/medium term (2015-2020) through local supply chain development as a result of the operation of hydrogen production, distribution and refuelling infrastructure in the area as well as vehicle support infrastructure. In the longer term (2020 and beyond) there are important opportunities through utilising transferable skills and expertise and diversifying services within the oil and gas sector.

V. The aim of the strategy is to reinforce our place, now and in the future as the energy city by further enhancing the region's economic competitiveness, maximising the capacity and value of renewable energy and giving greater energy security by being at the forefront of a hydrogen economy. The action plan outlines how this can be achieved in order to cement Aberdeen's position and achieve the overall aims of the 2013 Strategy Framework –grounded by rational analysis of the opportunities available. The Strategy and Action plan are attached as Appendix A.

VI. In order to build on the supply chain work, approval is sought to become a partner in a project consortium focused on developing the next generation of light weight, low cost hydrogen storage tank. The project consortium includes Revolve Technologies, Logan Energy and Robert Gordon University and will be submitted to the Innovate UK Energy Catalyst funding programme. The project will look at setting up manufacturing for the tank systems via UK composite sub suppliers and UK based valve manufactures. The target is to develop this manufacturing activity around the existing oil industry supply chain based in and around Aberdeen, developing an advanced manufacturing base to help the areas resilience against the reliance on oil and gas; a key social and economic challenge for Aberdeen.

6. IMPACT

Corporate:

[1] UK H_2 Mobility is a project which brings together public and private organisations with the aim of determining what needs to be done to enable the commercial deployment of hydrogen Fuel Cell Electric Vehicles (FCEVs) in the UK from 2015. www.ukh2mobility.co.uk/

The hydrogen strategy links to the transport and energy priorities within the Aberdeen – the Smarter City Vision to "define the image of an international 21st century energy city, leading a new leaner, cleaner industrial revolution using the intensity of our social, business and community connections" and taking "a European lead in adapting new transport technologies" to "provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions".

The Aberdeen Hydrogen Project is also detailed within the Strategic Infrastructure Plan as one of the projects with substantial direct involvement from Aberdeen City Council that contribute to economic growth.

The Hydrogen Strategy will offer many opportunities for joint working with partner organisations on projects. One of the key successes of the hydrogen projects to date is the public, private consortiums which have been built. Without this collaborative approach the aims of the strategy cannot be delivered. The External Funding Plan reinforces the importance of joined up partnerships at local, national and international level.

Public:
This strategy may be of interest to the public in terms of the potential economic and environmental benefits that hydrogen and fuel cell applications could bring to the City including job creation as well as air quality improvements. Significant local and national air quality benefits can be derived from the deployment of low carbon vehicles offering zero exhaust emissions, reducing harmful pollutants such as nitrogen oxides (NOx), carbon dioxide (CO_2) and particulate matter (PM_{10}).

7. MANAGEMENT OF RISK

Without a Hydrogen Strategy & Action Plan there is a risk that:

I: The returns from the Council's investment to date in hydrogen technologies (in relation to economic growth, business diversification, energy security, environmental and air quality benefits) will be reduced without taking forward the wider strategic actions proposed in this strategy;

II: Future hydrogen projects may be delivered in an uncoordinated manner and may not benefit from the valuable learning from previous projects;

III: It will be more difficult to secure external funds without a strategic approach and formal commitment;

IV: It will be harder to influence policy without a clear and evidence based rational.

8. BACKGROUND PAPERS

Element Energy Analysis – Aberdeen Hydrogen Strategy 2014 (available upon request)

9. REPORT AUTHOR DETAILS

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Aberdeen City Region Hydrogen Strategy & Action Plan

2015 - 2025

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EXECUTIVE SUMMARY

A significant opportunity exists for Aberdeen to become a leading European region in the early deployment of hydrogen fuel cell vehicles, as well as becoming the hub for hydrogen technologies in Scotland. To this end, Aberdeen City Council (ACC) has already made significant efforts to engage with hydrogen technology: today the > ' ' . The launch of the Strategy Framework "A Hydrogen Economy for Aberdeen City Region" in 2013 reflects Aberdeen's ambitions in the sector.

The hydrogen refuelling infrastructure in the City has the capability to cope with a considerable expansion of the existing fleet of hydrogen vehicles. Given the significant investment in vehicles and infrastructure, as well as the need to allow the investments to prove themselves, the time is now right to focus initially on nurturing RW R to adopt the technology whilst ensuring that in the medium-term (2018) to fund additional bus and hydrogen refuelling station (HRS) deployments.

Hydrogen vehicle technology is commercialising rapidly, however there remain considerable uncertainties in the rate at which the technology will mature. A hydrogen vehicle strategy for ACC has been developed which secures and increases demand on existing infrastructure in a measured fashion, whilst managing the financial exposure for the Council (by relying primarily on external sources of funding) and allowing the pace of the intervention to be dictated by the rate of increase in confidence in the technology.

An infrastructure strategy has also been developed, which envisages an expansion of the existing network in line with and contingent on a growing regional hydrogen demand. Once sufficient confidence has been established from both bringing vehicles to market and end-users adopting vehicles, the timely deployment of refuelling stations with sufficient dispensing capacity can be economical. This is only justified with demand towards 100's of kg per day per station (equivalent to >500 cars or 15 buses serviced by a single refuelling station). This suggests that any early investment in stations can see returns when viewed over a long enough time horizon.

Consultation with regional fleet operators supported an assessment of the regional appetite for adopting hydrogen vehicles and willingness to pay. Based on this and associated ownership costs, a technology uptake scenario was developed, estimating 94 hydrogen vehicles deployed by 2020.

The aim of this strategy is therefore to maintain and build on Aberdeen's existing lead in order to achieve the long-term goals associated with hydrogen rollout and being the leading hub in Scotland. This strategy and action plan outlines how these aims can be achieved in the short, medium and long term, in order to cement Aberdeen's position and achieve the overall aims of the Strategy Framework - grounded by rational analysis of the opportunities available.

A 379L . The action plan identifies a series of measures required to achieve this, across seven key objectives:

1	Vehicle Deployments	A range of local stakeholders deploy hydrogen vehicles.
2	Renewable Hydrogen	Hydrogen produced from renewable energy sources is widespread throughout the region.
3	Refuelling Infrastructure	An accessible, convenient and safe refuelling infrastructure network is deployed across the City and beyond.
4	Non-Transport Applications	Non-transport applications are tried and tested including stationary power.
5	Supply Chain / Market Development	A robust, local hydrogen supply chain is developed which utilises the areas existing energy expertise
6	Communication & Education	A greater understanding and acceptance of hydrogen technologies encourages widespread adoption
7	Policy & Regulation	Hydrogen technologies are embedded in all relevant areas of policy and supported at a national level.



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FOREWORD

Aberdeen has a long history of innovation and expertise in energy technology - from the early industries like paper and textiles, powered by hydro, through to being at the centre of a global energy industry in oil and gas over the past four decades, and now also developing a low carbon economy in line with ambitious national targets.

The City Council recognises that hydrogen can support these targets, and has a vision for Aberdeen City Region in 2020 being a world-class energy hub leading a low carbon economy and at the forefront of hydrogen technology in Europe.

The Council sees opportunities for hydrogen to support economic growth in the region through inward investment, business development and job creation. We see that hydrogen presents a chance to diversify the existing energy industry in the longer term, create a local supply chain and add a long term demand for the transferable skills the city has in oil and gas as many of the components in hydrogen technologies are the same or similar to those used in the oil and gas sector.

We want to reinforce our place as the energy city, and be a leader in a low carbon economy - the Council has created a variety of transnational partnerships, just as the city's global energy sector also does and we recognise the importance of collaboration and co-operation in succeeding in innovation and in emerging sectors.

The region has tremendous capacity for renewable energy generation, but is constrained by energy storage issues and grid capacity - a key reason for our interest in hydrogen.

The opportunity to lead Europe's biggest fuel cell bus demonstration project was really where we started, but at the same time we recognised a strategic approach was needed. Therefore we have been working with Element Energy on developing this detailed strategy to steer our priorities over the next ten years, along with a modelling tool to help us strike the right balance between infrastructure and vehicles.

We're proud of the strong global and local partnerships that have developed as part of our hydrogen projects and see this collaboration as a key to our continuing success.

Aberdeen City Council sees a crucial role for itself as a facilitator and early adopter of hydrogen technologies, but in leading the way we now need others to follow on and get involved in the sector.





Councillor Jenny Laing, Council Leader

Angela Scott, Chief Executive

ENDORSEMENTS



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"Aberdeen is an Energy City which has built itself around oil and gas over the last 40 years. Today the City exports its goods and services throughout the world and it is important to stay at the forefront of this from an economic development perspective. Hydrogen and fuel cells gives us another string to our bow and allows us to diversify our economy further. We have the key skills in the City that can take this industry forward.

Energy is important to Aberdeen; renewable energy will be a key part of our future."



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"Aberdeen City Council's targeted investments in hydrogen transport have led to significant new private sector investment and European funding for the region. ACC's support so far and the projects that have been initiated have been very successful in putting Aberdeen on the map as one of the leading early European deployment hubs for hydrogen transport-related activities. The refuelling and support infrastructure, as well as the fleets deployed to date, have created the conditions required for expansion of the non-Council vehicle fleet as well as new private investment in hydrogen production and fuelling capacities."



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"Hydrogen and Fuel Cell technologies can make a unique contribution towards delivering Scotland's low carbon and renewables ambitions. Low carbon technologies will improve resource efficiency, support new low carbon business models, and deliver productivity and growth.

This Action Plan will help to develop the market sectors where Hydrogen and / or Fuel cells are likely to make significant contributions include efficient decentralised stationary power, sustainable transport applications, and energy storage and energy balancing applications linked to increased renewable energy deployment.

Scotland offers compelling and distinctive advantages, and this Action Plan will be a key factor in helping the 'Energy City' of Aberdeen to be a successful player not just in the oil and gas sector, but also in emerging global large scale Hydrogen and Fuel Cell markets."

PART 1 - ABERDEEN'S ROLE IN A HYDROGEN ECONOMY

Introduction

In 2013 Aberdeen City Council launched the 2020 Strategy Framework "A Hydrogen Economy for Aberdeen City Region" which outlined a vision and high level actions for the City to achieve a hydrogen economy.

This strategy builds on the framework, providing a detailed action plan to help realise the vision to be "a world-class energy hub leading a low carbon economy and at the forefront of hydrogen technology in Europe".

In July 2014, the Council commissioned Element Energy to undertake detailed analysis and stakeholder engagement to underpin the next phases of development. During the strategy development phase, a range of local fleet operators and key stakeholders were contacted in order to understand potential hydrogen vehicle demand in the region.

Why Hydrogen?

Hydrogen is the world's simplest, lightest and most abundant element. Very little of it is in a freely available form on Earth however, where most hydrogen is in the form of compounds like water and hydrocarbons such as fossil fuels.

Scotland and the north east has a long history of producing and using hydrogen in the energy industry. It is mainly produced industrially through steam reforming of natural gas and used for processing crude oil into refined fuels such as petrol and diesel, as well as in producing fertilizer, treating metals, welding and processing foods.

Hydrogen is also produced from electrolysis of water. This involves running an electrical current through water in an electrolyser to split the water (H_2O) into hydrogen (H_2) and oxygen (O_2). By using electricity from renewable sources in this process, the hydrogen can be produced with very low carbon emissions.

The hydrogen acts as an energy storage medium, being compressed and stored until it is needed for a wide range of uses, including being converted back to electricity through a fuel cell in vehicles, generators or in principle, anything that requires electrical energy to operate. Hydrogen can also be used in an internal combustion engine.

When the electricity that is generated from intermittent renewables such as wind is used to produce hydrogen, then it can have the effect of taking the energy that cannot be fed into the electricity grid and storing it for use as required. Thereby helping to balance supply and demand for renewable electricity and ensuring renewable energy plays a bigger part in a low carbon future.



Policy Drivers

Advancing the adoption of hydrogen technologies is supported throughout Government policy. Whilst there is no specific hydrogen strategy for the UK or Scotland as yet, there are ambitious policies to reduce green house gas emissions, increase the proportion of energy coming from low carbon sources and increase security of energy supply. In addition, the desire to decarbonise transport is also based on a variety of legally binding environmental drivers including:

- EU legislation which seeks to limit emissions from new vehicles, for example fleet average emissions of 95gCO_2/km by 2021 for new cars;

- Both UK and Scottish Government's have stated an ambition for mass market transition to ultra low emission vehicles, an approach consistent with the commitment to reduce cross-sector greenhouse gas emissions by 42% by 2020 and 80% by 2050 (relative to 1990 levels);

Switched On Scotland:
A Roadmap to Widespread
Adoption of Plug-in Vehicles, Transport Scotland, 2013

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> **M**hrough reduced demand for fossil fuels, reliance on foreign oil imports is reduced; thereby reducing the geo-political risks associated with often unpredictable parts of the world; European Energy Security Strategy, Energy Act 2013 (UK)

R **M**y reducing oil imports to fuel the transport sector, significant improvements to the balance of payments can be achieved - this is particularly relevant for alternative fuels produced locally, e.g. renewable electricity, hydrogen and certain biofuels; Energy Act 2013

> **M**videspread deployment of alternative fuelled vehicles that use electricity as their main feedstock (e.g. electric vehicles, hydrogen vehicles) creates significant additional demand on the electricity grid, thereby enabling the deployment of additional renewables capacity - a key policy goal for Scotland; European 2020 targets, Climate Change Act (2008)

> **M**cotland's renewable energy targets include 100% electricity demand equivalent from renewables by 2020 of intermittent renewable electricity generators to the grid (e.g. wind), unpredictable production patterns can lead to severe grid balancing issues in supplying electricity at times of low demand, or an inability to supply sufficient electricity at times of high demand. Low carbon transport technologies such as batteries and hydrogen are able to contribute towards grid balancing through offering options for energy storage at times of low demand, and re-generation at times of high demand;

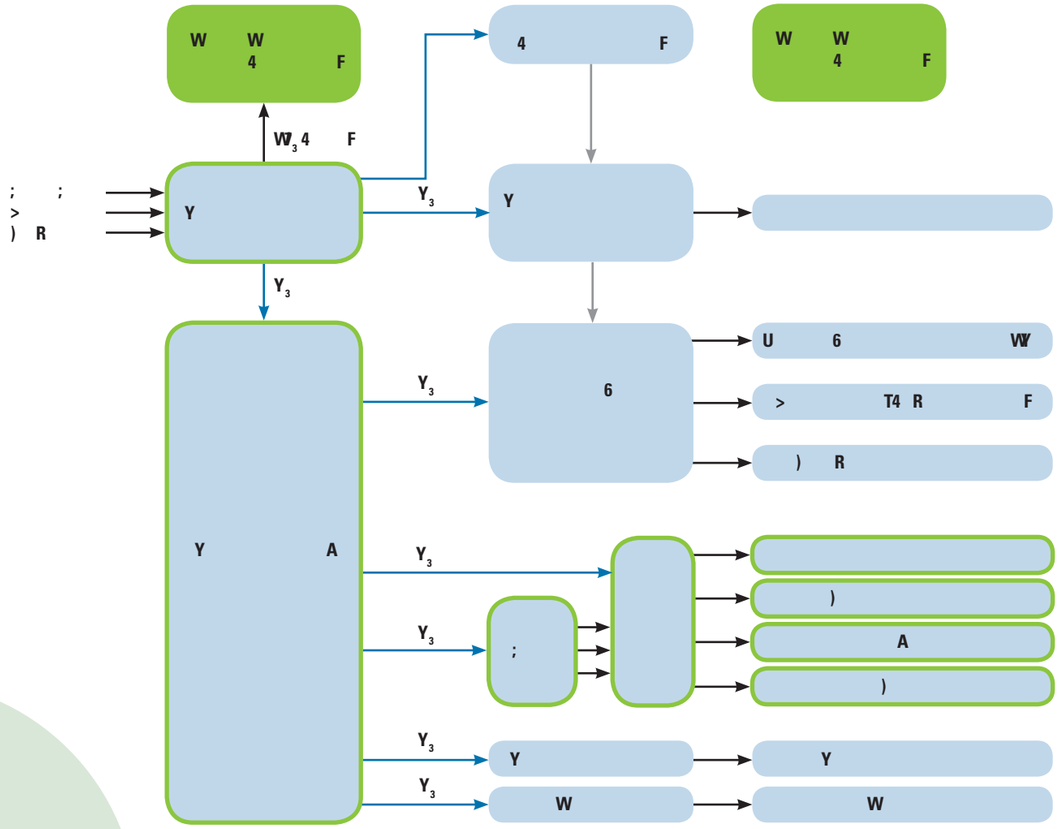
(**M**ignificant local and national air quality benefits can be derived from the deployment of low carbon vehicles offering zero emissions, reducing harmful pollutants such as nitrogen oxides (NOx) and particulate matter (PM10).

There are three air quality management areas (AQMAs) in Aberdeen: the City Centre, Wellington Road between Queen Elizabeth II roundabout and Balnagask Road and the Anderson Drive/Haudigan/Auchill Road corridor. The AQMAs were declared due to exceedances of national air quality objectives for nitrogen dioxide (NO2) and particles (PM10). The EU NO2 objective is also exceeded and the UK government is at risk of substantial EU infringement fines should air quality not improve. High levels of both PM10 and NO2 are associated with impacts on the respiratory and cardiovascular systems of vulnerable people and increased hospital admissions. Every year an estimated 29,000 people die early in the UK as a result of poor air quality.

An Air Quality Strategy for Scotland will be introduced by the Scottish Government in 2015 detailing the Scottish Government's approach to improving air quality. Additional duties will be placed on local authorities to implement measures to reduce emissions. The national Air Quality Strategy will not be limited to emissions directly impacting on health, but will also include transport, climate change, energy and planning development measures to reduce congestion, improve traffic flow and create urban areas that are more pleasant spaces to move around and spend time in. The requirements of the Air Quality Strategy will therefore support the deployment of hydrogen technologies;
EU Clean Air Policy Package, National Air Quality Strategy (UK),Local Air Quality Management Areas.



Hydrogen transport has the ability to touch on all of these policy issues, as well as others and as a result this strategy mainly focuses on the transport applications for hydrogen as an energy vector however hydrogen is a versatile energy carrier which can interlink a range of energy sources and uses as shown in Figure 1.



; **9M**Hydrogen Production, Storage and Use Concept

The Global Market for Hydrogen



In 2010, the McKinsey report "The Power-trains for Europe" highlighted hydrogen fuel cell vehicles as a unique low carbon transport option offering long range, quick refuelling and zero exhaust emissions. The study, which was backed by leading vehicle manufacturers, energy companies and industrial gas suppliers, provided a fact base for decision making on investment in hydrogen fuel cell, battery electric and hybrid electric vehicles.

The report identified hydrogen fuel cell electric vehicles (FCEVs) as the only viable pathway to achieving low carbon transport for longer range, larger vehicles. Thus vehicle manufacturers have invested heavily in developing FCEVs and today a number of manufacturers are looking to commercialise their technologies, which is seen as one of the first sectors to reach commercial maturity. As part of this, many manufacturers are seeking early launch markets. An opportunity is therefore presented for early adopter regions to attract early deployments through supportive local policies and building out the infrastructure assets required - thereby helping to unlock the long-term regional benefits.

; **3M**The McKinsey report "A portfolio of power-trains for Europe" showed that Battery Electric Vehicles (BEVs) and FCEVs can achieve significantly low CO_2 emissions and quicker refuelling with BEVs showing limitations in range and longer recharging times.

Other technical solutions for example plug in hybrid electric vehicles and biofuels are expected to feature in the transition to zero emission transport. However, their role in the long term is likely to be limited due to the requirement for a fully decarbonised transport sector.

In the long term zero emission transport will require a combination of both BEVs and FCEVs, two technologies with distinct characteristics. The key advantages and disadvantages are summarised in Table 1.

9MKey Characteristics of Battery and Fuel Cell Electric Vehicles

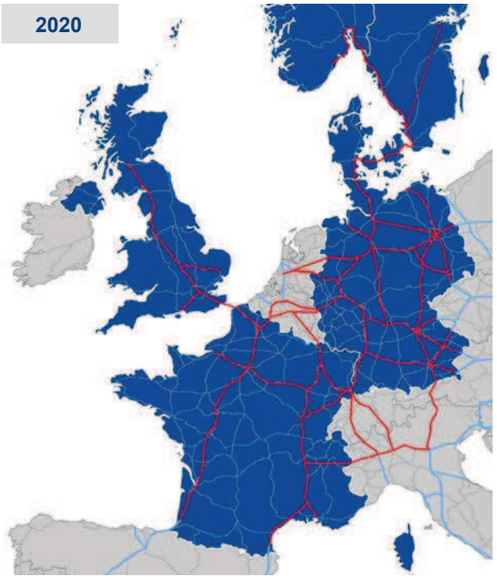
	) 4 > F	; 4 W F
(	• Existing recharging infrastructure largely in place (electricity grid) • Well suited to smaller vehicles and shorter trips • High grid-to-wheel efficiency, low p/km fuel costs	• possible (400+ miles) • T5 - comparable to conventional vehicles, no compromise in customer offer • for hydrogen fuel
U	• Limited range based on existing battery technology • Long recharge times (6-8 hours standard (c.3kW), c. 30 minutes fast charge (c.50kW)). • Generally require off-street parking for home recharging	• Need national network of refuelling stations • Lower grid-to-wheel efficiency compared to BEVs when using hydrogen produced from renewable electricity

Numerous global initiatives are underway to support hydrogen technology with the main developments occurring in the USA (in particular California), Germany, Japan, the UK and China.

Through a number of public-private partnerships, Governments are working together with industry to establish the rollout scenarios and funding pathways required for widespread deployment of these technologies. These programmes include H_2 Mobility in Germany, UK H_2 Mobility in the UK, H_2USA and H_2 Mobility France. Figure 3 shows an overview of some of the H_2 Mobility programmes currently underway.

; **5M**Overview of H_2 Mobility Programmes underway in Europe

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The Scandinavian network will have deployed 35 - 40 hydrogen refuelling station (HRS) by 2020

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The UK will have deployed 60 - 70 hydrogen refuelling station (HRS) by 2020

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The German network will have deployed over 100 hydrogen refuelling station (HRS) by 2020

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The French network will have deployed up to 50 hydrogen refuelling station (HRS) by 2020

Key:

- Major Roads covered by HRS
- TEN-T Corridors
- TEN-T Corridors linked by early HRS
- Nations with H_2Mobility initiatives
- Nations without H_2Mobility initiatives

TEN-T is a European transport infrastructure initiative to connect the continent between East and West, North and South by building a network of transport corridors.





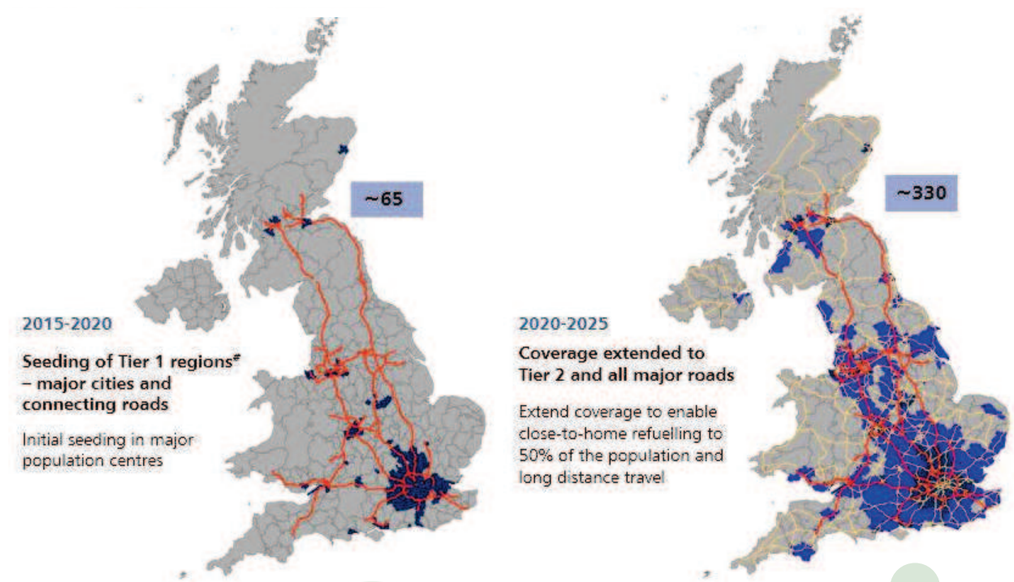
National Hydrogen Developments

The UK H2 Mobility project is a partnership of UK industry leaders and Government, working to develop a rollout strategy for FCEVs and supporting infrastructure in the UK from 2015. The analysis and network modelling undertaken within the project indicated that 65 stations across the UK could provide sufficient initial coverage to start the market, covering major population centres (with more than one HRS) and connecting roads

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A **A**based on population, income and traffic densities

> **: j** to cover the major UK urban centres and intercity driving **3737**



; **VM**UK H_2 Mobility planned roll out

H_2 ABERDEEN - A STRATEGIC HYDROGEN PROGRAMME

Under H_2 Aberdeen, the Council's strategic hydrogen programme, a series of targeted investments are being made to secure a position as a leading deployment centre for hydrogen technologies.

Aberdeen City Council's (ACC) 2020 Strategy Framework "A hydrogen Economy for Aberdeen City Region" frames the city's ambitions to become a high-profile, world-class energy hub across multiple energy vectors, leading to a low carbon economy and to be at the forefront of hydrogen technology in Europe.

Aberdeen has to date initiated three major hydrogen-related deployment projects, including:

1. Europe's largest hydrogen fuel cell electric bus (FCEB) deployment project, with 10 buses deployed, supported by a large hydrogen refuelling station (HRS) and a dedicated maintenance facility within the city centre;

2. Deployments of two H_2 - ICE dual-fuel hydrogen/diesel Transit vans and two fuel cell range extended electric light commercial vans;

3. The planned deployment of a second publically accessible hydrogen refuelling station to support further hydrogen vehicle deployments to the city.

   In addition, Aberdeen City Council is taking a leading role in:
   The HyTrEc (Hydrogen Transport Economy in the North Sea Region) project - which looks to support the validation, promotion and adoption of innovative hydrogen technologies across the North Sea Region (NSR). The project provides a platform to support the collaborative development of strategy and policy initiatives and that will inform and shape the development of infrastructure, technology, skills and financial instruments to support the application of hydrogen based technologies;

The Scottish Cities Alliance (SCA) Hydrogen Action Group which has to date delivered the SCA Hydrogen Economy Strategy. This strategy recommends four strands of work that the seven Scottish Cities should focus on. These include:

1. Large scale fuel cell electric bus deployment;
2. Hydrogen refueling infrastructure development;
3. Fuel cell electric vehicle deployment to Council fleet;
4. Renewables based "green" hydrogen production.

In mid-2014 a Scottish Cities Alliance Project Officer was recruited (hosted by ACC) to take forward the four strands of the strategy primarily concentrating on the coordination of a large scale fuel cell electric bus project which will see 500-1000 buses introduced across Europe. This will involve developing a Scotland wide business case in partnership with the Fuel Cell and Hydrogen Joint Undertaking (FCHJU) as part of the Europe wide FCHJU Fuel Cell Bus Commercialisation Project.

The Council is also investigating the public perceptions of hydrogen through the Hyacinth (Hydrogen Acceptance in the Transition Phase) project funded by the FCHJU. This project aims to understand public attitudes and perceptions and levels of acceptance of hydrogen technologies in various EU countries.



Ed Davey, Secretary of State for Energy and Climate Change launching Aberdeen's Hydrogen Strategy Framework, May 2013

CASE STUDIES - HYDROGEN VEHICLES IN ABERDEEN

Aberdeen Hydrogen Bus Project

The Aberdeen hydrogen bus project has seen key industry and public sector players join forces to fund and deliver Europe's largest demonstration of hydrogen fuel cell buses in Aberdeen, realising an aspiration to become a leading city for low carbon technology.

The £19 million project deploys ten fuel cell buses on operational routes throughout the City. These buses emit only water vapour, reducing carbon emissions and air pollution, as well as being quieter to run. The project is part-funded by Europe under the FP7 innovation funding as well as contributions from UK Government, Scottish Government, Innovate UK, SSE, SGN, Scottish Enterprise, First, Stagecoach and Aberdeen City Council.

To fuel the vehicles a state of the art hydrogen production and re-fuelling station has been built producing high purity, low carbon hydrogen onsite via electrolysis. Using an electrolyser means hydrogen can be produced from electricity and water, onsite with no local emissions. No transport is required; the hydrogen is produced and dispensed at the same site. The next phase of the project will look to produce the electricity from renewable sources (making the entire process ultra-low emissions) but to start with grid electricity on a green tariff will be used. The refuelling station provided by BOC Linde Group is situated in the centre of the city at Aberdeen City Council's Kittybrewster depot.
In addition a hydrogen safe maintenance area is being integrated into the working maintenance facility onsite at Kittybrewster which will allow the buses to be serviced, maintained and refuelled on the same site.

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- Ten low floor, 13m fuel cell hybrid (hydrogen fuel cell and battery) buses made by Van Hool
- Buses will be operated in the City Centre by both First Group and Stagecoach
- Ballard 150 kilowatt FCvelocity®-HD6 fuel cell module - warrantied 15,000 hours
- Siemens electric motors
- Regenerative breaking system
- 10 hydrogen tanks containing a total of 40kg pure electrolytic hydrogen (gas) at 350bar.
- Range of up to 260miles (350km) under typical urban transit cycle and loads.

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- Hydrogen generated onsite by three electrolysers capable of producing 360kg of hydrogen per day;
- Will meet the demands of the ten buses;
- Ability to refuel a bus in ten minutes.



Hydrogen Hybrid Vans - a bridging technology

In June 2014, Aberdeen City Council added two new hydrogen vehicles to the fleet as part of the HyTrEc project (Hydrogen Transport Economy in the North Sea Region). Two Ford Transit vans, customised with ULEMCo's H_2ICED conversion technology, run on a hydrogen-diesel dual fuel blend. ULEMCo a subsidiary of Revolve Technologies has developed an innovative process for modifying a regular diesel engine to use compressed hydrogen gas as the main fuel with small quantities of diesel as the ignition catalyst. Whilst internal combustion engines are less efficient than fuel cells (burning the hydrogen rather than using it in a chemical process) these hybrid conversions are a cheaper alternative to fuel cell vehicles at present and therefore act as a bridging technology.

A range of operational data is being collected for example fuel consumption, routes driven and location which will be used to analyse vehicle performance and will aid the development of the next generation of the technology. These vehicles are also being trialled in Swindon & London.





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- Duel-fuel selection switch (H_2/Diesel);
- There are 3 operating modes using different concentrations of hydrogen and diesel;
- The engine will always initially start on diesel fuel. It will then automatically switch to H_2 if pre-selected, once the engine reaches normal operating temperature (after approx. 2 miles);
- Compressed hydrogen with electronic fuel injection;
- 350 bar refuelling pressure
- Familiar driving and operating characteristics;

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- Manufactured by Dynetek Industries Ltd;
- 2 or 3 x 74 litre carbon-fibre reinforced H_2 storage tanks mounted underneath the vehicle;
- 3.6-5.4 kg of hydrogen fuel giving a total driving range of of over 300km;
- H_2 tanks are subjected to the following tests: pendulum impact, drop test, bonfire test, armour piercing bullet penetration, extreme temperature cycling and environmental fluids exposure;

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- Side impact-absorbing framework around hydrogen tanks;
- Leak Detection - the vehicle is fitted with a safety leak alarm which will monitor hydrogen pressure;
- Hydrogen tanks located underneath vehicle allowing gas to escape quickly and efficiently in the unlikely event of a leak;
- No design or structural changes have been made nor any safety features changed to seat-belt systems, airbags, braking system, or locking systems.

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- Improved environmental performance with a 70% reduction in carbon dioxide emissions and a 40% reduction in nitrogen oxide emissions;
- Promotes renewable energies (if H_2 from a renewable source);
- Improves corporate social responsibility for fleet operators;
- Attracts business benefits from lower road and fuel taxes;
- A lower emission vehicle solution with tailpipe emissions of 59g/km CO_2 under test conditions.



Plug-in Hybrid Fuel Cell Electric Vans

Two plug in hybrid fuel cell electric vans have been added to the Council's operational fleet as part of the HyTrEc project (Hydrogen Transport Economy in the North Sea Region). Two electric Renault Kangoo Maxi Z.E. vans have been converted by SymbioFCell to include a hydrogen fuel cell range extender which doubles the original vehicle's driving range with only water emitted from the exhaust.

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- Improved environmental performance without a reduction in payload;
- A lower emission vehicle solution with only water emitted from the exhaust;
- Double the driving range compared to the Kangoo ZE (electric only);
- Promotes renewable energies (if electricity and H_2 from a renewable source);
- Improves corporate social responsibility for fleet operators;
- Attracts business benefits from lower road and fuel taxes;
- Familiar driving and operating characteristics;

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- Range extender system added without any structural modification of the vehicle;
- The fuel cell produces electricity, heat and water. Electricity produced by the fuel cell is used to charge the battery. Heat delivered through water at 80°C is used to heat the vehicle cabin in winter, without inducing extra power consumption (combined heat and power). The fuel cell produces heat as well as electricity;
- With the range extender kit, battery lifetime is increased. Increased driving range reduces the frequency of deep battery discharge which degrades the battery;
- The range extender kit can be dismounted and re-mounted in a new vehicle.

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- 74 litre hydrogen tank with 15 year service lifetime;
- 350 bar pressure;
- 1.8 kg H_2 per 360 km (NEDC) equivalent to 0.5 kg H2 / 100 km;
- Refuelling time is less than 3 minutes;

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- The fuel cell system is fixed to the vehicle chassis;
- Hydrogen tanks are positioned in the middle of the car.
- Tanks are EC 79 validated and resistant up to 2.5 times their working pressure;
- Hydrogen sensors detect any potential leak. The fuel cell can be disconnected from the rest of the system and can discharge in less than two seconds for optimal security



PART 2 - THE STRATEGY

Vision, Aims and Objectives

The Aberdeen City Region Hydrogen Strategy will focus on promoting hydrogen technologies as a low carbon alternative to fossil fuels and as an energy vector to facilitate the deployment of renewable energy sources. Hydrogen has a number of different applications such as transport, stationary power and as an energy storage medium. The main focus will be on transport applications however other uses will be considered within this strategy.

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To reinforce our place, now and in the future as the energy city by further enhancing the region's economic competitiveness, maximising the capacity and value of renewable energy and giving greater energy security by being at the forefront of a hydrogen economy.

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Promote vehicle deployments by a range of stakeholders in the region;

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Expand production and distribution of renewable hydrogen;

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Develop hydrogen refuelling infrastructure;

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Explore the roll-out of other tried and tested or innovative hydrogen uses;

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Encourage the development of the hydrogen economy's supply chain, seeking opportunities for the region's existing energy expertise to diversify and benefit from this growing industry;

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Promote a greater understanding and acceptance of hydrogen technologies through communication and education activities;

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Ensure strategy and policy development at all levels of government are supportive of hydrogen technologies.

To assist in meeting the aim and associated objectives, a number of actions have been developed for each objective. The action plan is outlined in **5T**

OBJECTIVE 1:

Promote vehicle deployments by a range of stakeholders in the region

There are three key things that are needed for successful introduction of fuel cell electric vehicles; the vehicles themselves, the hydrogen refuelling infrastructure to support them and a reliable, cost-effective source of hydrogen. A minimum number of each is necessary to support demand for the other. Therefore, initial industry deployments will focus on local authority fleets, return to base vehicle operations as well as high-end consumer car markets. In addition to using hydrogen for transport there are a number of other applications which are available such as stationary applications.

Fuel cells have been tested in various kinds of vehicles including forklifts, buses, boats, cars, vans, motorcycles and bicycles. A number of vehicle manufacturers have been investing heavily in fuel cell technology developments in recent years and commercially produce fuel cell vehicles are starting to be deployed in small numbers across the world, however only certain vehicle types and makes will be available to the UK market in the near term.

State-of-the-art market overview

There is a range of vehicles available to Aberdeen end-users in the near term. A number of passenger car companies will introduce their first series produced vehicles from 2015. Hyundai is currently leading the roll out with introduction of the ix35 fuel cell vehicle which is available in limited numbers to customers in early markets. Around 1,000 vehicles will be produced and leased over a period of 4 years in the next 1-2 years; these models will be left hand drive only to begin with. These early market vehicle releases come at a price premium (up to four times more expensive than a diesel equivalent) however the price for the second generation vehicles (available 2017) is likely to reduce rapidly as other competing vehicles come to market.

As these vehicles are being released in small numbers to begin with, it is important for Aberdeen to show readiness and willingness to take these early vehicle deployments. It is important to engage early with Original Equipment Manufacturers (OEMs) in order to showcase Aberdeen as being the second UK deployment centre, after London. Aberdeen City Council has already started the engagement process with several OEMs including Nissan, Honda, Toyota and Hyundai.

Analysis of commercialisation trajectories and total cost of ownership for each vehicle type reveals that buses offer the lowest cost means of increasing hydrogen demand in the region, supplemented by captive fleets of vehicles from non-OEM manufacturers, both of which have large, predictable fuel requirements and demonstrate the principle of the technology in new areas.

End-user Consultation

A range of local fleet operators and key stakeholders have been consulted in order to understand potential hydrogen vehicle demand in the region. Discussions focussed largely on cost and total cost of ownership parity with internal combustion engine vehicles. The majority of organisations consulted have an interest in decarbonising their fleet and would consider paying a small cost premium (approximated £5-10k) for a trial project (1-2 vehicles) but most would want cost-parity for any wider deployments.

A small number of organisations would be interested in significant (>10 vehicle) deployments should the correct funding source be identified. Therefore it is essential for Aberdeen City Council to take a facilitators role to enable interested stakeholders to deploy hydrogen vehicles.

Therefore, it is expected that, with sufficient practical support from the Council (for example implementation of policy incentives and formation of a hydrogen partnership grouping) and financial support from various sources, a range of public and commercial fleet operators could deploy small fleets in the pre-2020 period, whilst the Council continues to act as an early adopter as new vehicles come to market.

Based on the end-user consultation with regional fleet operators an assessment of the regional appetite for adopting hydrogen vehicles and willingness to pay was undertaken. Based on this and associated ownership costs, a technology uptake scenario was developed, estimating 94 hydrogen vehicles deployed by 2020

End-user ambition				UK H2Mobility rollout	Bus operators
	Major	Moderate	Minor		
Medium	ACC operates 2 Ford and 12 Kangoos All 'Major' stakeholders deploy further 20 x vehicles	4 x vehicles until 2018 - both public and private sector	No deployment	50% of Aberdeenshire and City pro-rated rollout from 2015	Continue operation of existing buses beyond 2018 New larger project to deploy 15 buses in 2018

; **j M**echnology uptake scenario for Aberdeen

Actions:

> **97** **379L** as this provides the most cost-effective way of securing long-term demand for continued operation of Kittybrewster HRS;

U **Y** **5j 7 . K77** **I** in order to attract early releases of passenger cars;

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I extending operation of the existing 10 buses beyond 2018 does not create a large enough hydrogen demand to justify deployment of a second hydrogen refuelling station pre-2020;

U **Y₃** as this is the most cost-effective way to create demand, ideally supplemented by captive fleets of vehicles from non-OEM manufacturers, both of which have large, predictable fuel requirements and demonstrate the principle of the technology in new areas. In the long-term, the major source of demand is expected to come from private sales of passenger cars and vans. The pace of this rollout is dictated by OEM behaviour (and customer acceptance) and cannot be influenced by the Council;

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pre 2020. All stakeholders conclude that achieving close to/better than total cost of ownership (TCO) parity is required for significant uptake;

> to bring together interested end users and help facilitate further vehicle roll outs.

OBJECTIVE 2:

Expand production and distribution of renewable hydrogen

Five hydrogen production pathways (see Figure 6) have been assessed as potential sources to supply any new hydrogen refuelling station in Aberdeen, with four out of the five options being considered as green hydrogen i.e. coming from a renewable energy source.

Source	Chemistry	Description	Local availability
Steam methane reforming	Methane reformation $CH_4 + H_2O \leftrightarrow CO + 3H_2$ Water gas shift (WGS) reaction $CO + H_2O \leftrightarrow CO_2 + H_2$	Methane reformation to produce syngas and subsequently H_2 following the WGS reaction is the most common H_2 production pathway	No large centralised SMR production nearby Peterhead CCS CO_2 pipeline could facilitate a new 'green' SMR H production facility
Renewable energy & water electrolysis	Water electrolysis (WE) $2H_2O \leftrightarrow O_2 + 2H_2$	WE systems split water into H_2 and O_2 Cheap electricity can be sourced from local renewable generators	Significant grid-constrained renewables
Waste gasification	Municipal solid waste gasification $CH_xO_y + \alpha O_2 + \beta H_2O$ $\leftrightarrow \gamma CH_4 + \delta CO_2 + \mu CO + \sigma CH_xO_y$ $+ \rho H_2O + \varepsilon H_2$	Plasma reactors used to convert non-recyclable landfill waste into syngas which is treated for impurities Syngas can be combusted for electricity generation, or purified to give H_2	Currently no active projects in the region New waste processing plant coming online c. 2020
Chemical plant by-product	Brine electrolysis $2NaCl + 2H_2O \leftrightarrow 2NaOH + H_2 + Cl_2$ Naptha (ethane) cracking $C_2H_6 \rightarrow C_2H_4 + H_2$	Many processes in the chemical industry produce H_2 as a by-product Often this H_2 is recycled on-site via combustion	Mossmorran ethylene cracking plant is the major regional producer
Anaerobic digestion (AD)	Overall Process $(CH_2O)_n \rightarrow \frac{n}{2}CH_4 + \frac{n}{2}CO_2$ Methane reformation $CH_4 + H_2O \leftrightarrow CO + 3H_2$	Bacteria used to convert biodegradable waste into biogas (CH4 and CO_2) CH4 product can be reformed to produce H_2	Small AD projects, inc. at AECC development due to come online in 2018

; **: M**verview of five possible hydrogen production methods for Aberdeen.

Short-term production options analysis (2015-2018)

From 2015-2018 water electrolysis is the only option considered for Aberdeen in the early years due to local availability, lower carbon emissions and its support of renewable energy deployment. Only a single source of Steam Methane Reformation based Hydrogen (with sufficient capacity and purity for transportation) exists in the UK (Cheshire) however, this is not considered green hydrogen unless it is coupled with carbon capture and storage plus costs of transportation via existing tube trailer technology is prohibitively expensive.

Water electrolyser utilisation is dependent on the availability of electricity from the grid or private wire connection and the economics are improved by maximising system utilisation. It is therefore important to consider the economics of sourcing a stable electricity supply from the grid compared to an intermittent, but potentially cheaper, electricity supply from constrained renewable generators in the region. Securing low cost electricity significantly impacts hydrogen production costs via water electrolysis therefore it is important for Aberdeen City Council to minimise exposure to high electricity prices.

Medium to long-term production options analysis (2018-2030 and beyond)

Three commercial technologies are available for the conversion of municipal solid waste into useful energy products - incineration, gasification-pyrolysis and anaerobic digestion (see Figure 7). These present a number of production opportunities for future investigation.

- In the long-term, waste gasification could produce up to 8 kilo tonnes per annum of hydrogen from municipal solid waste collected in Aberdeen and surrounding regions. Although the technology is commercially proven, the constant monitoring of heterogeneous waste input and complex gas stream production may act as a deterrent for adopting this over a simpler alternative for example incineration.

- Plans to deploy a 5 megawatt anaerobic digestion plant at the new Aberdeen Exhibition and Conference Centre could produce up to 0.3 kilo tonnes per annum of 'green' hydrogen. Methane from biogas could be supplied to a hydrogen refuelling station with on-site reformation equipment.

- Exxon Mobil own and operate a large ethylene cracking plant in Mossmorran, Fife which produces over 4,000 tonnes per annum of by-product Hydrogen that could be purified for Aberdeen once sufficient demand exists. The hydrogen is currently used to generate heat on-site but could be made available for other uses. Therefore even though it is produced from hydrocarbons using the by-product could render it as a 'green' source.



Hydrogen refuelling station at the logistic centre of Belgian retailer Colruyt. Hydrogen is produced via electrolysis using renewable wind energy. This station has been operational since February 2012.

Process	Description	Product
Incineration	Involves direct combustion of waste in presence of O_2 to produce heat or electricity This is the most mature technology for extracting energy from waste but has no capability for H_2 production	**Y** or
Gasification /pyrolysis	Involves heating of pre-treated waste with limited O_2 (or no O_2 in the case of pyrolysis) to produce syngas for which requires purification or electricity generation via combustion on-site H_2 can be extracted via the WGS reaction and subsequent PSA purification >10 UK demonstration deployments of the technology on a medium-scale (30-140 ktpaMSW) and only Air Products' two 350 ktpaMSW gasification plants in Teesside on a large-scale	(carbon monoxide and hydrogen)
Anaerobic digestion	Involves controlled biological breakdown of waste in the absence of O_2 to produce biogas ($CH4 + CO_2$) Purification techniques can extract methane from the biogas for supply to an HRS with on-site reformation capabilities to produce H_2, or the H_2 can be extracted on-site	) (carbon dioxide and methane)

; **KM**Commercial technologies available for the conversion of municipal solid waste into useful energy products

Distribution mechanisms

Multiple hydrogen distribution mechanisms are available (see Figure 8) but only transportation by tube trailer is likely to be available in Aberdeen in the short-term.

The economics of producing hydrogen offsite and delivering to hydrogen refuelling stations in Aberdeen e.g. through grid constrained renewable energy developments has been investigated. It is important to identify sufficient demand to load up the envisaged distribution system in order to make off-site production cost effective.

The optimum scenario would be if onsite, high load factor, 'green' hydrogen sources are co-located with a hydrogen refuelling station near the city centre. However, if long term contracts for very low cost electricity can be secured at wind farms (at a much lower cost than is available in the city), this would suggest the principle of distributing Hydrogen across the city may be worth considering.

Hydrogen distribution via a pipeline has also been investigated. Installing a new hydrogen distribution pipeline in Aberdeen requires considerably larger demand than is forecasted to 2030 therefore this option would be considered as a long term option. However a point-to-point pipeline over a relatively short distance could be an attractive proposition for sufficient volumes of Hydrogen in the shorter term.

Method	Description
Gaseous H_2 via trucks	Compressed H_2 can be transported on road via tube trailers Linde/BOC operate the largest tube trailer technology available with a capacity of 1.1 tonnes at 400 bar Air Products recently deployed two state-of-the-art high pressure tube trailers with 0.8 tonne capacity at 500 bar under the HyTEC demonstration project Two options are available upon arrival at destination: either the H_2 can be decanted from the trailer into storage or H_2 can remain in the trailer on-site from which the customer may extract as and when needed
Gaseous H_2 via pipeline	The majority of UK's domestically produced H_2 is consumed near its point of production and delivered via short pipeline networks, in industrial applications While capital costs are high, operating costs and carbon emissions are significantly lower than for road transport
Liquid H_2 via trucks	Liquefied H_2 can be transported on road via trucks supporting up to four times more H_2 than the largest tube trailer equivalents (up to 4 tonnes/delivery can be transported via a liquefied H_2 truck) Liquefaction plants require significant scale (40-200 tonnes/day) to be cost effective - no current UK network
Metal hydrides	Demonstration technology, H_2 adsorbed onto magnesium hydride nanostructured composites Provides 140% and 40% higher volume density than compressed or liquid storage respectively
Liquid organic H_2 carriers	Demonstration technology, H_2 reversibly bonded to organic molecules easily transportable at ambient pressure and temperature Very early stage technology, requires significant heat input to remove H_2 from carrier

; **LM**Hydrogen Distribution Methods

Production economics

Combining low cost electricity with high equipment load factors could provide attractively priced hydrogen production in the short to medium-term.

A trade off needs to be made between the costs of production for on-site refuelling stations in convenient locations compared to the cost of production and distribution from remote electrolysers to more conveniently located refuelling stations.

Actions:

Minimise exposure to high electricity prices; investigate opportunities for accessing lower electricity costs;

Research best options for siting additional HRS whether at the point of production, or distributing to them from remote renewables-connected electrolysers; as each option will depend on the ability to establish a well-managed and cost-effective distribution system;

Investigate options for point-to-point pipeline distribution over relatively small distances (e.g. < 5km) in the medium-long term but only as overall demand volumes ramp up (e.g. >1,000 kg/day);

Explore alternative distribution mechanisms for example solid hydride and liquid; as these may provide an alternative opportunity for lower distribution costs in the medium term;

OBJECTIVE 3:

Develop hydrogen refuelling infrastructure;

Opportunities for economic optimisation of existing and planned infrastructure

It is important to optimise the economics of any hydrogen refuelling station. Opportunities for optimising the economics include securing cheaper electricity and offering services to balance the grid which could provide up to 20% savings on production costs.

Current electricity price negotiated for Kittybrewster is a commercial rate, therefore there is reason to believe that a lower price could be achieved which could lower hydrogen production costs, making the economics more favourable. Other opportunities are outlined in Figure 9.

Charge	Description	Size	Ability to lower costs
Unit electricity price	Price of electricity on the open market based on supply and demand	6.1-7.6p/kWh	Operating at times of low demand or high generation, or by connecting directly to a renewables generator
Distribution use of system charges (DuoS)	Charges applied by Distribution Network Operators (DNOs) as payment for using their distribution networks DuoS charges are time dependant and have a capacity (per kW) as well as a usage (per kWh) component	0.4-6.8p/kWh	Charges can be reduced by avoiding 'red' congested periods at peak times Charges can be avoided by connecting at grid transmission point, or using a 'private wire' off-grid connection to a renewable electricity generator
Transmission use of system charges (TuoS)	Charges applied by transmission systems operators (TSOs) as payment for using their transmission networks TuoS charges based on the location on transmission system, and import requirements	0.5-1p/kWh	Charges can be avoided by connecting using a 'private wire' off-grid connection to a renewable electricity generator
Other charges and levies	Other charges are associated with the provision of incentives (e.g. RO, FIT, etc.), or billing customers, or climate change	1-2p/kWh	Charges can be avoided through using a 'private wire' connection.

; **GM**Opportunities for lowering hydrogen production costs at Kittybrewster refuelling station

Opportunities for Aberdeen City Hydrogen Energy Storage (Second refuelling station under development)

Opportunities for optimising the second refuelling station are less restricted due to the project being in its early stages therefore the following opportunities will be explored:

- Price optimisation strategies such as improving the Power Purchase Agreement and offering grid balancing services;
- Negotiate a lower electricity price prior to completing contractual agreements with the energy supplier;
- Low cost electricity sources within the City including excess combined heat and power (CHP) electricity, grid constrained rural wind generation and new solar generation projects.

Opportunities for economic optimisation of future infrastructure

For additional future hydrogen refuelling stations, larger refuelling stations offer better economics, if sufficient demand can be secured. Whilst smaller stations may reach higher loading in early years, larger stations will breakeven with lower relative utilisation rates due to economies of scale. In addition, hydrogen distribution costs will also be lower for delivery to fewer, larger stations.

Therefore, when planning the expansion of Aberdeen's hydrogen refuelling network it is essential to consider the expected loading (demand throughput) in order to understand utilisation rates in relation to size.

In addition, when planning the future expansion of the network, we must look wider than the City boundary because for fuel cell vehicles to be deployed successfully; a Scotland wide refuelling network must be built. Therefore opportunities will be pursued to work with areas out with the City to expand the infrastructure network and encourage the take up of hydrogen technologies across Scotland.

Actions:

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- Develop an electricity price minimisation strategy, within the constraints of the grid supply agreement at Kittybrewster.
- Investigate opportunities to reduce hydrogen production costs through providing grid balancing services; accessing Short Term Operating Reserve(STOR);
- Upgrade station to dispense hydrogen at 350 and 700 bar by 2018.

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- Secure long-term guaranteed low cost electricity; this is important to achieving attractive production costs;
- Investigate all opportunities for low cost electricity; for example from the planned solar PV array at the decommissioned Ness landfill site;
- Develop a price minimisation strategy;
- Investigate opportunities to reduce hydrogen production costs through providing grid balancing services; accessing STOR or other reserve-related revenues;

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- Pursue opportunities for securing low cost electricity;
- Investigate optimal hydrogen production/distribution model; the decision whether to produce hydrogen on-site or to have hydrogen delivered will be made based on the location and economics of new production sources identified and the costs of delivering hydrogen from more remote sources to the evolving hydrogen refuelling network;
- Investigate opportunities to reduce hydrogen production costs through providing grid balancing services; accessing STOR or other reserve-related revenues.
- Pursue opportunities to work with areas out with the City to expand the infrastructure network and encourage the take up of hydrogen technologies across Scotland.

OBJECTIVE 4:

Explore the roll-out of other tried and tested or innovative hydrogen uses

Whilst this strategy primarily focuses on transport applications, other applications for hydrogen have been investigated including stationary power for buildings.

The use of fuel cells for combined heat and power (CHP) is an area of active interest worldwide and in particular for Aberdeen due to the City's well established district heating system.

Fuel cells have a higher electrical efficiency than conventional thermal generators and hence have the potential to improve the economics of CHP systems. They also offer longer life, lower maintenance and less noise, as the electrochemical reactions have many fewer moving parts. Very few of these units use hydrogen directly. Instead they are fuelled by natural gas or biogas and so less relevant to the creation of a hydrogen demand in Aberdeen.

As with automotive technology, fuel cells for CHP are maturing and technology costs remain high for most applications. There are two main applications outlined in Figure 10.

MicroCHP (0.5-10's of kW)	Large CHP (>100kW))
A fuel cell for micro CHP would replace or supplement a boiler in a home or small commercial property Over 80,000 fuel cells have been installed for micro-CHP in Japan, where significant incentives boost uptake Ene.field is the largest European demonstration project of residential micro-CHP. It will deploy 1,000 FC heating systems across 12 key member states over a period of 5 years As of Summer 2014, 30 micro-CHP have been deployed in Europe and a rapid ramp-up in deployment is expected over the next 6 months Technology developers include: Baxi, Vaillant, Panasonic, Toshiba, IE CHP, Elcore, Dantherm	Larger fuel cells also have a potential application in conventional CHP. 100's of units have been installed world-wide Early market traction has been seen for a limited number of suppliers including Fuel Cell Energy, CLearEdge and Bloom Energy. Of these only Fuel Cell Energy offers units in the UK

; 97M Overview of the two main fuel cell CHP applications

Whilst the economics of stationary fuel cell systems do not justify their widespread deployment in the near term (2015-2018) for most areas, the economics could be improved by strictly enforcing the energy efficiency of building regulations particularly for large commercial developments as they often find it difficult to achieve the required carbon reductions. Fuel cell CHP can offer developers a way of meeting these high targets and this is being demonstrated in London with many Boroughs insisting on the use of fuel cell CHP in new developments.

In the long term (2020 and beyond) they could offer a number of benefits to the City including:

- Improved electrical and thermal efficiencies for combined heat and power applications and thus improved overall efficiency (up to 90% efficiency is said to be achievable);
- Improved energy efficiency of Aberdeen's residential stock, as well as in large CHP applications in the city.

As fuel cell CHP applications are typically fuelled by natural gas, which does not complement the overall hydrogen strategy a watching brief will be kept on stationary application developments.

In the meantime a number of high-profile demonstrator opportunities exist within the City such as the expansion of the combined heat and power network, the redevelopment of the Aberdeen Exhibition and Conference Centre, and the planned expansion of the NHS Grampian site at Forresterhill. The developers of both these sites will be engaged to discuss options around the use of fuel cell CHP systems at each site.

Actions:

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work with Aberdeen Heat & Power, the new Aberdeen Exhibition and Conference Centre and Aberdeen hospital.





The Transport for London, Palestra building boasts the largest capacity fuel cell operating in London. The fuel cell forms part of an integrated tri-generation system providing electrical energy, heat and cooling to the building.

OBJECTIVE 5:

Encourage the development of the hydrogen economy's supply chain, seeking opportunities for the region's existing energy expertise to diversify and benefit from this growing industry

Hydrogen presents an economic opportunity for the City Region both in the short and medium term (2015-2020) through local supply chain development as a result of the operation of hydrogen production, distribution and refuelling infrastructure in the area as well as vehicle support infrastructure and in the longer term (2020 and beyond) though diversifying the oil and gas sector.

Within the next 30-35 years it is predicted that oil reserves in the North Sea will be fully exploited therefore there will be a need to diversify the employment opportunities in the Aberdeen City region. It is important to act proactively now to ensure the economic readjustment required by the City over this period is positive and hydrogen presents an opportunity for this.
The City Council will use its current hydrogen deployment activity to promote nearer term growth opportunities in the region such as working with private sector organisations to maximise local benefits (for example establishing local support centres or new assembly or training facilities) whilst also having an eye on the longer term goal of industry diversification.

From discussions with members of the oil and gas sector it is evident that the existing skills base is well placed to capitalise on the opportunities presented by an emerging hydrogen sector. Areas of overlap between oil and gas skills and the hydrogen sector include:

- Gas storage and distribution;
- Safety planning, regulation and enforcement for hazardous gases;
- Handling of high pressure gases;
- Design and production engineering;
- Manufacture of storage vessels, compressors, balance of plant;
- Plant maintenance.

Actions:

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- Ensuring vehicle and infrastructure deployments are supported by local staff trained in hydrogen maintenance;
- Support OEMs in establishing hydrogen vehicle support centres at local dealerships;
- Engage with Aberdeen's Universities, North East College and oil and gas training organisations to support the provision of training and education in the hydrogen field, as well as vocational skills relevant to the sector;
- Work with the wider region to identify areas where investments may be more attractive or the development of the supply chain may be feasible earlier, when skills shortages or high supply chain costs are seen as barriers against inward investment.

- Engage early with the oil and gas supply chain to encourage involvement;
- Encourage the transfer of relevant skills, for example handling of compressed gases, storage etc.

OBJECTIVE 6:

Promote a greater understanding and acceptance of hydrogen technologies through communication and education activities

Educating and raising awareness to stakeholder groups will be a significant factor contributing to successful commercialisation and acceptance of hydrogen technologies. Aberdeen City Council is committed to educating key target audiences that will play a role in achieving a hydrogen economy including the general public, teachers and students, national and local government representatives, safety and code officials, and potential commercial end-users. An educated and skilled workforce is essential to building a regional hydrogen economy and will need to be trained to manage, build and maintain hydrogen infrastructure and equipment.

Through the projects already underway, up-skilling of the workforce is taking place, with staff being trained to drive and maintain hydrogen vehicles. In addition the inaugural Aberdeen Schools Hydrogen Challenge took place in 2014. This was a partnership project between Aberdeen City Council, First Group and Arcola Energy to support the roll out of hydrogen buses in Aberdeen. Pupils from nine secondary schools across Aberdeen had the opportunity to engage with fuel cells, challenging them to design the most fuel efficient miniature hydrogen powered vehicle. In ten 90 minute workshops, teams of students worked with custom-designed Lego kits and 1.5W hydrogen fuel cells to engineer efficient vehicles. Through the creative application of science and technology, students develop scientific enquiry skills and knowledge about the role hydrogen will play within a future low-carbon society.



Aberdeen Hydrogen Schools Challenge 2014 Winners, Dyce Academy

Actions:

J and develop educational materials where appropriate, particularly for early adopters;

R **A** such as the Aberdeen Hydrogen Bus Project;

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I through activities such as the Aberdeen Hydrogen Schools Challenge;

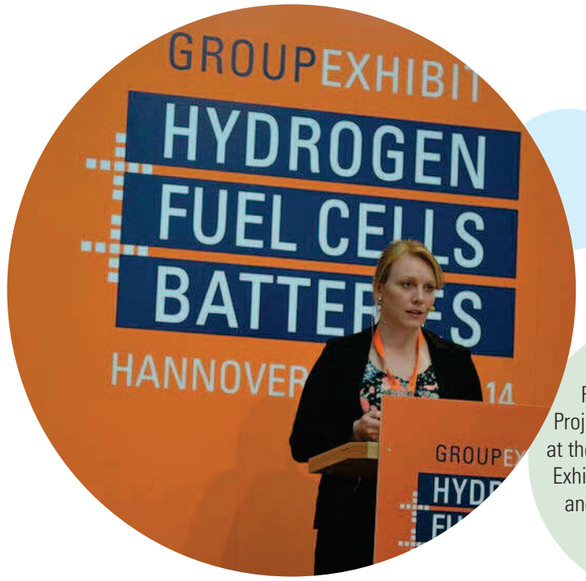
6 to raise the profile of H_2 Aberdeen activities, improve levels of awareness of hydrogen technologies and encourage widespread acceptance;

) **Y (W Y 4** **F** **I** to gain a deeper understanding of the social acceptance of hydrogen technologies across Europe as well as to develop a communication and management toolbox;

J

I In particular, engage oil and gas industry;

I including composite materials testing, making more robust fuel cells and remote power opportunities for the oil & gas sector.



Rachel Sharp, HyTrEc Project Manager presenting at the Hanover Messe, Group Exhibit Hydrogen, Fuel Cells and Batteries, April 2014

OBJECTIVE 7:

Ensure strategy and policy development at all levels of government are supportive of hydrogen technologies

Policy and regulation are key instruments to encourage early adoption of hydrogen technologies. It is essential for policy and regulation at all levels (European, National and Local) to support low emission vehicles including hydrogen technologies in order to help to decarbonise road transport and the grid, reduce greenhouse gas emissions and improve air quality.

Actions:

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- Aberdeen Air Quality Action Plan;
- Aberdeen City & Shire Strategic Development Plan;
- Aberdeen City Council Carbon Management Programme;
- Aberdeen City Local Housing Strategy;
- Aberdeen Local Development Plan;
- Aberdeen Regional and Local Transport Strategies;
- Energetica Corridor Development Guidance;
- Sustainable Urban Mobility Plan.



PART 3 - DELIVERING THE STRATEGY

The existing investment in Aberdeen's hydrogen projects (particularly in infrastructure) places Aberdeen in a strong position where there is no need to worry about the "chicken and egg" situation common to most areas; that is what comes first the vehicles or the refuelling stations.

The development of the second refuelling station means that sufficient infrastructure will be in place to allow the build-up of demand from vehicle deployments, before demand justifies any future infrastructure investment. Therefore, near term actions will focus on securing a hydrogen demand for example by ensuring bus operation beyond 2018 as well as adding new Council and private fleets, followed by new infrastructure investment from 2018 when capacity will be maximised.

The Council has already committed over £3.4 million towards hydrogen and fuel cell projects and this has resulted in over £21 million investment to the City. To meet the objectives of the strategy further significant investment will be required however it is envisaged that the majority of funding will come from external sources with Aberdeen City Council working in partnership with both the public and private sector to deliver the aims of the strategy. Aberdeen City Council will continue to secure additional funding sources for example from Government, the private sector and other alternative outlets some of which are outlined in Table 2 Potential Funding Sources.

Source	Description	Likely Size of Funding	Timescales
;W £ 4W3£ F	Public-privatepartnership between EC and industry, to advance the commercialisation of hydrogen and fuel cells	Up to 70% under Horizon 2020 with an overall budget of more than 1.3 billion, to be invested between 2014–2020	Annual calls for proposals 2014-20
) 6J	UK Government-run body to help fund innovation in a range of technology areas	Up to 60% forSMEs (50% otherwise)	Regular calls for proposals
	EU funds for encouraging development across a range of thematic objectives	Up to 40% of project value	Annual calls for proposals 2014-20
q %	UK Government Ultra-Low Emissions Strategy – Ultra-Low Emissions Strategy launched in 2013 -£11m initial funding to support H_2 rollout in the UK	£2m funding for public sector vehicles, £9m for up to 15 HRS by end of 2015	Details of spend announced late 2014
%	Has provided ad-hoc funding in the past, e.g. for the Aberdeen hydrogen bus project	Funding would be on an ad-hoc basis	N/A

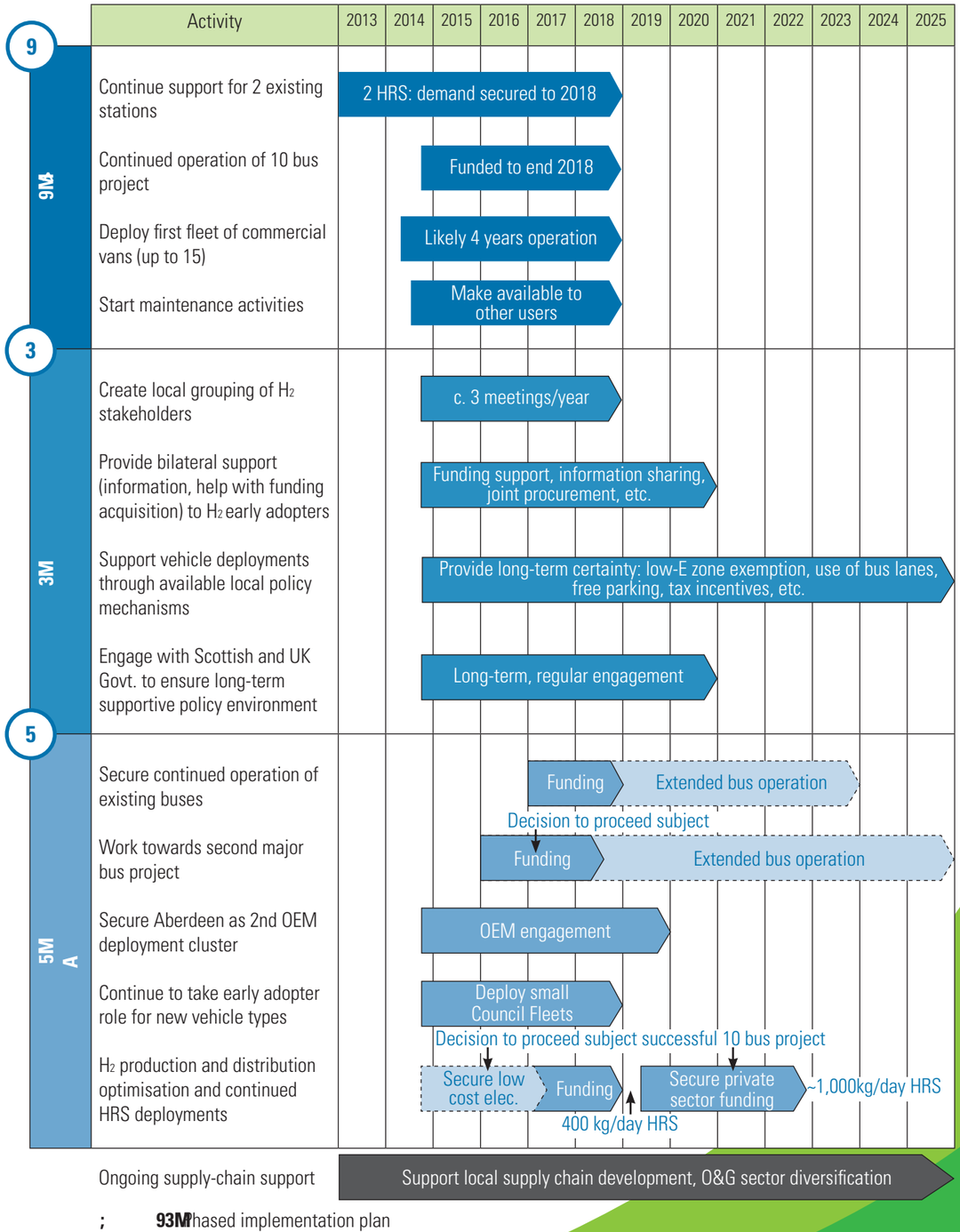
KEY PRIORITIES (2015-2018)

The key priorities for the period 2015-2018 are detailed below.

Project	Outline	Delivery	Resource
Build a second Refuelling Station - Aberdeen City Hydrogen Energy Storage project	Build a second station with 350 & 700 bar capability in order to attract early releases of passenger cars	Aberdeen City Council,	) M9TG 4 F • Aberdeen City Council: £1.136 million • European Regional Development Fund: £758,000 W M Interreg North Sea Region Programme and Transport Scotland.
Deploy a small number (<5) of OEM first generation vehicles.	Engage with passenger car manufacturers to attract them to the region. Work with local partners to demonstrate the potential of these vehicles.	Aberdeen City Council, external funders to be confirmed	At the EPI Committee on 4th Sept 14 Aberdeen City Council approved the estimated expenditure of £250,000 for up to 2 Hyundai ix35 fuel cell electric vehicles from external grants with no cost to the Council. Committee Report: EPI/14/249 – 4th September 2014
Council deployment of an expanded fleet of range extended fuel cell vans ~10	Act as an early adopter for new vehicle types by expanding the fleet of range extended vehicles from 2 to 12.	Aberdeen City Council, external funders to be confirmed	At the EPI Committee on 4th Sept 14 Aberdeen City Council approved the expenditure to purchase up to 10 hydrogen plug in fuel cell electric vehicles with an estimated expenditure of £366,000. It was noted that the cost of 5 of the 10 hydrogen plug in fuel cell electric vehicles will be purchased by the Council as part of normal fleet replacement (an estimated £71,000) with the balance coming from an external funding source (an estimated £295,00). Committee Report: EPI/14/249 – 4th September 2014
Work with bus operators to ensure a second major bus deployment from 2018	Aberdeen City Council is a partner in the FCHJU's 'Bus Commercialisation Study' which could expand the bus fleet in the city from 2017/8. A target deployment of 15 buses by 2018 supporting a third major HRS in a strategic location. This deployment is subject to a) cost reduction for fuel cell buses (<£500k) and b) successful operation of the initial deployment of 10 buses	Aberdeen City Council, Scottish Cities Alliance, Transport Scotland, Scottish	The Scottish Cities Alliance has funded a one year fixed term post to take this project forward. This post is hosted by Aberdeen City Council.) M:L W (Bus deployments will be supported by proposed match funding from the FCH JU of up to 200,000 per bus, 1m per refuelling station.

ACTION PLAN

A range of well-timed deployment and engagement activities are required to secure the ambitious aims of this strategy.



; 93MPhased implementation plan

To assist in the delivery of this Strategy and Action Plan progress will be monitored via the indicators and regular reports will be provided to the Council and its stakeholders. The Aberdeen City Region Hydrogen Strategy will be updated every 5 years.

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(		(6		U 6	J 6;	6	J
9B	> Y3 (	1.1.1	Create dialogue among key industry and local stakeholders by establishing regular communication channels. Use this forum to update on latest progress in the region, agree priorities and build a consensus for deploying vehicles to the region.	ACC, vehicle manufacturers, fleet operators, public sector organisations, car clubs	Officer time	2015-2025	Number of stakeholders involved per year
		1.1.2	Provide a platform for project development, discussing common issues and funding bids	ACC	Officer time	2015-2025	Number of new projects initiated
		1.1.3	Establish a programme of events to share knowledge, skills and experiences.	ACC	Officer time	2015-2025	Number of events held
		1.1.4	Define and assist in the development of industry and government policy and regulation to support a hydrogen economy	ACC, Scottish Government, UK Government, Transport Scotland, Office of Low Emission Vehicles (OLEV)	Officer time	2015-2025	Input to the national hydrogen strategy
		1.1.5	Create public awareness with industry, academia, and government regarding the benefits and uses of fuel cell and hydrogen technologies use efficiency through	ACC, Scottish Hydrogen & Fuel Cell Association	Officer time	2015-2025	2015-2025 Number of stakeholders involved per year
9B		1.2.1	Ensure potential end-users have access to first-hand advice from existing end-users – including through the H_2 stakeholder grouping	ACC	Officer time	2015-2025	Literature developed and distributed to potential end users.
		1.2.2	Offer potential end-users the support of the Council in any external initiatives to deploy H_2 vehicles, e.g. through sharing lessons learned/best practice, supporting planning or funding applications, etc.	ACC	Officer time	2015-2025	
9B	R	1.3.1	Work with interested parties to guide them through the process of preparing any applications for external funding, or considering developing joint procurement initiatives	ACC	Officer time	2015-2025	Number of interested parties assisted by ACC
		1.3.2	Provide best-practice guidance on accessing different funding sources e.g. Fuel Cells & Hydrogen Joint Undertaking, Transport Scotland, Structural Funds, etc.	ACC	Officer time	2015-2025	Amount of external funding secured by end-users
		1.3.3	Provide political support and buy-in to funding applications	ACC	Officer time	2015-2025	
		1.3.4	Support joint procurements through hosting 'brokerage' events, or putting potential partners in contact with each other	ACC	Officer time	2015-2025	
9W		1.4.1	Explore options for providing a supportive regional and national policy framework for adopters of H_2 vehicles, e.g. through allowing H_2 drivers to access free parking, use bus lanes, enter restricted zones, other tax incentives, etc. Where possible, measures adopted should provide long-term certainty to adopters of H_2 vehicles.	ACC, Transport Scotland, Scottish Government	Officer time	2015-2025	Options appraisal of potential policy incentives
9J	> q % q Y3	1.5.1	Engage with UK partners to ensure that Aberdeen is on the map as a leading early adopter region following deployments in the South East around London	ACC, Transport Scotland, Department for Transport, Office of Low Emission Vehicles	Officer time	2015-2025	Input to the national hydrogen strategy
		1.5.2	Encourage a dialogue with UK to ensure a close alignment of Aberdeen regional policies and strategies with the UK-wide policy framework	ACC, Transport Scotland Department for Transport, Office of Low Emission Vehicles	Officer time	2015-2025	
9T	W Y	1.6.1	Work closely with other regions (e.g. North East England) to create a 'hydrogen highway' linking South East England to Aberdeen through the major road network, thereby allowing early national corridors and supporting the attractiveness of H_2 vehicles in Aberdeen	ACC, Scottish Cities Alliance, Scottish Government, Transport Scotland, UK Government.	Officer time	2015-2025	Number of hydrogen refueling stations in operation along the East Coast
9K	> 97	1.7.1	Identify budgets to fund the re-furbishing of fuel cells and continued operation of the current fleet of hydrogen buses from 2018	ACC, bus operators, Transport Scotland, Scottish Government.	Officer time Explore external funding options	2015-2018	Number of fuel cell electric buses from the original fleet in operation post 2018
9L	379L	1.8.1	Develop a project to expand the bus fleet in the city from 2017/8, for example through initiatives such as the FCHJU's 'Bus Commercialisation Study'. Target 2018 for deployment of >15 buses to the region, supporting a third major HRS in a strategic location This deployment should be subject to a) cost reduction for FC buses (<£500k) and b) successful operation of the initial deployment of 10 buses	ACC, Scottish Cities Alliance, bus operators, bus manufacturers, FCHJU	Scottish Cities Alliance, FCHJU, Explore external funding options	2015-2020	Number of fuel cell electric buses in operation post 2018
9G	> >	1.9.1	Seek to deploy a small number (<5) of OEM first generation vehicles, working with local partners to demonstrate the potential of the OEM vehicles	ACC, CoWheels, vehicle manufacturers	Explore funding options	2015-2020	Number of hydrogen vehicles deployed per year
		1.9.2	Begin direct engagement with early OEMs (Toyota, Hyundai, Honda, Daimler), with the aim of ensuring that they consider Aberdeen as the second obvious cluster for deploying vehicles to the UK after the South East	ACC, Transport Scotland, local stakeholders	Officer time, Travel as per external funding strategy	2015-2025	

9TB7	(	1.10.1	Council deployment of an expanded fleet of range extended FC vans, ~10 (2015)	ACC, Transport Scotland,	ACC, Interreg IVB (already allocated), Transport Scotland	2015-2020	Number of hydrogen vehicles deployed per year
		1.10.2	Deploy small numbers of new hydrogen vehicle types within council fleets as they become available and as justified by funding/fit with council requirements. Provide access for trials to potential private sector adopters	ACC, vehicle manufacturers, external funders,	Explore funding options	2016-2025	

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3TB	U R Y3	2.1.1	Assess the possibility of accessing low-cost electricity prior to any connection to the grid	ACC, local electricity generators,	Staff time	2015-2018	Electricity price
		2.1.2	For future HRS sites, conduct feasibility assessments to compare the option of generating H_2 on-site versus generation off-site linked to stranded renewable resources. In particular, identify and engage with local funded and approved wind generation projects which have not been deployed due to grid constraints or currently operate with constraints, to assess the feasibility of generating and then distributing low cost H_2 from these sites	ACC, local electricity generators	Staff time Explore funding options	2018-2025	Feasibility study into hydrogen generation and distribution options
3TB		2.2.1	Work closely with regional industrial gas distribution companies to understand the supply options available for reliable and low-cost H_2 distribution mechanisms – in particular high-pressure tube-trailer delivery and point-to-point based pipeline distribution	ACC, Gas distribution companies e.g. BOC, Air Products, Air Liquide and Dominion Gas	Staff time Explore funding options	2018-2025	
		2.2.2	Assess the options and costs for co-location of production and refueling stations or offsite production and distribution to centrally-located HRS in Aberdeen – with the aim of optimising overall H_2 production and distribution costs.	ACC, Gas distribution companies e.g. BOC, Air Products, Air Liquide and Dominion Gas	Staff time Explore funding options	2018-2025	
3TB	W R	2.3.1	Continue to support the expansion of Aberdeen's refuelling infrastructure, through promoting engagement with refuelling infrastructure providers and supporting demand from additional vehicle deployments. Any decisions to deploy further HRS should be subject to clear stage gates based on proven demand growth at existing sites and clear signals from bus and car OEMs that affordable vehicles are coming to market	ACC, refuelling infrastructure providers	Staff time Explore funding options	2015-2025	Number of hydrogen refueling stations built

2.3	Continue to expand infrastructure deployments	2.3.2	Evaluate business models for continued public sector involvement in new HRS and develop a timeline and conditions for a transition towards new deployments being driven by the private sector	ACC, local stakeholders, refuelling infrastructure providers	Staff time Explore funding options	2018-2020	Business plan for new refuelling stations

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5TB		3.1.1	Ensure the public availability of affordable and 'green' hydrogen from Kittybrewster and any future stations.	ACC, BOC, hydrogen fuel providers	Funding allocated through the Aberdeen Hydrogen Bus Project / Explore funding options for future stations	2015-2025	Price of hydrogen fuel
		3.1.2	Provide shared facilities for maintenance of hydrogen vehicles by trained technicians, with a view to continued support in existing, or new shared maintenance facilities.	ACC, local vehicle end-users, training providers	Funding allocated through the Aberdeen Hydrogen Bus Project	2015-2018	Operational maintenance facility in the City
5TB	U	3.2.2	Build a second station with 350 & 700 bar capability in order to attract early releases of passenger cars.	ACC, Hydrogenics, Logan Energy	Officer time, Funding allocated through ACC, EU structural funds, Transport Scotland	2015	Operational refuelling station to the South of the City
5TB	q	3.3.1	Evaluate options for optimising operations to secure lower cost electricity for the Kittybrewster site, with a focus on optimising the electrolyser operation with respect to grid prices	ACC, BOC, SSE	Officer time	2015-2018	Lower electricity cost secured
		3.3.2	Investigate options for Kittybrewster electrolysers to attract grid balancing revenues	ACC, BOC, SSE	Officer time	2015-2018	Grid balancing revenues secured
5TW	R	3.4.1	Engage with the most likely enablers of long-term low cost electricity supply in time for the deployment of the second Aberdeen HRS	ACC, local electricity suppliers	Officer time	2015	Low electricity cost secured

5T	W	3.5.1	Expanding the infrastructure network will encourage the take up of Hydrogen technologies across Scotland. In particular, continue to work with the Scottish Cities Alliance Hydrogen Action Team	ACC, Transport Scotland Aberdeenshire Council, Scottish Cities Alliance	Officer time, Scottish Cities Alliance, FCHJU Explore further external funding options	2015-2025	Number of hydrogen refueling stations across Scotland.

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VB	> R	4.1.1	Engage developers in discussions for a stationary fuel cell demonstrator project within the City; in particular the new Aberdeen Exhibition and Conference Centre	ACC, Henry Boot,	Officer time, Partners, External funding,	2015-2025	Demonstra-tion of a stationary fuel cell within the City

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(		(6		U 6	J 6;	6	J
jB	>	5.1.1	Ensure vehicle and infrastructure deployments are supported by local staff trained in hydrogen maintenance	ACC, hydrogen sector, training providers	Officer time	2015-2020	Number of staff trained
		5.1.2	Support OEMs in establishing hydrogen vehicle support centres at local dealerships	ACC, Car manufacturers, hydrogen sector	Officer time	2015-2020	Number of vehicle support centres
		5.1.3	Engage with Aberdeen's Universities and oil and gas training organisations to support the provision of training and education in the hydrogen field, as well as vocational skills relevant to the sector	ACC, Aberdeen University, Robert Gordon University, Scottish Enterprise, Oil & Gas sector	Officer time Explore funding options	2015-2025	Levels of training provided
		5.1.4	Identify areas within the wider region where investments may be more attractive or the development of the supply chain may be feasible earlier, when skills shortages or high supply chain costs are seen as barriers against inward investment.	ACC, Aberdeenshire Council, Scottish Cities Alliance	Officer time Explore funding options	2015-2020	Local authority areas identified with potential for hydrogen technologies
jB		5.2.1	Engage early with the oil and gas supply chain to encourage involvement	ACC, Scottish Enterprise, Oil & Gas sector	Officer time	2015-2020	Number of oil and gas companies involved in hydrogen
		5.2.2	Encourage the transfer of relevant skills, for example handling of compressed gases, storage etc	ACC, Scottish Enterprise, Oil & Gas sector	Officer time	2015-2020	

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B	R	6.1.1	Identify the skills and training needs of the current and future hydrogen sector and develop educational materials where appropriate, particularly for early adopters	ACC, Hydrogen industry partners	Officer time, External funding e.g. Interreg / HyTrEc 2	2015-2018	Complete skills and training needs assessments
		6.1.2	Support the take-up of hydrogen technologies by the public, businesses and government agencies through communication of high profile demonstration projects	ACC, Aberdeen Hydrogen Bus Project partners, HyTrEc project partners	ACC, Project funding	2015-2018	Complete and Disseminate project case studies. Hydrogen Bus Project Refuelling Station Launch event.
		6.1.3	Work with the EU and other partners to become a centre of excellence for hydrogen and fuel cell technologies.	ACC, National partners, European Union,	Officer time, External funding, UNIDO	2015-2020	Aberdeen City regarded as a Centre of Excellence
		6.1.4	Work with education providers to integrate hydrogen into the curriculum for excellence	ACC, Schools, Colleges, Education providers	Officer time, External funding and sponsorship	2015-2020	Number of pupils taught about hydrogen for example through the Aberdeen Hydrogen Schools Challenge
		6.1.5	Undertake a public engagement / outreach programme to raise the profile of H_2 Aberdeen activities, improve levels of awareness of hydrogen technologies and encourage widespread acceptance.	ACC, project partners, hydrogen industry,	Officer time, Explore sponsorship options	2015-2020	Number of citizens reached and number of events attended.
		6.1.6	Be an active partner in the HYACINTH (hydrogen acceptance in the transition phase) project; to gain a deeper understanding of the social acceptance of hydrogen technologies across Europe as well as to develop a communication and management toolbox	ACC, project partners	Officer time, FCHJU funding	2014-2016	Project objectives met
		6.1.7	Increase awareness of the opportunities for local companies presented by hydrogen by delivering a programme of stakeholder events; In particular, engage oil and gas industry	ACC, Project partners, Industry partners.	Officer time, External funding	2015-2025	Number of stakeholder events held per year

		6.1.8	Work with research and development organisations to address key market barriers to the use of hydrogen as an energy vector; Composite materials testing; Making more robust fuel cells; Remote power opportunities for oil & gas sector etc.	ACC, Robert Gordon University, ULEMCo Ltd	Innovate UK, Energy Catalyst Programme	2015-2025	Number of research and development projects initiated

JW							
KM							
(		(6		U 6	J 6;	6	J
KB	> R .	7.1.1	Ensure hydrogen technologies are considered/supported in all appropriate local policy and guidance including the: • Aberdeen Air Quality Action Plan; • Aberdeen City & Shire Strategic Development Plan; • Aberdeen City Council Carbon Management Programme; • Aberdeen City Local Housing Strategy; • Aberdeen Local Development Plan; • Aberdeen Local & Regional Transport Strategies; • Energetica Corridor Development Guidance; • Sustainable Urban Mobility Plan.	ACC, Aberdeenshire Council, NESTRANS, Energetica, Aberdeen City & Shire Strategic Development Planning Authority	Officer time	2015-2025	Number of policies hydrogen is considered in
KB	W ; W 6	7.2.1	Input to the development of national hydrogen policy and incentives by Scottish Government and Transport Scotland by contributing our experience and lessons learned to date.	ACC	Officer time	2015-2025	Number of consulta-tions/ policy/ strategy input to
KB	A >	7.3.1	Support extended across Europe and beyond in areas such as: • Hydrogen purity, so that providers and suppliers can coordinate their products; • Safety protocols, to ensure long term viability and public acceptance; • Fueling stations, to facilitate the spread of infrastructure and encourage consumer acceptance; • Retail applications, to promote widespread deployment.	ACC, industry partners	Officer time	2015-2025	Number of consulta-tions/ policy/ strategy input to

ACC – Aberdeen City Council

BOC – BOC Linde Group Industrial Gases

FCHJU – Fuel Cells and Hydrogen Joint Undertaking

H2 – hydrogen

HRS – Hydrogen Refuelling Station

HyTrEc – Hydrogen Transport Economy project

LTS – Local Transport Strategy

NESTRANS – North East of Scotland Transport Partnership

OEM – Original Equipment Manufacturer

SSE – Scottish and Southern Energy

ULEMCo - Ultra Low Emission Mileage Company Ltd



H2 Aberdeen

ABERDEEN CITY COUNCIL

ABERDEEN INVESTLIVEVISIT

areg Aberdeen Renewable Energy Group

EUROPEAN REGIONAL DEVELOPMENT FUND

HyTrEc Hydrogen Transport Economy for the North Sea Region

The Interreg IVB North Sea Region Programme

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	18th march 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Bi-Annual Sector Skill Needs Audit
REPORT NUMBER	CHI/15/115
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report presents the "Draft" – "2015 Sector Skill Needs Audit", which identifies the current and predicted skill shortages within the local economy, across all key sectors. In addition there is an opportunity to evaluate how skill shortages, barriers to recruitment and predicted employment opportunities are impacting on locally based businesses currently and in the longer term. As a further development this audit also analysis feedback on both sectoral and company size basis to identify if specific issues are prevalent in different sizes of organisations.
This report aims to present the findings of the 2015 Bi-Annual Sector Skills Needs Audit and seek approval to circulate this report to internal and external partners to support the development of future activities that will ensure that Aberdeen City has an appropriately skilled pool of labour to meet current and future skill demands.

2. RECOMMENDATION(S)
It is recommended that committee approve:

a) the production and circulation of this audit as a robust tool that is reflective of the local skill situation at the time of audit, and can be used to inform interpretation and analysis of national and regional skills assessments undertaken by Skills Development Scotland (SDS).

b) agree to the use of this audit to inform partners on the key issues being raised by responding businesses.

c) support the use of this audit to develop appropriate responses by the Council's services and with partners that address the issues raised.

d) agree to the production of a future report to Communities, Housing and Infrastructure Committee outlining the draft action plan to address the key issues raised in the sector skills needs audit.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from the production of this report.

Delivery of future initiatives to address the issues will be financed within existing financial allocation and partner's contributions where objectives are shared.

4. OTHER IMPLICATIONS

Staffing
If approval is given for the recommendations, the future work plan of the Employability, Skills and Community Enterprise Team, within the Business Growth function of Communities, Housing and Infrastructure will reflect the issues highlighted within this audit. It is also assumed that the information contained within the audit will be used to inform the development of internal and external partners work plans, ensuring partnership working to deliver the objectives.

General
The potential activities that will be driven by the findings within this audit are aligned to and supportive of the current key objectives of our external partners e.g. ACSEF, Skills Development Scotland, Oil & Gas UK, Department for Work & Pensions. This will ensure that a partnership approach will be taken to ensure effective delivery and use of resources to address the identified common needs and objectives.
Information contained within this audit will also inform the development of an application for 40% intervention rate funding from the £2.56 million of ESF monies accessible for Aberdeen City for the period to 2020 in relation to the increased provision of employability and support services.

5. BACKGROUND/MAIN ISSUES
Aberdeen City Council has now conducted the sixth sector skills needs audit that is used both internally by Aberdeen City Council and externally by our key delivery partners to drive the strategic planning and design of local activities to address the key skill issues within our city, to ensure the Aberdeen City & Shire has a sufficiently skilled population to meet the current and future demands of locally based companies.

To clearly set the context of this audit in light of the substantial decrease in Brent Crude Oil Price it must recognised that much of this data was collected in Autumn 2014, and the impact that the Brent

Crude Oil price reduction has had on the energy sector in terms of economically viable exploration and development. This factor has currently driven a reduction in staffing across many employment categories within the Energy sector, significantly changing the recruitment landscape within the sector. Surplus staff may move from the Energy sector to other sectors showing a skill shortage (Engineering, Construction etc.) and alleviate recruitment issues within these sectors.

Since June 2014 Brent Crude has fallen by 53% but has recently recovered a little to settle at an average of $60. The Wood Review launched late last year and the work leading up to it identified the need to cut costs particularly in the UKCS where costs of recovery increased substantially reflecting the cash available due to the high oil price. Most areas now see the need to cut costs to both remain competitive and to remain in business. Cutting back in capex and associated projects has and will continue to inflict global job losses. Economic experts predict further reductions in Brent Crude in the second and third quarters of 2015 leading to much greater job losses across the industry.

“We find both supply and demand factors have played a role in the sharp price decline since June. Futures markets suggest that oil prices will rebound but remain below the level of recent years. There is however substantial uncertainty about the evolution of supply and demand factors as the story unfolds.”

It is also worth considering that during the current downturn within the Energy sector that some displaced personnel may select this as an opportune time to retire, or seek employment overseas and never return to the UK Energy sector, which may further negatively impact on the available skills base when activity within the Energy sector increases in the future.

The development of a skills “Matching Service” for oil and gas workers and contractors by the Energy Taskforce may assist in the retention of skills within the area, due to the significant increase in civil, commercial and housing project activity within the public and private sector.

Due to continuing decline in response rates to this survey over the past 4 years the decision was made to simplify the response process and reduce the number of questions within the survey. These changes have seen a dramatic increase in response rates of almost 300% since the 2013 audit.

The restructuring and simplification of the audit questionnaire has been attributed to an increase in respondents from **35** in 2013 to **92** in 2015 (a response rate of 18.4%) , however the increase in responses may however be partly attributed to the increased negative impact faced by locally bases businesses due to the increased skill shortages reported across all sectors. Whilst this is extremely encouraging the simplification of the survey process has led to a reduction in the depth of information collated and ability to conduct meaningful comparators across previous audits.

Since the 2010 and 2013 Audits there has been considerable reported growth in business activity across all sectors within the city, especially within the Engineering, Energy and Construction sectors.

This audit specifically focused on “Skill shortage” within the business community and the “Economic Impact” these shortages would have in the long and short term, on local businesses.
Analysis of returns clearly identified skill issues across all sectors within the city, with these issues most strongly felt within the Energy, Engineering, Construction, Manufacturing and Healthcare sectors.
The most prevalent recruitment difficulties are for professional and technician level staff, closely followed by semi-skilled staff. These shortages have driven a significant increase in contractor numbers, which potentially increase operating costs and reduce company competitiveness. Rates for contractors within the Energy sector have been recently reduced to assist in addressing increased operating costs, with the sector currently seeking to reduce costs by 20 – 40% per boe – (Barrel of oil equivalent) to ensure a sustainable future for the UK Continental Shelf, as unit operating costs rose to an all-time high of £ 18.50 per boe in 2014, up from £ 17 in 2013. This level of operating costs makes the UKCS unattractive for investment currently, further emphasising the need to increase the skill pool within the region for this sector.

Companies were actively recruiting and training unemployed and unskilled personnel as a means to increase the labour pool and address skill shortages. There is a significant opportunity to increase business engagement with and recruitment directly from secondary, further and higher education establishments, with only 42% of respondents currently engaging with these establishments.
53% of companies increased salaries as a tool to attract new staff, again this will potentially increase operating costs and reduce company competitiveness. Companies with over 200 and less than 5 employees were least likely to increase salaries to attract staff.
This audit also highlighted that there is scope for more companies to use retired, part-time workers and Modern Apprenticeships to address skill shortages.
Both construction and manufacturing sectors cited increased the usage of agency workers as the best way to attract new staff whilst the engineering sectors most successful recruitment initiative was to recruit from outwith the UK.

Overall the 3 key barriers to recruitment are:

Lack of qualified people
High Salary expectations
Lack of experienced people

Quality of school/further education leavers was only a barrier to recruitment for the Engineering sector and within companies with 51 - 100 staff.
Efforts to increase the skilled labour pool by attracting people from outside the city were negatively impacted by:

Lack of affordable accommodation

Cost of Living
Competition from other sectors/employers

All businesses stated that skill shortages were negatively impacting on their business across 7 broad categories, with the overall 3 top issues being:

Struggle to meet contractual obligations and obtain new work
Increased stress and workload on staff
Restricted business growth

Increased workforce stress has never been highlighted as an issue in any of the 5 previous audits
Looking at longer term business impacts driven by continued skill shortages larger organisations were most concerned about the:

Reduction in quality of service

Whilst smaller companies were most concerned about the:

Reduction of business growth potential

Clearly there are still issues in relation to skill shortages within the city across all sectors which if not addressed will have serious impacts on the sustainability, growth and competitiveness of our locally based companies and potentially a negative impact on the health of their employees.

Finally when asked what Aberdeen City Council could do to assist in addressing the current recruitment and retention difficulties within the city responses were broadly segmented in to 5 key sections:

Increased Business/School links
Accommodation – access to more affordable accommodation/cost of living.
Infrastructure Improvements – Road network improvement/bus service and public transport costs
Introduce Weighting Allowance
Attract more people to the city

6. IMPACT
The project contributes directly to the achievement of

Single Outcome agreement (SOA) National Outcomes:
1. We realise our full economic potential with more and better employment opportunities for our people
2. We are better educated, more skilled and more successful

Aberdeen the smarter City

1. We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem
2. Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.
3. Again, working with partners, we will create a City of Learning which will empower individuals to fulfill their potential and contribute to the economic, social and cultural wellbeing of our communities.
4. We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

Any initiative driven by the findings within this audit will be delivered and developed in partnership with our key external agencies and functions across the council, reflecting and complimenting Scotland's new Economic Strategy, the Youth Employment Strategy that led from the Wood Commission for Developing Scotland's Young Workforce - Education for All, and the recent Regional Skills Assessment and the emanating ACSEF Skills Strategy.

Public

This report will have no specific interest to the public.
A full Equality and Human Rights Assessment has not been conducted at this stage, however full EHRA will be conducted when developing and delivering any activity driven by the findings within the Sector Skill Needs Audit.

7. MANAGEMENT OF RISK

The increased level of business participation in this audit identifies the priority placed on skill issues by locally based businesses, to fail to produce, circulate and act on these findings will severely reduce the number of respondents participating in future audits.
This audit has also recognised and identified the impact skill shortages are having on businesses currently, and for the first time identified that businesses recognise these shortages are impacting on their existing workforce. By producing this audit Aberdeen City Council and its partners will be able to deliver initiatives that will support businesses address these issues. The Business Booster programme (delivered by the Employability, Skills and Community Enterprise team) which supports the development of small to medium enterprises in the city has already scheduled an event on identifying and addressing stress in the workplace as a response to audit.

8. BACKGROUND PAPERS

Bi-Annual sector skill needs audit 2015

No other background papers were used in the production of this report

9. REPORT AUTHOR DETAILS

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ABERDEEN
CITY COUNCIL

Aberdeen City Council Sector Skill Needs Audit January 2015

Heather Farquhar
Communities, Housing and Infrastructure

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Executive Summary

To clearly set the context of this audit in light of the substantial decrease in Brent Crude Oil Price readers must recognise that much of this data was collected in Autumn 2014 and the impact that Brent Crude Oil price reduction has had on the energy sector in terms of economically viable exploration and development. This factor has currently driven a reduction in staffing across many employment categories within the Energy sector, significantly changing the recruitment landscape within the sector. Surplus staff may move from the Energy sector to other sectors showing a skill shortage (Engineering, Construction etc.) and alleviate recruitment issues within these sectors.

It is also worth considering that during the current downturn within the Energy sector that some displaced personnel may select this as an opportune time to retire, or seek employment overseas and never return to the UK Energy sector, which may further negatively impact on the available skills base when activity within the Energy sector increases in the future.

Due to continuing decline in response rates to this survey over the past 4 years the decision was made to simplify the response process and reduce the number of questions within the survey. These changes have seen a dramatic increase in response rates of almost 300% since the 2013 audit. Whilst this is extremely encouraging the simplification of the survey process has led to a reduction in the depth of information collated and ability to conduct meaningful comparators across previous audits.

Since the 2010 and 2013 Audits there has been considerable reported growth in business activity across all sectors within the city, especially within the Engineering, Energy and Construction sectors.

This audit specifically focused on “Skill shortage” within the business community and the “Economic Impact” these shortages would have in the long and short term, on local businesses.

Analysis of returns clearly identified skill issues across all sectors within the city, with these issues most strongly felt within the Energy, Engineering, Construction, Manufacturing and Healthcare sectors.

The most prevalent recruitment difficulties are for professional and technician level staff, closely followed by semi-skilled staff. These shortages have driven a significant increase in contractor numbers, which potentially increase operating costs and reduce company competitiveness.

Companies were actively recruiting and training unemployed and unskilled personnel as a means to increase the labour pool and address skill shortages.

There is a significant opportunity to increase business engagement with and recruitment directly from secondary, further and higher education establishments, with only 42% of respondents currently engaging with these establishments.

53% of companies increased salaries as a tool to attract new staff, again this will potentially increase operating costs and reduce company competitiveness. Companies with over 200 and less than 5 employees were least likely to increase salaries to attract staff.

This audit also highlighted that there is scope for more companies to use retired, part-time workers and Modern Apprenticeships to address skill shortages.

Both construction and manufacturing sectors cited increased the usage of agency workers as the best way to attract new staff whilst the engineering sectors most successful recruitment initiative was to recruit from outwith the UK.
Overall the 3 key barriers to recruitment are:

Lack of qualified people
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Quality of school/further education leavers was only a barrier to recruitment for the Engineering sector and within companies with 51 -100 staff.
Efforts to increase the skilled labour pool by attracting people from outside the city were negatively impacted by:

Lack of affordable accommodation
Cost of Living
Competition from other sectors/employers

All businesses stated that skill shortages were negatively impacting on their business across 7 broad categories, with the overall 3 top issues being:

Struggle to meet contractual obligations and obtain new work
Increased stress and workload on staff
Restricted business growth

Increased workforce stress has never been highlighted as an issue in any of the 5 previous audits
Looking at longer term business impacts driven by continued skill shortages larger organisations were most concerned about the:

Reduction in quality of service

Whilst smaller companies were most concerned about the:

Reduction of business growth potential

Clearly there are still issues in relation to skill shortages within the city across all sectors which if not addressed will have serious impacts on the sustainability, growth and competitiveness of our locally based companies and potentially a negative impact on the health of their employees.

Finally when asked what Aberdeen City Council could do to assist in addressing the current recruitment and retention difficulties within the city responses were broadly segmented in to 5 key section:

Increased Business/School links
Accommodation – access to more affordable accommodation/cost of living.
Infrastructure Improvements – Road network improvement/bus service and public transport costs
Introduce Weighting Allowance
Attract more people to the city

Introduction

Aberdeen City Council have now conducted the sixth sector skills needs audit to be used both internally by Aberdeen City Council and externally by our key delivery partners to drive the strategic planning, design and delivery of local activities to address the key skill issues within our city, to ensure that Aberdeen City & Shire has a sufficiently skilled population to meet the current and future demands of locally based companies.

By conducting this sixth audit, Aberdeen City Council will be able to identify key current and potential future skill issues that could negatively impact on the future economic growth of the Aberdeen City and Shire region. In addition to this a comparator where appropriate and possible due to the restructure of the questionnaire, has been conducted with previous "Sector Skill Needs Audits" to clarify if similar trends have continued, increased or reduced and also to identify new emerging trends.

This audit has concentrated on the same 12 business sectors as previous to allow robust comparisons. This audit also aims to identify the current and future impact the skills shortages will have on key sectors.

Since the 2013 Audit we have seen continued growth in the Engineering and Energy sectors within the city and a considerably growth in Construction across all segments (commercial, civil and housing). This growth will impact on the desire for skilled and experienced personnel within these sectors, but also on the ability of other sectors to attract suitably skilled and experienced staff. The restructuring and simplification of the audit questionnaire has been attributed to an increase in respondents from 35 in 2013 to 92 in 2015, however the increase in responses may however be partly attributed to the increased negative impact faced by locally bases businesses due to the increased skill shortages reported across all sectors.

In addition to analysis on a city wide sectorial basis, this audit has also analysed finding based on company size to identify if issues are similar across all sizes of businesses, or whether they are sector specific.
The 2015 sector skill needs audit attracted responses from 92 locally based companies, from across 12 key sectors within the city. Interestingly the largest number of responses came from the Construction (19.77%), Energy (15.12%), Healthcare (10.47%) and Engineering (8.14%) sectors. These are the sectors which are currently reported to be suffering most from acute skill shortages within the city of Aberdeen. In the 2013 and 2011 audit there was a very low response rate from the Construction sector (11.4%), despite the strong links between the council and this sector. The Energy sector had a response rate of 5.71% in 2013, representing almost a 200% response rate increase this dramatic increase in response rate must surely highlight a significant growth in business activity within these sectors since the previous audits, hugely impacting on accessibility of skilled personnel.

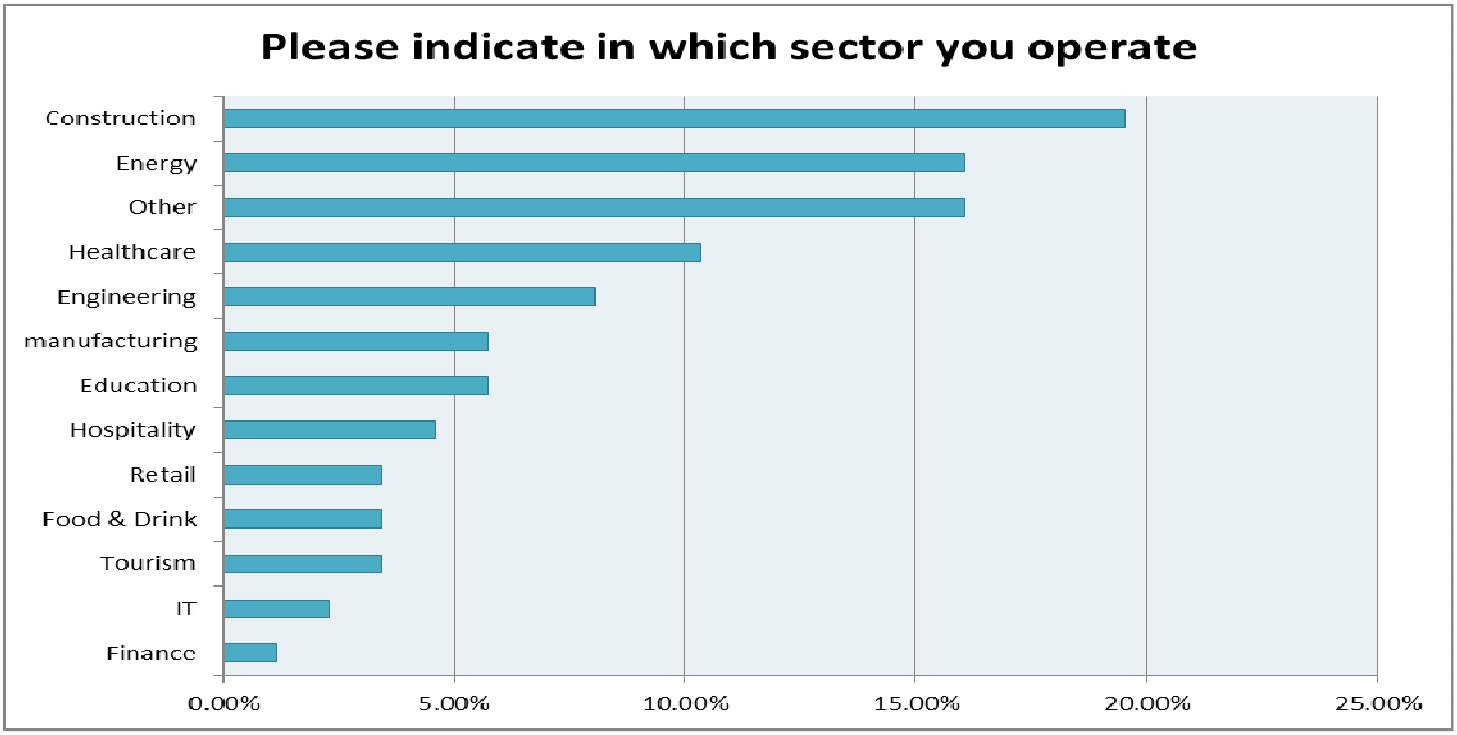


Figure 1

In relation to company size 26.7% were from companies employing 6 – 20 members of staff, 23.26% were from companies employing over 200 staff, 16.28% were from companies employing 21 – 50 members of staff, 13.95% were from companies employing 1 – 5 members of staff, 11.63% from companies employing 51 – 100 members of staff and 8.14% from companies employing 101 – 150 members of staff which gives a good representation of all sizes of business. There were no responses from companies employing between 151 – 200 staff.

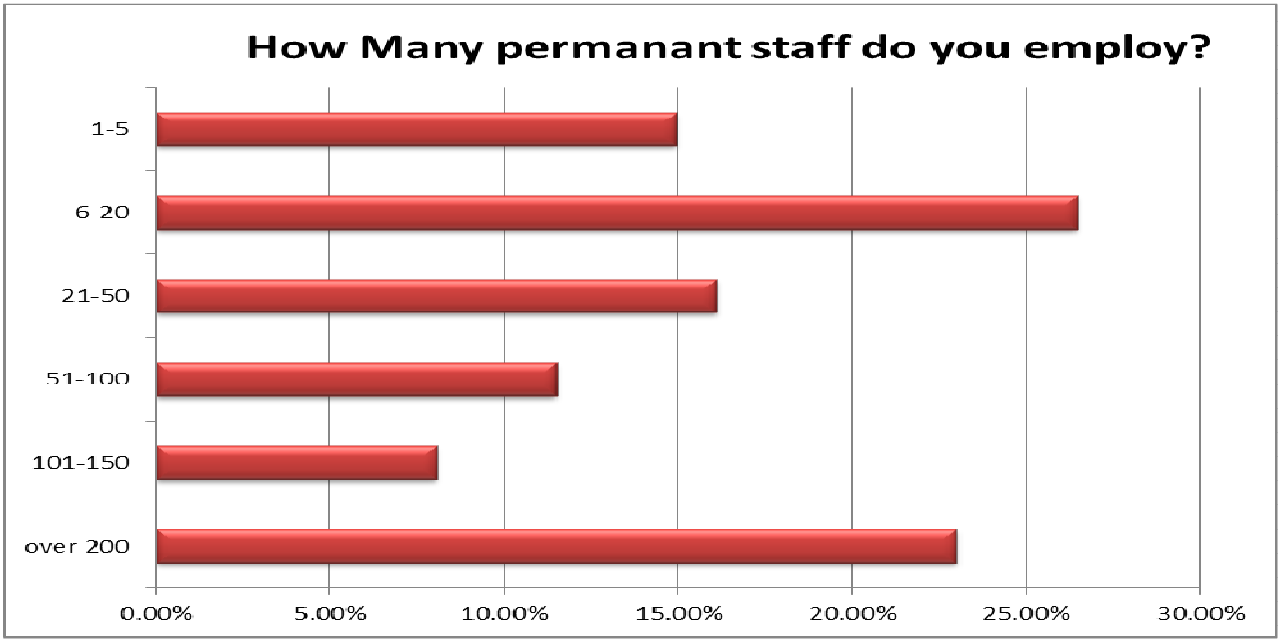


Figure 2

Audit Objectives

Skill Shortages and Sector trend identification
Do local companies have difficulties when recruiting staff? And are these problems prevalent in specific occupations, sectors or company sizes? What measures have been taken to try and address recruitment difficulties? Is there an increase in contractors and temporary workers? Answers to these questions will allow the future development of programmes to either elevate the promotion of these occupations as career options, look at inward migration potential, wider promotion of Aberdeen as a positive destination for a quality lifestyle and career opportunities and inform the development of training and inclusion programmes that may address these needs. In addition the analysis will also highlight if there are other key barriers to ensuring sufficient skilled and experienced staff are available to allow locally based businesses to grow and maintain their place within the global market place.

Economic Impact
This audit aims to identify the impacts that the reported skill shortages are having on businesses and their employees currently and in the longer term. By conducting this analysis, we will be able to build a picture of the impact that current and future skill shortages within the City will have on economic growth and business survival. The survey will also ensure that the development of any future initiatives will be based on facts rather than perceptions.

Findings from this survey will also be circulated to other relevant services within Aberdeen City Council, Aberdeen City & Shire Economic Futures and Community Planning partners to ensure currency of knowledge and partnership working on future initiatives

Methodology

Over **500** local employers from both the private and public sectors were invited to respond to a sector skills need audit (hosted by Survey Monkey) between July and September 2014. Links to the survey were also circulated by our partner agencies. To increase participation, the questionnaire was simplified to ensure it could be completed without respondents requiring to refer to documentation and colleagues in other departments. This simplification has seen respondent numbers significantly increase from 35 responses in 2013, 64 responses in 2011 to a greatly increased number of 92 in 2014. This survey asked respondents to highlight size of company , number of temporary and contract staff, reasons if there was in increase in contract staff, areas of recruitment difficulties, activities used to attract staff, current and long term impact of skill shortage and real perceived barriers to attracting suitable staff.

A final number of **92** companies from, Energy, Engineering, Manufacturing, Construction, Healthcare, Hospitality, Education, Retail, Food & Drink, Finance, IT and Tourism have responded to the survey and of those **21** respondents agreed to meet with an Aberdeen City Council officer. These meetings were used to further probe skill issues and promote services that are currently available from Aberdeen City Council and their partners to assist recruitment, skills development, company growth and sustainability.

When we are using a sector based comparator it must be understood that responses from different sectors varied in number and are not equitable, however this disparity is also present in sector ratios across all registered businesses within Aberdeen city e.g. financial activities represents 1.2% of registered businesses and hospitality represents 5.74%.

Prior to issuing the questionnaire every effort was made to ensure equal opportunity to participate was given to all sectors and sizes of organisations. Responses were obtained from the following key business sectors.

Energy, Engineering, Manufacturing, Construction, Healthcare, Hospitality, Education, Retail, Food & Drink, Finance, IT and Tourism.

Previous audits have offered a comparator over the years, due to the restricting of the data collection tools in this audit, comparisons can be offered only in appropriate areas.

Skill shortages and sector trend identification

Have local companies had problems recruiting staff
What measures have been taken locally?
Has there been an increase in contractors/temp staff

Staffing ratios

A clear indicator of skill shortages is the numbers of contract/temporary staff employed. **65.18 %** of respondents stated that they currently employ contract/temporary staff and **51.61%** of those also indicated that the numbers of contract/temporary staff has increased in the last 12 months. Companies tend to employ contract/temporary staff when it is difficult to attract permanent staff, and due to the tight labour market more people are opting to work on a contractual basis which normally attracts a higher rate of remuneration. This activity increases business operating costs and also reduces the stability of the workforce with contractors less restricted by notice periods, company loyalty etc.
Overall 24.42% employed up to 5 contract/temporary staff, 5.81% employed 6 – 10, 12.79% employed 11 – 20, 9.3% employed 21 – 50 and 12.79% employed over 50 contract/temporary staff.

It, Finance and Hospitality Sectors and Companies with 51-100, 101-150 and over 200 staff were the most likely to use contractors at the time of this audit.

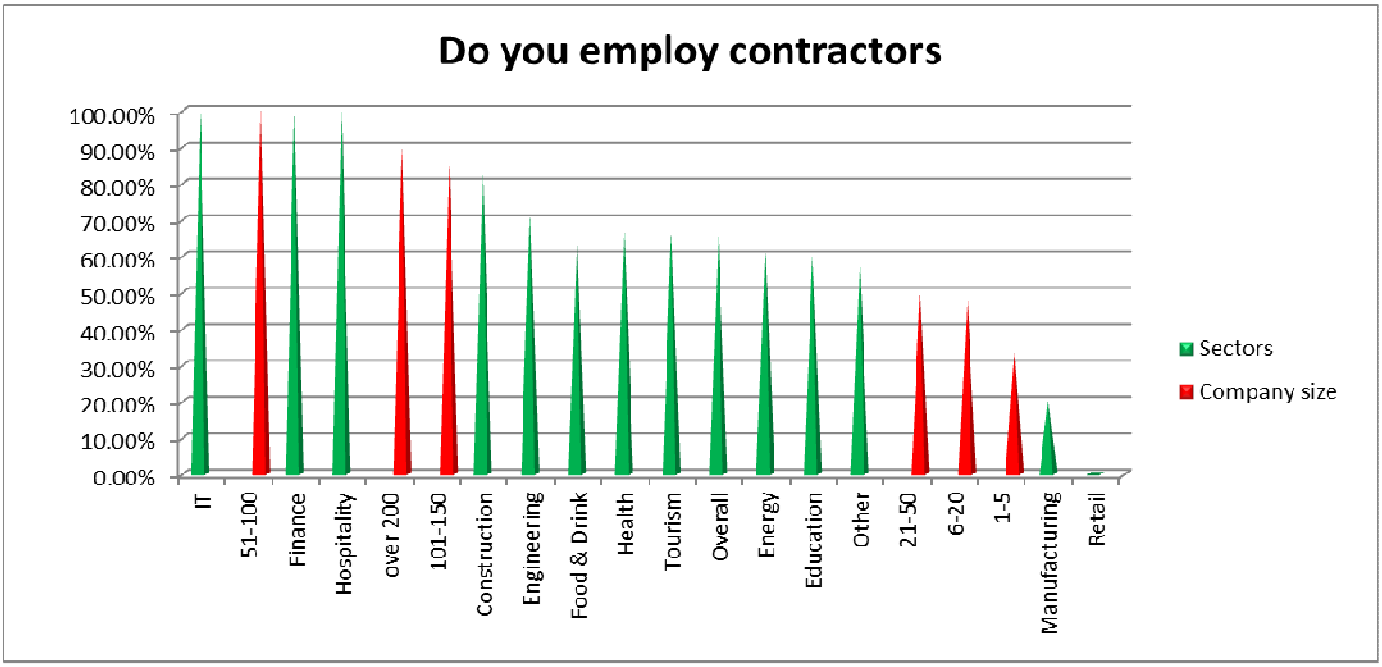


Figure 3

On a sectorial basis Manufacturing, Finance and Tourism all reported a 100% increase in contractors/temporary workers within the last 12 months. The only sector not to report an increase was Retail.
Analysis of company size in relation to increased employment of contractors/temporary staff identified that 66% of companies with over 200 staff reported an increase in contractors. Indicating that larger companies had a greater need to engage with contractors to meet business objectives.

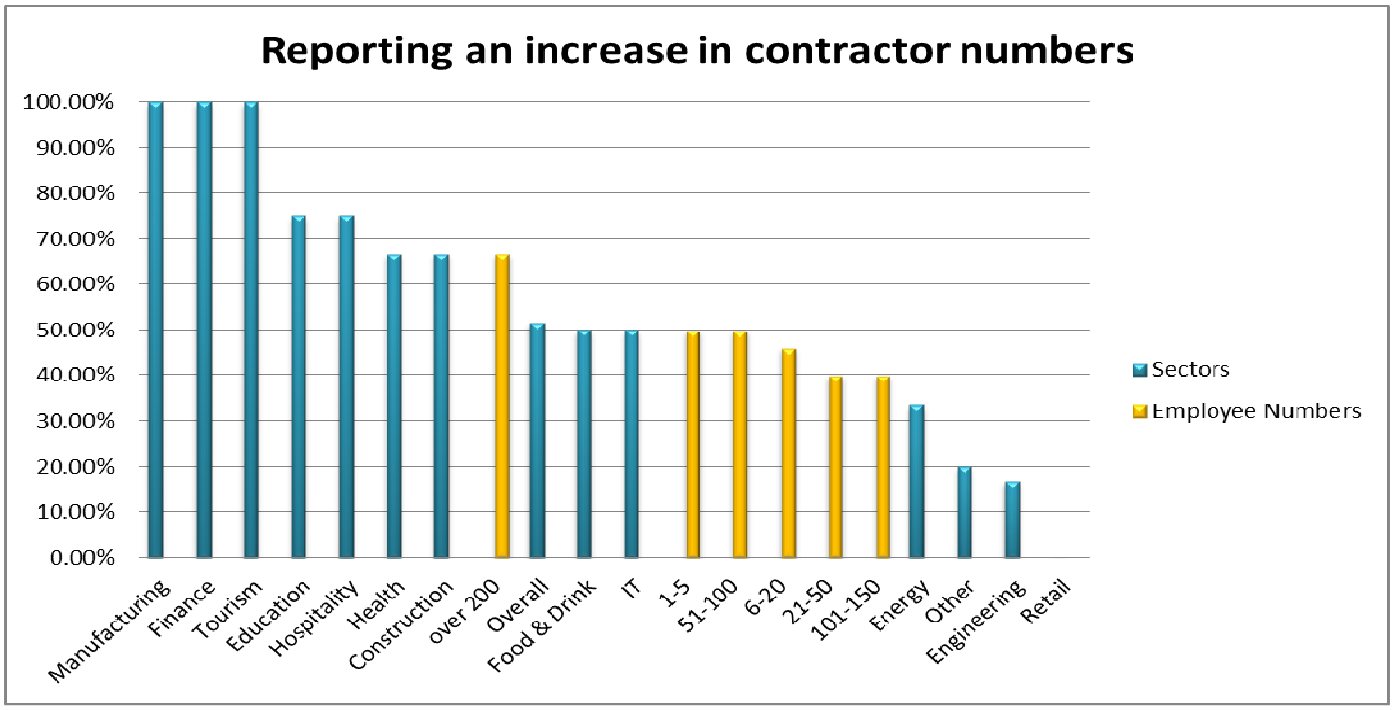


Figure 4

The audit of 2013 also showed an increase in part-time and temporary staff; however the reasons for this were due to the increased flexibility this staffing structure delivered when the local economy was not quite as robust as currently, and an increased ability to maintain a multi skilled workforce.
Overall 35.5% of those reporting an increase in contractors stated that this was due wholly to lack of suitable people to recruit in the area.
32% stated that business growth had led to this increase
22.5% stated that seasonal growth had led to this increase.

Recruitment Difficulties

To understand where the recruitment difficulties were most prevalent companies were asked which skill levels were proving most difficult to recruit for and given 5 categories to select from (Professional – 1st degree or above, Technician, Semi-skilled, Unskilled, Trainees and Apprentices). Previous audits allowed for a wider response offering occupational categories e.g. Engineers, Technicians, etc.; however the simplification of the audit questionnaire removed this element.
In first position from the overall analysis it was reported that Professionals were the most difficult to recruit for, however on an overall ranking analysis of recruitment difficulties across all sectors, Technician level received the highest scoring.

Please rank which skill areas are proving most difficult to recruit for?

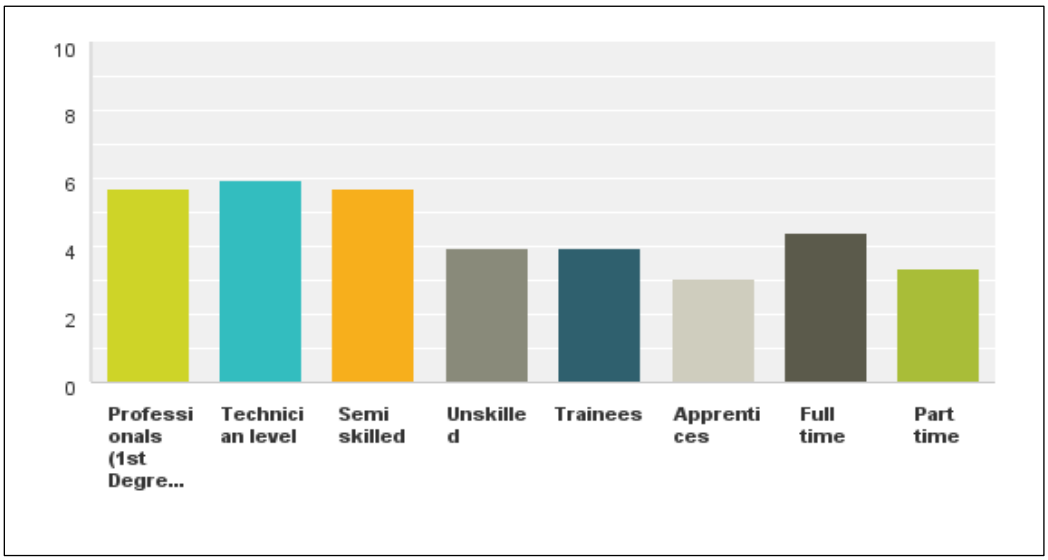


Figure 5

However we can see from the following graph which allowed companies to select the 3 most difficult areas to recruit on a sectorial basis, only the Engineering sector identified 3 areas of difficulty (Technician level, Semi-Skilled and Trainees), other sectors only highlighted two problematic skill areas.

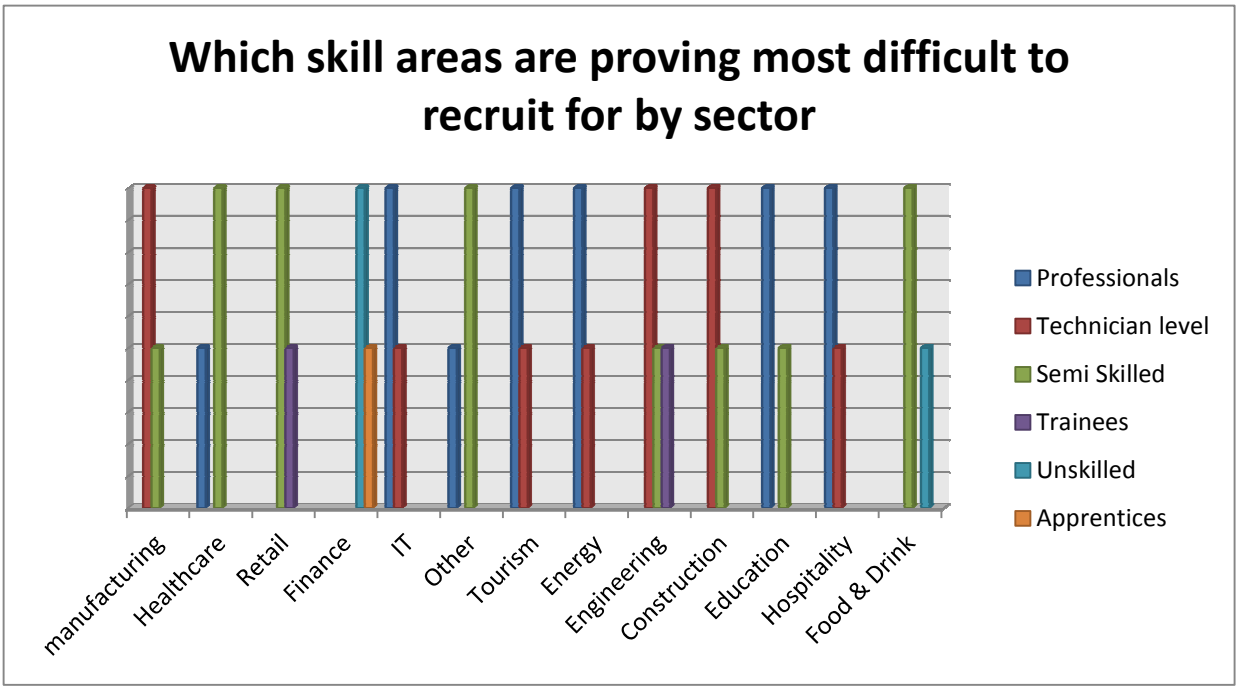


Figure 6

As expected the majority of sectors had difficulty recruiting from across those three skill areas (Technician, Semi-Skilled and Trainees). Finance was the only sector that highlighted difficulty in attracting apprentices, with Finance and Food and Drink recording difficulties when trying to recruit unskilled workers. Hospitality also reported that professional staffs were also most difficult to recruit for. As this was an unexpected response this was probed further during the one to one company interviews. It was felt that Hospitality on the whole was perceived as a sector with semi and low skilled opportunities and particularly on a part-time basis. Job seekers did not fully appreciate that this sector had positions for IT, Finance and HR specialists on a full time basis and the extent that career progression opportunities existed within this sector. This perception was also reflected within the Healthcare sector, with job seekers not fully appreciating the wide range of career opportunities out with the caring professions. Both Healthcare and Hospitality also stated that there was a perception that salaries would also be low in their sectors which discouraged professional applications.

On a company size basis

Companies with 1 – 5 or over 200 staff ranked semi-skilled and professional staff as the most problematic areas to recruit for, all other sizes of companies stated that technical was most problematic, closely followed by professional. Again, on a size analysis the most unfilled opportunities for part-time work are within companies with 1 – 5 employees.

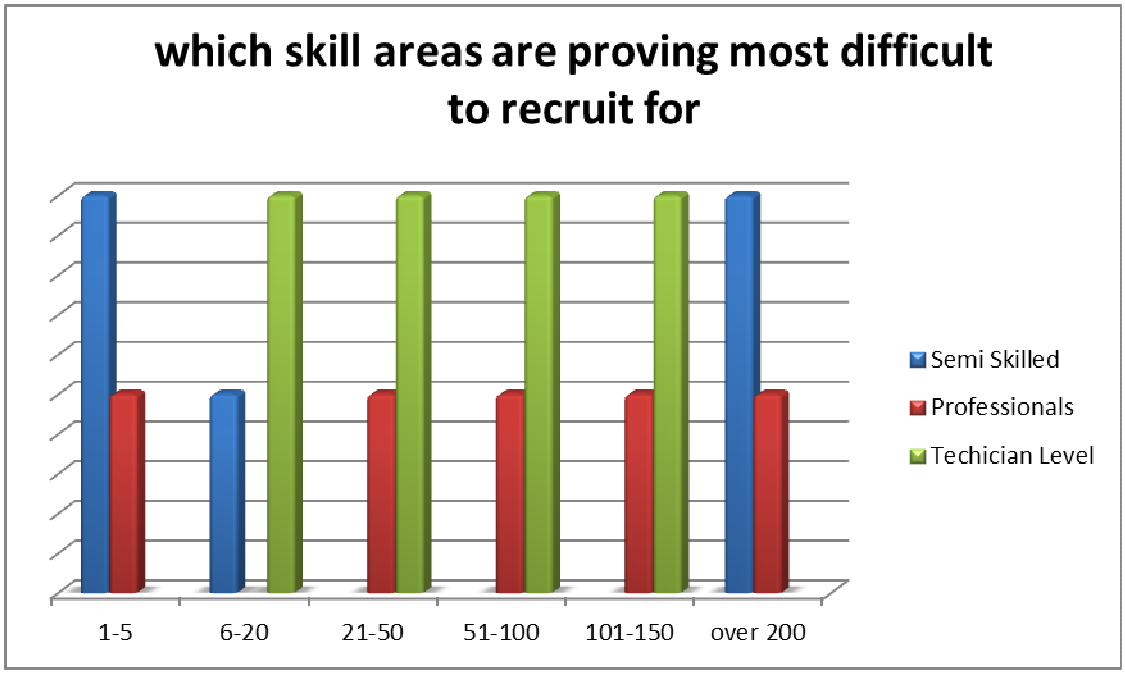


Figure 7

Recruitment Initiatives

To gain a better understanding on the breadth of initiatives companies had to use to attract staff, respondents were asked
"What have you done to try and attract new staff to your business?" this question offered 17 answer options 1 of which was an open response.
Response options fell into 2 distinct categories:

Increased business operating costs
Initiatives to increase local skill pool.

Increased Business Costs
Increased salaries
Increased employee benefits
Outsourced work
Increased usage of employment agencies
Provision of company supported housing

Initiatives to increase local skill pool
Recruited modern apprentices
Engaged with Secondary, Further and Higher education
Participated in work experience placements
Participated in job fairs with DWP
Sought to recruit unemployed personnel
Participated in forces leavers job fairs
Participated in Euros/overseas recruitment events
Trained unskilled personnel
Recruited retired personnel
Increased numbers of part-time personnel
Advertised overseas
Other

Analysis of overall returns highlighted that 66.27 % of respondents trained unskilled personnel, 53.01% increased salaries, 53.01% participated in work experience placements and 43.37% sought to recruit unemployed personnel. This shows that the majority of companies were participating in or developing initiatives, that could potentially increase the available skill pool on a longer term, and not taking a “quick fix” solution. However overall, only 42.17% engaged with Secondary, Further and Higher Education. From this it is clear that more work is required to be done to encourage companies to interact with the education sector, as this has the potential to be a significant source of resources, this is further reinforced when the key initiatives used by companies to attract new staff predominantly dealt with unskilled personnel.

What have you done to try and attract new staff to your business?

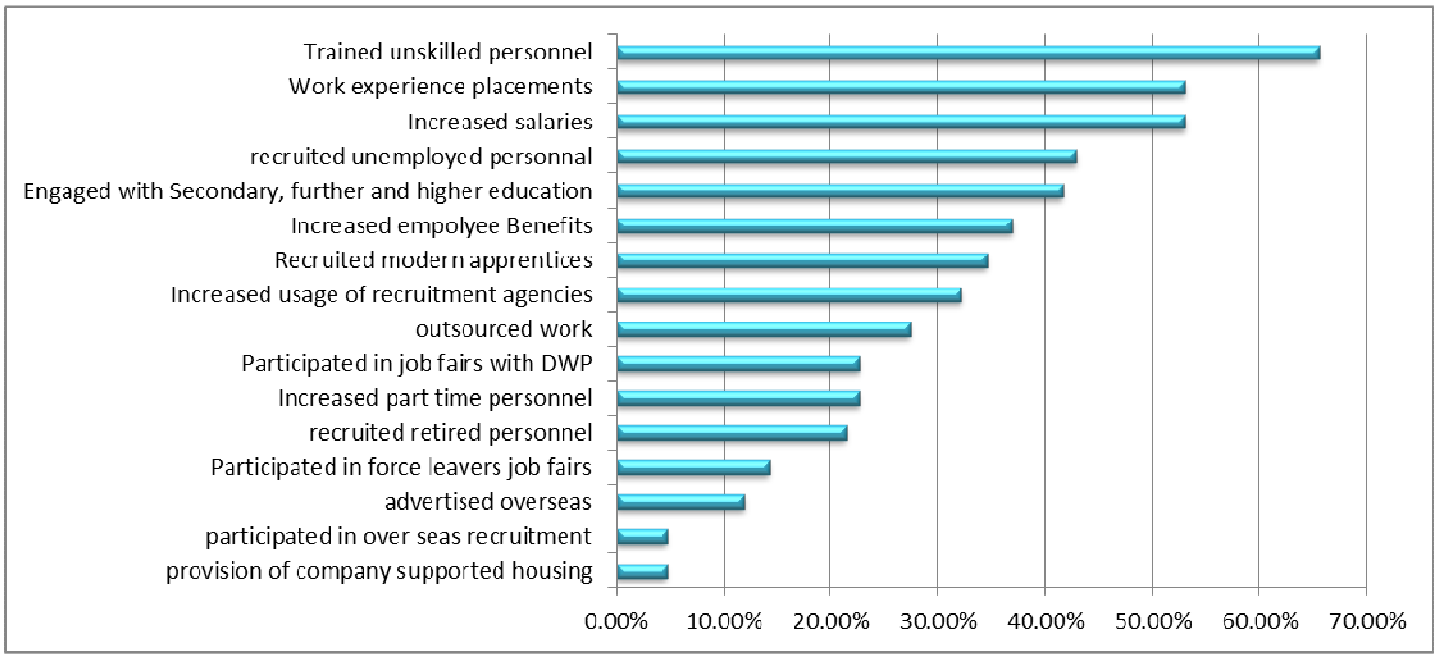


Figure 8

Further analysis on a sectorial and company size basis highlighted that companies with 5 or less members of staff were most likely to outsource work to address skill issues, and companies with less than 5 or more than 200 employees were least likely to increase salaries to attract and retain staff. Companies with 101 – 150 members of staff used salary increase as their key tool to attract and retain staff. Across all sectors comparatively few companies are engaging with retired personnel or increasing part-time opportunities, and only Construction and Manufacturing ranked “recruiting Modern Apprentices” within their top 3 recruitment tools, only companies with over 200 staff used engagement with education sectors a key recruitment tool.

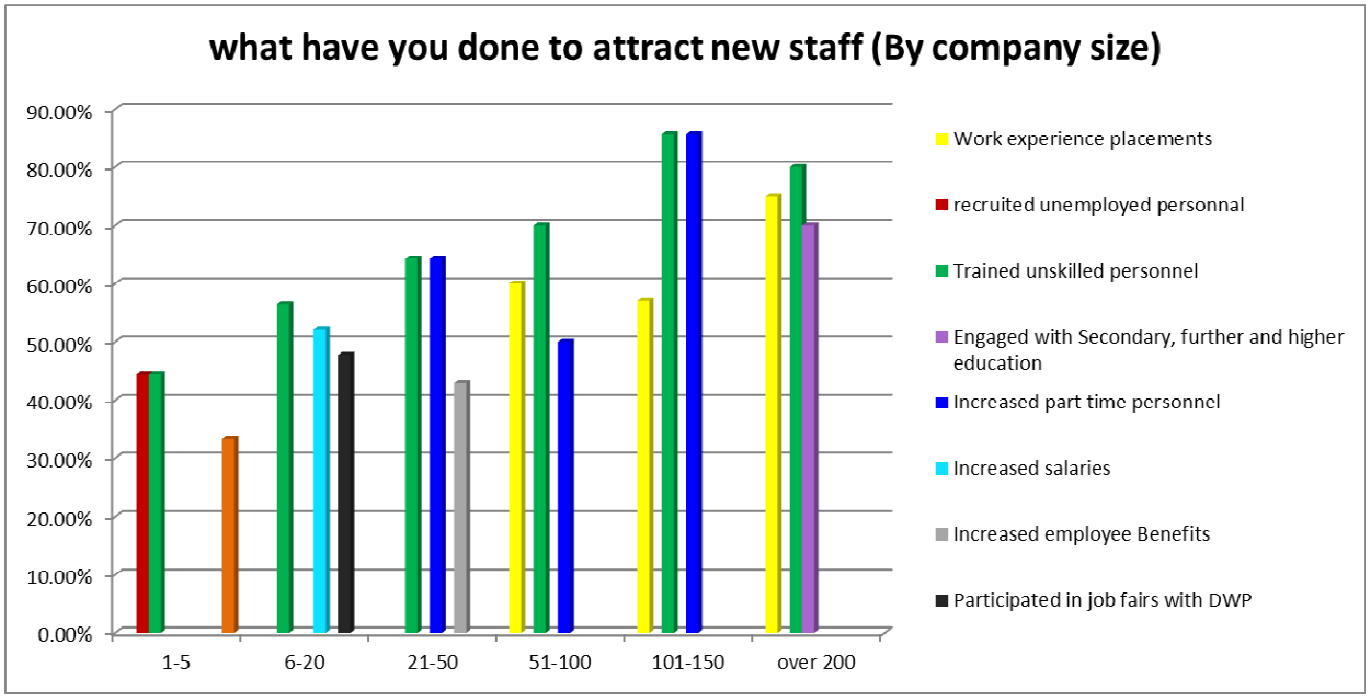


Figure 9

Cleary opportunities exist to increase engagement with the education sector. Hopefully the establishment of Aberdeen Guarantees will simplify this route for companies and increase engagement across all sectors and sizes of companies. Within this section respondents were also allowed to insert initiatives used out with the pre-set choices.

Use of social media featured strongly as did incentivising existing staff to promote the company and vacancies within to their friends, family and peers.

As companies participated in a wide range of recruitment initiatives they were asked to identify which initiatives were most successful.(this section had no predicted answers)
Overall the majority stated that increasing salaries and training unskilled workers were the most successful initiatives in attracting personnel to their business, followed by the recruitment of Modern Apprentices. Construction and Manufacturing were the only sectors to state that increasing agency workers had been the most successful way to attract new personnel, whilst

Engineering was the only sector to state recruitment from out with the UK was the most successful and Hospitality stating that recruiting out with Grampian worked best for them.

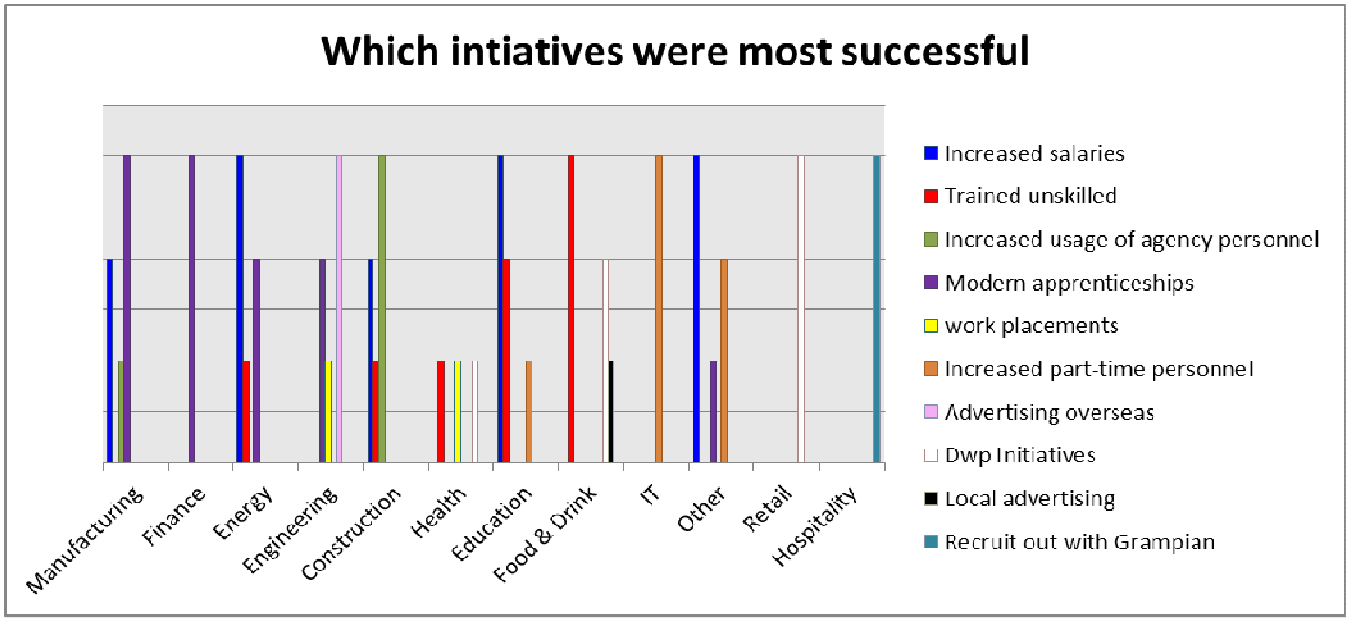


Figure 10

Factors which negatively impacted on company's ability to recruit

To understand which key factors were restricting ability to recruit on local level companies were asked:

"**Please rank which of the undernoted factors are impacting on your ability to recruit in order of difficulty"**

Respondents were given a selection of 20 potential causes

- Lack of people
- Lack of qualified people
- Lack of experienced people
- High salary expectations
- Quality of school leavers
- Quality of Further Education leavers
- Quality of Higher Education leaver
- Competition from other Sectors
- Competition from other employers in your sector
- Availability of affordable accommodation
- Infrastructure issues
- Perception of remoteness of Aberdeen
- Perception of poor cultural offering in Aberdeen
- Perception of Weather
- Childcare issues
- Cost of living
- Competition from overseas
- Poor perception of sector
- Perceived lack of career opportunities
- Poor English language skills

Please rank which of the undernoted factors are impacting on your ability to recruit in order of difficulty? (Overall analysis)

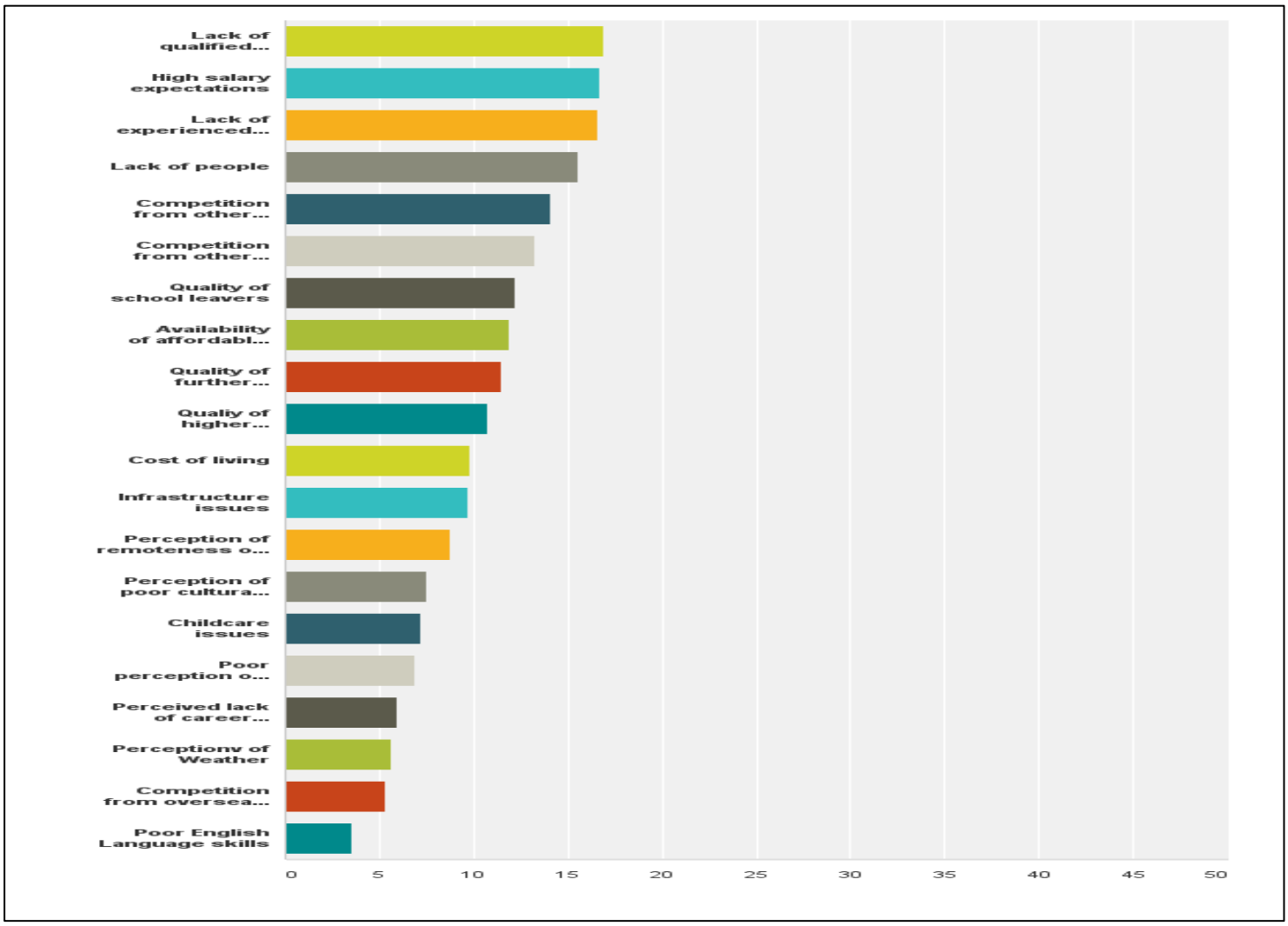


Figure 11

Figure 11 illustrates that the key barriers to recruitment overall were

- Lack of qualified people
- High salary expectations
- Lack of experienced people

With the lowest negative impact on recruitment coming from “poor language skills”

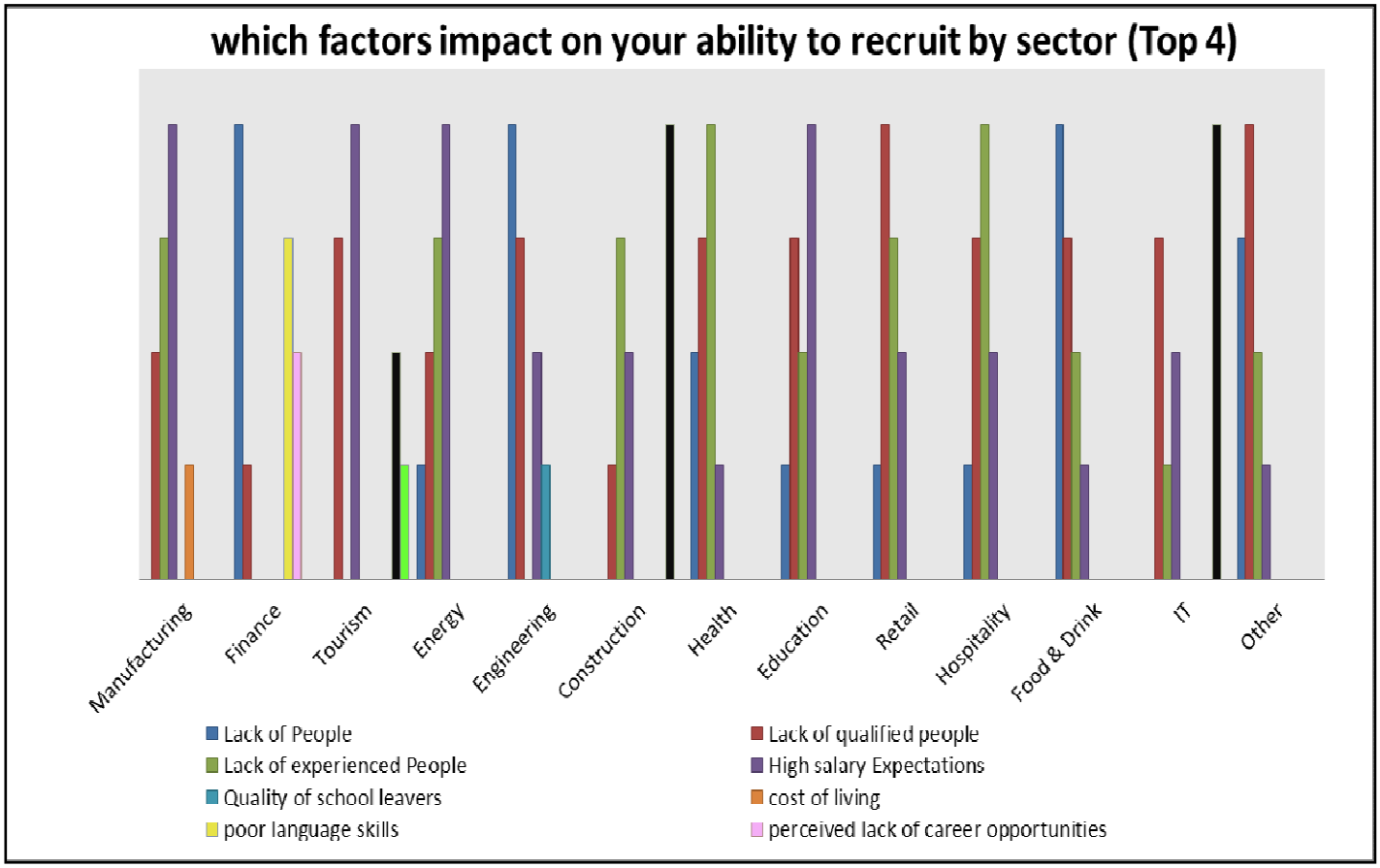


Figure 12

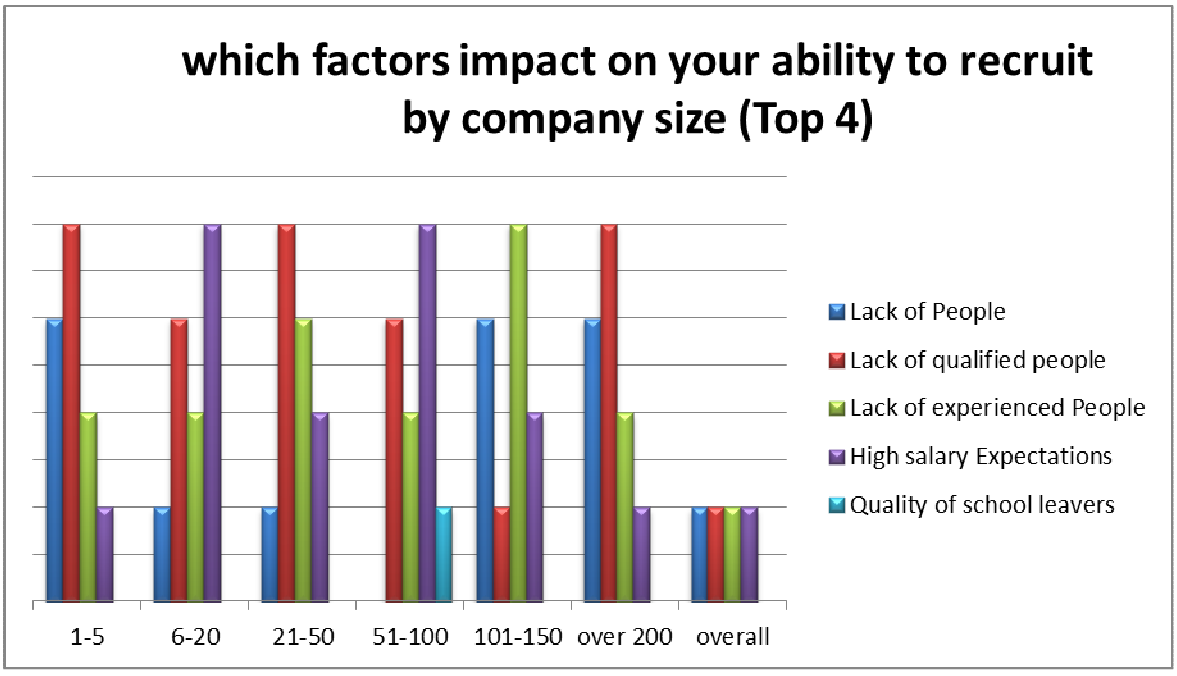


Figure 13

Whilst every category received responses, overall the key 4 factors impacting most significantly on ability to recruit in order of impact were:

Lack of qualified people
Lack of experienced people
High salary expectations
Lack of people

The above analysis highlights that lack of the right people and numbers of people are negatively impacting on businesses, furthermore this scarcity of appropriate people is raising salary expectations of those seeking recruitment. Whilst many sectors and businesses of varying sizes ranked these four differently within their top four, only Energy, Healthcare, Tourism and Manufacturing included competition from other sectors, Engineering also included quality of Further Education Leavers within their top four.
It could be perceived that the above 4 factors relate to first tranche recruitment efforts as further analysis of the next 3 top issues tended to reflect the needs and perceptions when trying to attract applicants from out with the city.

Lack of affordable Accommodation
Cost of living
Competition from other sectors/employers

Only the Financial sector stated that perception of poor cultural offering and perception of remoteness as one of their key barriers.

Short term business implications

As Skill shortages were identified across all sectors companies were asked to identify the short term impact this is having on their business. This question was given a free text response, allowing respondents to be specific on the impact on their company, a very positive 93.47% of respondents replied to this question.
Although the responses were very individual, analysis of the responses clearly identified 7 broad categories:

Struggle to meet contractual obligations and obtain new work

Increased stress and workload on existing workforce

Increase in costs – inability to win new work

Restrict company growth and negatively impact on ability to gain new work

Reduction in quality of service

More company time spent on recruitment and training

Increased staff turnover

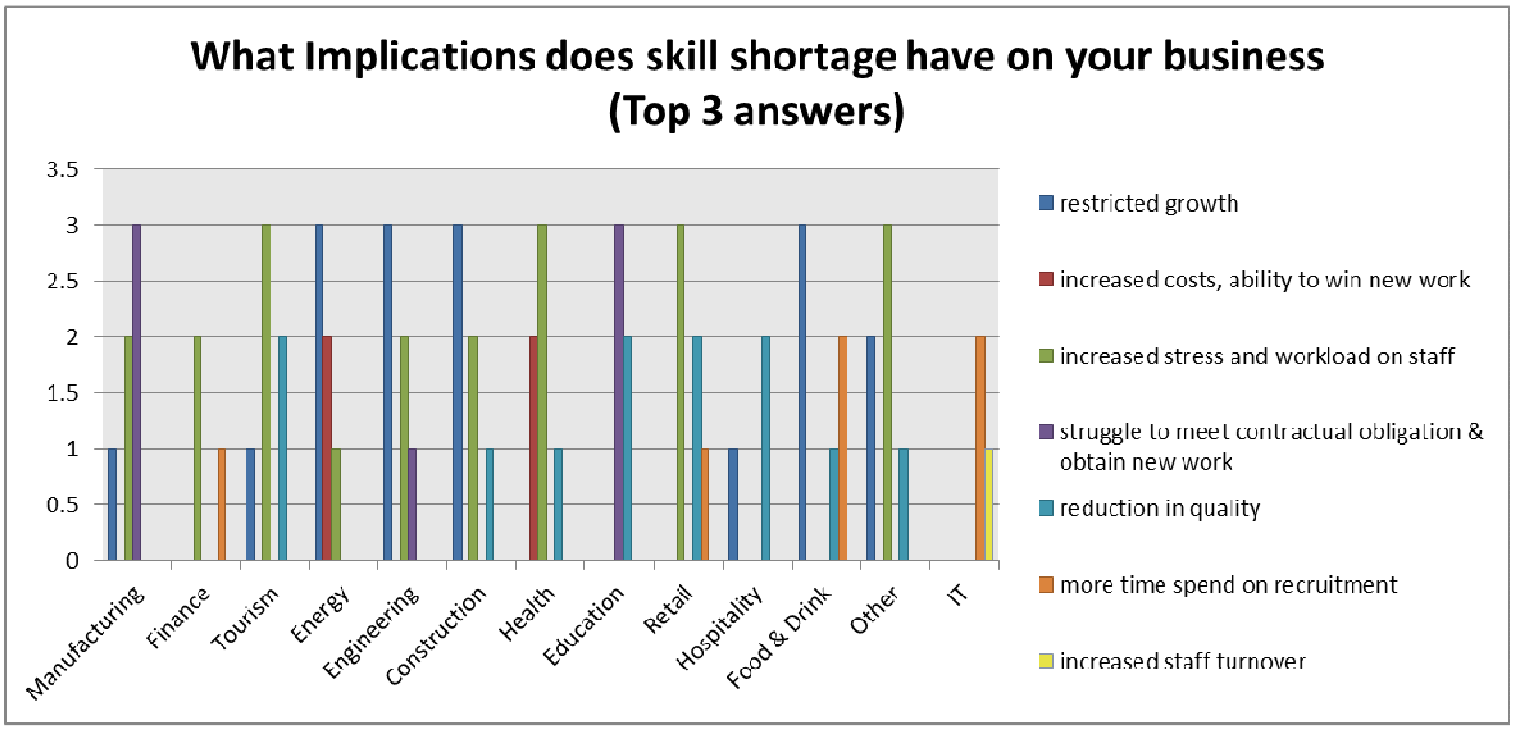


Figure 14

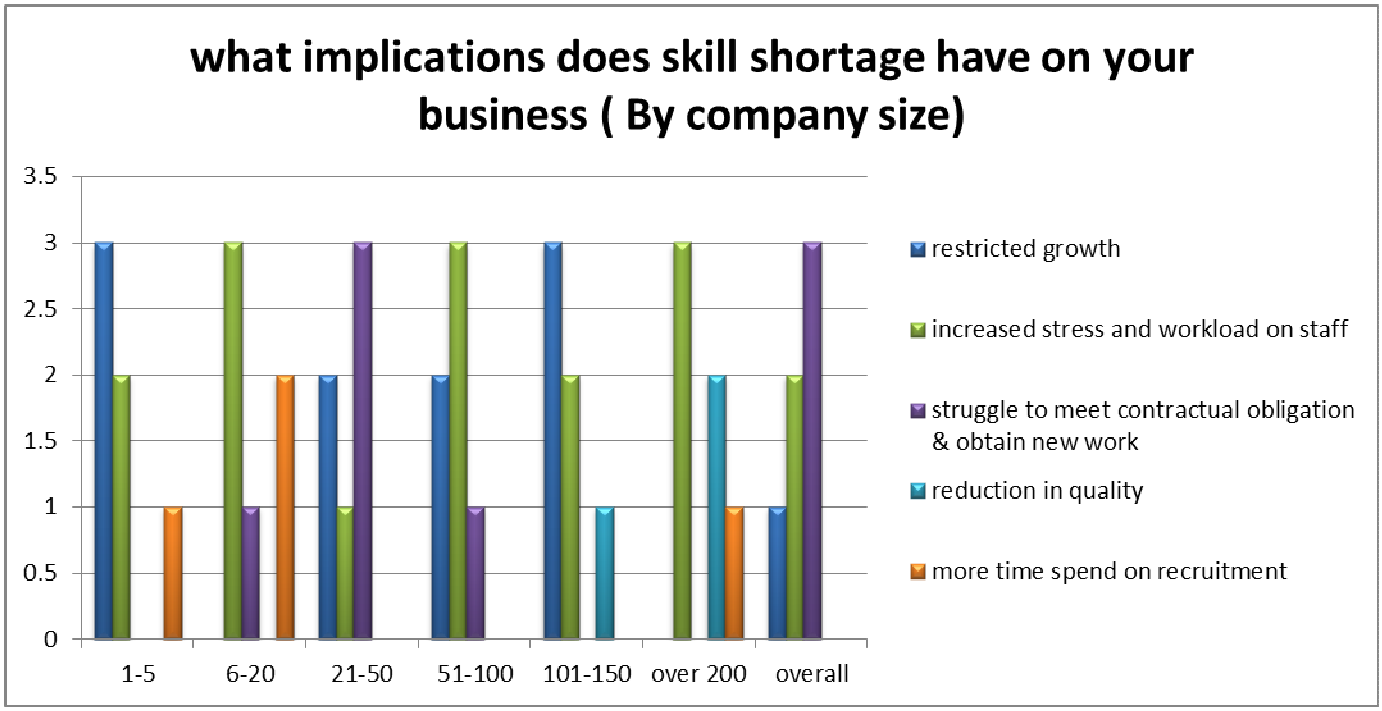


Figure 15

As seen from the above it is clear that the majority of businesses are being negatively impacted by skill shortages within the city, with strong emphasis on business growth, service and business costs. For the first time in 14 years of audits, businesses have identified that lack of appropriately skilled people is causing stress on their existing workforce, this in itself will lead to a plethora of other issues if not addressed soon.
Overall analysis identified “Struggle to meet contractual obligations and obtain new work” as the key issue, closely followed by “Increased stress or workload on the existing workforce, and, “Restriction in company growth and ability to obtain new work”. As the key issues from this overall evidence it is clear that an injection of appropriately skilled personnel into the area is necessary to ensure Aberdeen based businesses have every opportunity to maintain sustainability and growth and relocation to areas where the skill supply is more plentiful to continue their business is no longer a consideration.
On a sectorial analysis of the top 3 impacts, Increased stress was the top outcome with 9 of the 12 audited sectors. Restriction of company growth and negatively impact on ability to gain new work was citied across 8 sectors and Reduction in quality of service across 7 sectors.
Again analysis of results by company size highlighted that
“Increased stress and workload on existing workforce impacted all sizes of business”, “Restriction of company growth” and “negatively impact on ability to gain new work” impacted on all sizes of business apart from those with 6 – 20 and over 200 staff. Interestingly, although many respondents increased salaries and employee benefits, spent more time recruiting and used recruitment agencies more- all of which are costly activities only the Energy and Healthcare sectors identified these activities as “Increase in costs – ability to win new work”.

Long term business implications

Within this section respondents were again give free text response, again attracting a positive 93.47 % response rate. Responses when collated fell into 7 distinct categories:

“What implications will the current skill shortages have on your business in the long term?”

Restrict Business growth

Reduce profit margins

Closure of business
May need to consider re-location

Business becomes uncompetitive

Staff retention issues

Reduction in quality of service

These implications differ from those highlighted for the short term and could have a considerable negative impact on the North East economy if skill issues are not addressed.
Overall analysis showed that over 50% of respondents felt that skill shortages would restrict business growth in the future, with the next most reported impact being, “Closure of the business” and “Reduction in Quality of Service”.
Sectorial analysis identified that every sector apart from Hospitality, Education, Finance and Retail felt the most likely impact on their business would be “**Restriction of Business Growth”.**
Hospitality’s most likely impact was: **“Business becomes uncompetitive”**
Education’s most likely impact was equal across “**Closure of business”, “Business becomes uncompetitive” and “Reduction in quality of service.”**
Finance’s most likely impact was equal across **“Reduction in profit margins” and “Business becomes uncompetitive”**
Retail’s most likely impact was equal across **“Reduction in profit margins”** and “**Reduction in quality of service”**
Analysis by size of business highlighted that the most likely impact across all sectors apart from businesses with over 200 staff would be “**Restriction of business growth”,** the most likely impact for companies with over 200 staff was **“Reduction in quality of service”.**
It is reasonable to presume with such a high ratio of feedback within this section that respondents have and are considering the impacts that skill shortages will have on their business, in the long term.

What could Aberdeen City Council do to assist the current recruitment and retention difficulties within the City?
Respondents who identified skill issues were offered the opportunity to make suggestions as to how the City Council may work towards addressing skill issues. Again respondents were given a free text response option to which 93.47% responded. Suggestions were across a wide range of areas which were broadly segmented into 5 sections for analysis purposes:

Increased Business/School links

Accommodation (access to more affordable accommodation/cost of living)

Infrastructure Improvements (Road network improvements, bus service and public transport costs)

Introduce Weighting Allowance

Attract more people to the city

Further to the 5 key areas highlighted above there was also suggestions that Aberdeen City Council should give more grants to small businesses to ensure they can employ staff and that more opportunities to participate in the tendering process were given to local companies.

In response to the above points, Aberdeen City Council is already proactively striving to address many of the issues raised through the delivery of “Shaping Aberdeen”
“Shaping Aberdeen” is a long term plan of how we can make this economically buoyant city one we are proud to call home. Developed as a result of the Strategic Infrastructure Plan, “Shaping Aberdeen” will build upon already established strong foundations, demonstrating the city's strengths and ongoing improvement, with residents in mind.

Shaping Aberdeen has five main objectives, all driving towards a successful city:

- Housing
- Digital
- Transport
- Skills and labour
- Image and Regeneration

Initiatives currently being delivered to address:
“What could Aberdeen City Council do to assist the current recruitment and retention difficulties within the City?”

Increased Business/School links

As suggested in the “Wood Report” Aberdeen City Council with its partners have established “ Aberdeen Guarantees” www.aberdeenguarantees.com
This initiative has the commitment of “ providing learning, training and work opportunities to all 14-25 year olds in the city “
Major resources will be directed towards ensuring that local business are made aware of and supported to participate in this initiative which will ensure those still in full time education are given appropriate support from the local business community to ensure they have appropriate skills and knowledge for the world of work and receive sufficient information on career options to make informed career choices.
Furthermore ACSEF in partnership with Aberdeen and Grampian Chamber of Commerce and OPITO conducted research on “Schools and Business Links” in 2014 which gave an overview of the different levels of engagement with businesses across all city schools and made a number of recommendations. These recommendations are now being implemented by Aberdeen City Council and its partners to ensure optimum links between schools and business.
A number of locally based businesses currently have very active partnership agreements with schools across the city whereby they offer input to the curriculum, sponsor activities and awards, offer mentoring support and coaching related to “World of work” a recent audit has been undertaken to map this activity and measures are now in place to ensure all city based schools benefit from this type of activity.

Accommodation

The housing market in Aberdeen is extremely pressured because of the shortages of housing in general and social housing in particular. The Council and RSLs waiting lists for social rented housing have remained stable for the last couple of years, however the number of properties for relet has decreased over the same period. One of the main reasons for the decrease in relets is that current tenants cannot move into the private sector because of the high prices in this market. Aberdeen has some of the highest house purchase prices in Scotland and these prices continue to increase. Of the main cities in Scotland, Aberdeen has some of the most expensive private rented properties, especially for 1 and 2 bedroom properties. The high cost of buying or renting is proving a barrier to those on modest incomes. The current Local Development Plan has a land release policy which will see a generous supply of land for the building of new houses; however this will take several years to implement. In the meantime both the Council and RSLs will continue to develop new affordable housing through the use of Scottish Government subsidy. The Council as part of its regeneration strategy have developed a Strategic Infrastructure Plan (SIP) which will see the delivery of about 1,000 new houses by 2017 and more to follow by 2019 which will be delivered through partnership with the private sector:

- A revised SHIP, featuring 554 units
- A partnership approach with private developers to deliver a further 500 units in line with the Local Development Plan
- A new, Council led development pipeline, which will deliver an additional 1026 units

The Council and Scottish Government is in the process of looking to develop a key workers housing policy which may help to alleviate housing pressures on incoming workers. The Council in partnership with the Scottish Futures Trust (Scottish Government) are providing affordable housing through the Nation Housing Trust for mid- market rent for those on modest incomes. As part of the Council's Affordable Housing Policy it is delivering Low Cost Home Ownership (LCHO) (below market value housing) with developers. Again the LCHO properties are aimed at prospective purchaser on modest incomes. The Council will continue to monitor the housing demand and needs in the City and is about to start a Housing Demand and Need Assessment which should be completed this year.

As previously stated, many companies are showing an increase in contractor numbers, many of whom originate from out with the city. These increased numbers are participating in the private rental market, maintaining demand levels, pushing up prices. This is further compounded by high number of overseas and UK wide students attending both universities and college of further education. The private sector housing market is extremely buoyant which is positively encouraging developers to provide more housing stock, however the high cost will prohibit many incomers from participating in this market place.

Infrastructure Improvements

The majority of the issues raised under this heading related to public transport, high costs in relation to other cities and the need to come into the city centre to get to other parts. Many respondents especially those seen on a 1 to 1 basis felt that a circular perioral route with linkages would perhaps speed up travel times to the industrial estates e.g. Dyce, Altens etc. companies also cited prolonged journey times across the city caused by "bottlenecks" at key points as problematic.
Within "Shaping Aberdeen's" Infrastructure objective there are 4 key drivers:

Moving Aberdeen forward
Improve access to the airport
Reduce congestion and journey times
Improve cross-city connections

From these high level objectives the following work is already within the work plan:

Central Aberdeen Transport Infrastructure
(South College Street and Berryden Corridor and city centre pedestrianisation)
The Central Aberdeen Transport Infrastructure programme will improve traffic flow and safety in the city centre as well as providing a foundation for the potential pedestrianisation in the city centre to be progressed. which the council has a specific NHCP budget provision of £10 million.

The construction of the AWPR will assist to reduce journey times across and in and out of the city by diverting traffic away from the city centre.

Introduce Weighting Allowance

Locally based businesses and public sector employers, stated they had difficulty in attracting key staff to the city due to the high cost of living in the city and surrounding areas. This was more emphasised when companies had an agreed national wage. Candidates were more likely to select a position elsewhere than face the high accommodation and living costs in the city. One retailer stated that they had to put a case to their head office to raise salary levels for Aberdeen positions to try and attract and reduce high staff turnover rates. Other respondents stated that there were plenty of choices in Aberdeen for people looking for work, so they would always go for the higher paid positions.

Attract more people to the city

Many respondents felt that unless more people were attracted to the city the problem skill issues would continue to escalate driving up both salary and business costs, driving down profitability and growth potential.

Aberdeen City Council proactively promotes the city as a positive lifestyle choice through their ILV website and a variety of marketing materials promoting the high quality of life available within the city are made available to local companies to support their recruitment activities. In addition to this Aberdeen City Council has also formed strong partnership links with Eures to promote the city as a positive career destination on a European wide basis to appropriately skilled personnel. This is further supported by attendance with local companies at sector specific recruitment events across Europe where areas of skill surplus have been recorded e.g. Greece, Spain, Portugal. Attracting appropriately skilled people to the city as previously stated is a key objective and work priority within "Shaping Aberdeen" Skills & Labour

Attract and retain a workforce that meets Aberdeen's needs
Equip the local workforce with the skills required for the local economy
Make Aberdeen a more desirable location to live and visit

Aberdeen City Council has also conducted a significant piece of research which identifies which areas across the UK and Europe have a potential oversupply of key skill shortage areas within the city. Employment and lifestyle opportunities within Aberdeen are actively promoted within these areas. Additionally Aberdeen City Council has organised recruitment and promotion events to these areas, and also freely shares the results of the audit with locally based businesses.

If we successfully deliver the other 4 key objectives in "Shaping Aberdeen"

Housing
Digital
Transport
Image and Regeneration

This will simplify our task of attracting and retaining more people to Aberdeen

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Roads and Transport Related Capital Budget Programme 2015-2016
REPORT NUMBER:	CHI/15/129

1 PURPOSE OF THE REPORT

This report brings together the proposed roads and transportation programme from the approved Capital budgets for 2015/16. This is presented as a provisional programme. Members are asked to approve the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2016/17 and 2017/18 are also included where possible. This report should be read in conjunction with Report EPI/14/128

2 RECOMMENDATIONS

1. The Committee approves the schemes listed in the Appendices as the detailed proposals for expenditure within budget heading
2. Approve expenditure under the Nestrans Capital and Revenue Programmes 2015/16;
3. Instruct appropriate officials to implement the detailed programme.

4. (i) Authorises the Director of Communities, Housing & Infrastructure, the Head of Public Infrastructure and Environment and the General Manager Operations, in connection with the attached programme, to undertake or instruct tendering procedures or competitive quotation procedures as appropriate to be carried out.

   (ii) Grant approval to appropriate officers to award contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue and capital budgets

   (ii) exempts all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement"
5. Note the successful submission made on behalf of Aberdeen City Council to the ‘Smarter Choices, Smarter Places’ fund and approve officers to expend the funds as outlined in the proposed programme;

6. Note the submissions made on behalf of Aberdeen City Council to Sustrans Scotland’s Community Links Fund 2015/16 and, should these be successful,

approve officers to expend the funds in accordance with the proposed programme of work.

7. Where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures.

   Where no significant objections have been received at the statutory consultation or public advertisement stages to instruct the appropriate officials to implement the scheme, otherwise these would be reported back to future committee.

3. FINANCIAL IMPLICATIONS

This report recommends that the Council take advantage of a series of external funding opportunities for implementation of transportation projects in Aberdeen.

The proposed Nestrans and Sustrans CWSS projects will either be fully-funded from external sources (with no financial implications for the Council) or will add value to existing streams of work, with possible financial savings for the Council.

Projects under the 'Smarter Choices, Smarter Places' workstream require to be match-funded. This will be from a variety of sources - existing Council budgets (including staff time), Nestrans (via the Getabout partnership) and the private sector.

Expenditure will be in accordance with the Council's approved Capital budgets for 2015 - 2016.

4. SERVICE & COMMUNITY IMPACT

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

The implementation of the programme will assist roads and footways within the City being maintained to an acceptable standard thus reducing the risk of injury to members of the public.

The proposals are in line with our Transportation Strategy to provide safe crossing, cycling and walking facilities and reduce traffic speeds thereby contributing to accident reduction across the City and improve safety for all road users.

The use of such funding will significantly enhance the Council's ability to meet the aims and objectives of the emerging Aberdeen Local Transport Strategy 2015-2020.

Aberdeen – the Smarter City

We will promote Aberdeen as a great place to live, bring up a family, do business and visit.

We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions

Single Outcome Agreement, National Outcomes 5, 6, 10, 12, & 14

5. BACKGROUND/MAIN ISSUES

5.1

This report brings together, for members' information, the proposed programme for Capital Funding spend for both Roads and Transportation for 2015/2016 together with provisional reserve list programme for 2016/2017.

The provisional reserve programme for 2016/2017 will allow substitution of schemes should it not be possible to implement any of the proposed 2015/2016 schemes.

The appendices set out the proposed programme of works which will be funded through the approved Capital budgets of the Council together with linkages to the community action plans

Estimated Costs for the individual proposed works are included in the Confidential Report

Traffic Lights and Pedestrian Crossing: A Capital budget of **£450,000** has been allocated to allow the continued upgrade of the systems across Aberdeen, corridor delays are reduced by the upgrading of these outdated systems ensuring that there are no delays in obtaining outdated parts. This proposed programme of works and reserve programme are set out in **Appendix A**

Lighting Improvements: Planned lighting improvements have been allocated a capital budget of **£1,300,000**. The budget will be used, in the majority, for the replacement of lighting columns that have been identified as potentially dangerous or beyond their design life. All new street lights are being designed with energy reduction being a major consideration this reduces the energy bill and also lowers Aberdeen City Council's carbon footprint. Proposed programme and reserve programme for Street Lighting are in **Appendix B and C.**

Cycling Walking Safer Streets: A grant of **£338,000** has been awarded by the Scottish Government for Cycling Walking Safer Streets (CWSS) projects in Aberdeen. The programme for these works are detailed in **Appendix D** and will provide significant road safety benefits in an effort to achieve accident reduction as well as reduce the number and severity of injuries sustained in road traffic accidents across the city. All schemes will be implemented as soon as possible subject to the successful promotion of any required legislation. A requirement of this budget is that the spend on cycling schemes should be a minimum of 36% of the grant.

Road Safety Schemes: Included in CWSS Budget

Footway Resurfacing: A budget of **£508,000** has been allocated for footway resurfacing. The programme has been formulated on the basis of detailed surveys and targeted at footways categorised as being in a bad or poor condition. The

condition of sections of footway included in the programme are shown in the report under **Assessed Condition,** in order to maintain a standard level of comparison all footways have been assessed by the same person The detailed programme is set out in **Appendix E.** A Reserve programme is given in **Appendix F**

Carriageway Resurfacing: The Capital carriageway resurfacing programme has been allocated a budget of **£1,812,000**. The programme is generally prepared on the basis of the results of the road condition surveys of the existing infrastructure. The detailed programme is set out in **Appendix G**. A Reserve Programme is given in **Appendix H**.

Appendix M is the table showing the Road Condition Index(RCI) for the cities roads for the period 2013-2015, **Appendix N** is copy of the table showing the RCI for all Councils across Scotland with **Appendix O** Smarter Choices, Smarter Places Funding 2015/16 is shown in report EPI/14/128.

The condition of sections of carriageway included in the programme are shown in the report under **Assessed Condition,** in order to maintain a standard level of comparison all roads surfaces have been assessed to the same criteria. Due to many road surfaces have suffered continued deterioration since the Road Condition Survey was carried out staff will continue to reassess all roads, this reassessment could necessitate changes to the proposed programme during the financial year.

Drainage: A Capital Budget of **£90,000** has been allocated for the Drainage works, this programme is shown in **Appendix J**

Road Sign Replacement: A Capital Budget of **£29,000** has been allocated for the Road Sign Replacement Programme.

Weak & Major Bridge Repairs: A Capital Budget of **£20,000** has been allocated for Weak Bridge Repairs and **£800,000** Major Bridge Works.

Flood Prevention Schemes: A Capital Budget of **£100,000** has been allocated for Flood Prevention Schemes.

The allocation to these monies is shown in **Appendix K** but as yet no programme of works has defined.

Appendix L is a summary of the proposed allocated spend

5.2 Nestrans Capital and Revenue Programmes 2015/16

5.2.1

5.2.1 The Nestrans Capital Programme for 2015/16 was approved by the Nestrans Board at their meeting of the 20th February 2015. A summary of the projects to be taken forward in Aberdeen City is provided below.

Strategic Road Capacity Improvements

New Common Database Platform

To install a common database which interfaces with current ITS (Intelligent Transportation Systems) in a more streamlined manner. This will allow for easier

integration with transport systems to the internet, better links and strategies for traffic signals, VMS (Variable Message Signs), journey time monitoring and bus strategies.

Strategic Network Modelling
Phased deployment of IP (Internet Protocol) CCTV along strategic corridors to enhance network monitoring and improve the ability to manage the strategic network. Phase 1 will consist of monitoring the A944, Lang Stracht and Westburn Road corridor.

Strategic Road Safety Improvements

In-depth accident study on key corridors
Staff time to review accident statistics in order to identify actions and route improvements.

Implementation of identified measures from key corridor accident study
These are likely to include improved road lining, replacement road studs, signing and lighting improvements.

Traffic Signals at Aberdeen Crematorium
Installation of traffic signals at junctions to assist vehicles and pedestrians entering and exiting the site and to improve safety.

Bus Safety Campaign
Provision of information and guidance for vehicles overtaking buses and pedestrian islands.

Absafe Contribution
Contribution to the charity Absafe's school safety interventions, including targeting indiscriminate parking outside schools.

Strategic Road Prioritised Maintenance

A96 West North Street
Upgrade lighting between Littlejohn Street and Mounthooly Roundabout.

Beach Esplanade
Contribution towards improved road surfacing, junction layout and lighting to improve safety at the Beach Ballroom.

Bus Stop Reconstruction
Reconstruction of carriageways at six bus stops on Union Street, King Street and Holburn Street.

Dyce Drive
Structural resurfacing of the carriageway in the vicinity of Aberdeen International Airport,

Bus Improvements

Kingswells Park and Ride Through Access

Contribution towards a Scottish Government Bus Investment Fund project to construct a though access for buses from the A944.

A944 Statutory Quality Partnership (SQP) Modelling
Modelling of options to improve journey time reliability along the proposed SQP corridor.

Aberdeen City and Shire Joint Bus Stop Improvements
Replacement and updating of timetable display cases in bus stops throughout the region to ensure compliance with equalities legislation.

Airport Bus Turning Circle
Construction of bus turning circle accessed from Foinavon Close.

Walking and Cycling

Robert Gordon University (RGU) to the Deeside Way
Identification of appropriate routes for pedestrians and cyclists and installation of signage.

Dyce Drive Feasibility Study
Feasibility study into a cycle route between Dyce Avenue and Kirkhill Place.

Bridge of Don to RGU Riverside Path Feasibility Study
Completion of feasibility and design of a pedestrian and cycle path. It is anticipated this will be match-funded by Sustrans Scotland via the Community Links Fund 2015/6.

Ellon Road Cycle Route Phase 2
Implementation of a shared use footway between the Parkway and Murcar Roundabout, including localised widening, resurfacing and the design and installation of a toucan crossing over the Parkway. It is anticipated this will be match-funded by Sustrans Scotland via the Community Links Fund 2015/6.

Parkway Cycle Route Phase 1
Implementation of a shared use footway along the south side of the Parkway between Whitestripes Avenue and Scotstown Road. It is anticipated this will be match-funded by Sustrans Scotland via the Community Links Fund 2015/6.

Formartine and Buchan Way – Access from the A947
Upgrade of the access point from the Formartine and Buchan Way from the A947 north of Riverview Drive, including resurfacing, footpath construction and lighting improvements. It is anticipated this will be match-funded by Sustrans Scotland via the Community Links Fund 2015/6.

Anderson Drive Cycle Route Phase 1
Implementation of a shared use footway along the western side of Anderson Drive between the Bridge of Dee Roundabout and Ruthriestone Road. This will include dome resurfacing and localised widening. An investigation will also be undertaken into the feasibility of upgrading the Broomhill Road roundabout to a signalised junction. It is anticipated that this will be match-funded by the Scottish Government's Smarter Choices, Smarter Places fund.

Anderson Drive Cycle Route Phase 3
Upgrade of the pedestrian crossing at Rubislaw Den South to a toucan crossing and redetermination of the footway as shared use to improve cycle access to the Hill of Rubislaw. An investigation will also be undertaken into the feasibility of upgrading the King's Gate roundabout to a signalised junction and potential cycle improvements to the Lang Stracht/Weestburn Road junction. It is anticipated that this will be match-funded by the Scottish Government's Smarter Choices, Smarter Places fund.

Cycle Improvements in Altens
Feasibility, design and possible implementation of cycle improvements around Altens and wellington Road, with a focus on connections and improvements to the Shell path.

Freight

Howe Moss Road – Dyce Drive
Funding for ongoing legal discussions over land for increasing the radii at the junction to improve HGV turning manoeuvres.

Various

Moveable Variable Message Signs
Two full colour moveable VMS to enable safety messages to be displayed on key corridors,

Dyce Sustainable Travel Study
Feasibility srudy into sustainable transport infrastructure, design and costings (including bus shelters, Car Clubs, cycling, walking, rail connections and park and Choose connections). It is anticipated that this will be match-funded by the Scottish Government's Smarter Choices, Smarter Places fund.

Cross City Connections
Contribution towards a feasibility study (in line with the Council's Strategic Infrastructure Plan) to examine options for maximising connectivity between new development sites through the provision of fast, reliable, efficient and attractive public transport services, along with complementary benefits and improvements that can be achieved for active travel.

5.2.2 The Nestrans Revenue Programme for 2015/16 was also approved by the Nestrans Board in February. A summary of those projects relevant to Aberdeen City is provided below).

Public Transport

Park and Ride Operation and Infrastructure Study
A study into measures to facilitate the operation of park and ride services.

Project Feasibility and Monitoring

Bridge of Dee Study

Contination of the Scottish Transport Appriasal Guidance (STAG) Part 2 study into improving conditions for transport on and around the Bridge of Dee.

Energetcia Peterhead/Fraserburgh to Aberdeen All Modes Study (£75,000)
A study into improving conditions for all modes of transport along the Peterhead/Fraserburgh to Aberdeen Energetic corridor.

Feasibility and Design of Locking in the Benefits
Identify, investigate and design improvements to the transport network to 'lock in" the benefits of the AWPR.
Assessment for City Centre Pedestrianisation
Assessment of options resulting from the City Centre Masterplan.

5.2.3 The expenditure from Nestrans in Aberdeen City during 2015/16 is anticipated to be £1,687,000 capital and £215,000 revenue.

5.3 Smarter Choices, Smarter Places

5.3.1 In June 2014, the Minister for Transport and Veterans announced funding of £5million for Smarter Choices, Smarter Places (SCSP) projects across Scotland in 2015/16. Administered by Paths for All, the programme is funded through Transport Scotland and aims to build on the learning from the SCSP pilot projects. The policy intent of the funding is to achieve modal shift to active and sustainable travel, reducing single car occupancy journeys. At present this is a one-year funded programme, with projects to be implemented during the 2015/16 financial year. The evidence from the achievements and outcomes of the programme will be key to securing funding in future years.

5.3.2 £208,000 was made available for Aberdeen City Council, although grants had to be formally applied for. Grant recipients are required to extend the impact of projects by match-funding the award by at least 50%. In-kind contributions of up to 25% of total project costs is acceptable. Proposals were required to provide evidence of partnership working, preferably with a range of partners and to encourage and promote active and sustainable transport as the entire focus of the initiative or as a significant element of the initiative. Eligible projects include: strategy development and implementation; travel planning implementation; social marketing; marketing, information and publicity; and integration with public transport/transport network. Infrastructure projects are outwith the scope of the fund, although expenditure on such projects can be used as a proportion of the match-funding.

5.3.3 Proposals required to be submitted by 30th January 2015. An application to the fund was therefore been submitted to Paths for All on behalf of the Council. This application was based on an intensification of travel planning activities throughout the City under the Getabout banner, including improvements to the Getabout website, increasing and enhancing events and promotions, and growing and promoting the Car Club. It is also proposed that a number of areas in the City (Dyce, Altens, Foresterhill and Hill of Rubislaw/Anderson Drive) be targeted for more intensive intervention. Match-funding sources identified include Nestrans, Co-Wheels, Scottish Enterprise, Abellio, bus operators, NHS Grampian and businesses in the target areas. A full list of projects submitted to the fund, along with anticipated costs and details of proposed match-funding, is included as

Appendix O to this report (all to be confirmed and to follow). At the end of February, officers were advised that the application had been successful

5.3.4 It is therefore recommended that Members note the sucessful submission made on behalf of Aberdeen City Council to the 'Smarter Choices, Smarter Places' fund and, should this be successful, approve officers to expend the funds as outlined in the proposed programme.

5.4 Sustrans Community Links Fund 2015/16

5.4.1 Sustrans Scotland's Community Links Programme provides grant funding for the creation of cycle network infrastructure for everyday journeys. The fund has been running since 2010 and has helped fund a number of projects in Aberdeen City to date, including improvements to the Deeside Way and Formartine and Buchan Way, implementation of the Ellon Road and Riverside Drive cycle routes, as well as elements of the Greenbrae Cycle Project. The programme is funded through the Transport Scotland team within the Scottish Government.

5.4.2 Eligible projects can encompass pre-construction (feasibility studies, design, community engagement, land negotiation, etc.), construction, or post-construction (signage, promotion and awareness-raising). All projects require a minimum of 50% match-funding from other sources. Applications for the 2015/16 fund were submitted in February 2015, with a decision expected by Sustrans by mid-April.

5.4.3 Proposals submitted to Sustrans Scotland for consideration were:

- Completion of a feasibility study into, and detailed design of, a pedestrian and cycle path along the River Dee between the Bridge of Dee and the Robert Gordon University campus at Garthdee
- Implementation of a pedestrian and cycle route along Ellon Road from the Parkway to Murcar roundabout, including installation of a toucan crossing over the Parkway);
- Implementation of a pedestrian and cycle route along the south side of the Parkway between Whitestripes Avenue and Scotstown Road and
- Upgrading the access point to the Formartine and Buchan Way from the A947, including resurfacing, footpath construction and lighting improvements

It is proposed that these projects be match-funded with the Nestrans Capital Programme 2015/15. In addition, the following projects were also submitted, to match-fund, and therefore add value to, already committed works from the Council's Non-Housing Capital Programme:

- Implementation of pedestrian and cycle facilities to accompany the Third Don Crossing
- Implementation of pedestrian and cycle facilities to accompany the A96 Park and Choose and Dyce Drive link road

Both of these will be match-funded with the Council's NHCP.

5.4.4 It is therefore recommended that Members note the submissions made on behalf of Aberdeen City Council to Sustrans Scotland's Community Links Fund 2015/16 and,

should these be successful, approve officers to expend the funds in accordance with the proposed programme of work.

5.4.5 Members are asked to note the work being carried out by staff, with respect to Audit Scotland's 2010 report "Maintaining Scotland's Roads" the work that is being carried out in collaboration with Audit Scotland, Improvement Services and the other 32 Councils to find solutions to Option 30 which was to 'Explore the optimum delivery of road maintenance services'. A link to both documents is given in Section 8

6. IMPACT

The contents of this report link to the Community Plan vision of creating a *sustainable City with an integrated transport system that is accessible to all*.

All of the projects referred to in this report will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: *We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking*, and *we will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions*.

The projects identified in this report will assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in).

This report may be of interest to members of the public as it concerns various transport schemes taking place throughout the City which have the potential to affect all members of the travelling public.

An Equality and Human Rights Impact Assessment (EHRIA) has not been undertaken as the projects listed in this report flow from the RTS and the existing and emerging LTSs, all of which have, or will be, subject to their own EHRIAs.

A Privacy Impact Assessment (PIA) has not been undertaken as implementation of the projects outlined in this report should not impact on the privacy of any individual.

7. MANAGEMENT OF RISK

Footway and cycleway improvements recommended in this report have no identified maintenance budget of their own and may therefore impact on the Council's maintenance budgets in the future. This represents a potential Hazard and Financial Risk to the Council. This will be minimised, however, by the use of high-quality design and installation materials to ensure longevity of new infrastructure. The risks of inaction (not improving and increasing pedestrian and cycle infrastructure) are also significant in terms of a poor quality environment, poor reputation for the City of Aberdeen and a decline in active travel which would have significant implications for the health and wellbeing of the citizens of Aberdeen (Opportunity, Environmental and Customer/Citizen Risks).

There are risks in promoting Traffic Regulation Orders due to possible public objection and this may delay the progression of some of the proposed schemes.

8. BACKGROUND PAPERS

http://www.audit-scotland.gov.uk/docs/central/2010/nr_110216_road_maintenance.pdf
http://www.transportscotland.gov.uk/report/j234326-02.htm

9. REPORT AUTHOR DETAILS

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Appendix A

ITS Unit Proposed Traffic Signal Refurbishment Programme 2015/16

Site	Installation	Type	Estimated Cost
Langstracht/Summerhill	Refurb'	Junction	
King Street/Beach Esplanade	Refurb'	Junction	
King Street/Don Street	Refurb'	Junction	
King Street/St Ninians	Refurb'	Pelican	
King Street/University Road	Refurb'	Pelican	
King Street/Seaton Drive	Refurb'	Pelican	
Dyce Drive/Howemoss Avenue	Refurb'	Junction	
		Total	
Digital Communications Upgrade	Refurb'		
		Total	**£500,000.00**

Reserve List

Site	Installation	Type	Cost
Carden St/Albert Pl	Refurb'	Junction	
Union Grove/St Swithen St	Refurb'	Junction	
Great Western Road/Holburn Road	Refurb'	Junction	
Great Western Road/Ashley Park	Refurb'	Junction	
Gallowgate near Seamount Court	Refurb'	Pelican	
Westburn Drive near Six Roads	Refurb'	Pelican	
Great Western Road near Mannofield	Refurb'	Pelican	
Wellington Road near AGIP (now Petrofac)	Refurb'	Toucan	
		Total	£400,000.00

Appendix B
Proposed Capital Lighting Programme 2015-16

Scheme	Comments	Estimate
8/10 m Height		
Belmont Road	whole street - 2No cols	
Ferryhill Terrace	whole street - 4No cols	
Albyn Pl	rest of street - 13 cols	
North Deeside road	between Northcote Rd and Pitfodels Stn Rd 4No cols	
8/10m Total		
5/6 m Height		
Birkhall Area - Phase 1	replacement of corroded columns faulty underground cable network	
Kennerty Mills Rd	strainer poles+track	
FP-Gallowgate-loch st	strainer poles+track	
Queens lane South	strainer poles+track	
Forbesfield Lane	strainer poles+track	
Doolie Ness & Marchmont St Area Phase 1	replacement of corroded columns with folding columns 16	
Devanha Lane	replacement of corroded columns with folding Columns	
Footways / Resurfacing Contract		
5/6m Total		
Replacement of Corroded Columns	Final programme will depend on Structural Testing currently being carried out.	
Replacement of inefficient lanterns		
	Total Capital Programme 2015/16	£1,300,000.00

Appendix C
Proposed Reserve Capital Programme 2014/15

Scheme	Comments	Estimate
8/10 m Height		
Great Western Rd - Ph 2 (Holburn Rd- Forest Ave)	Holburn St to Holburn Rd (16No cols) SSE	
Abbotswell Dr	rest of street (12cols)+track	
West North St	St Clair St to Mounthooly - 22 cols	
Mounthooly R/A	whole street - 18No cols	
Riverside Dr	rest of street - 22 cols	
Hammerfield Ave	change to 8m scheme(SSE)	
8/10m Total		
5/6 m Height		
Davan Park Area	road columns completion from last year 20No	
Pittengullies Area, Peterculter	replacement of columns - 24	
Spital Walk	replacement of underground cable network	
Albert Pl	upgrades	
Doolie Ness & Marchmont St Area Phase 1	replacement of columns with folding x 16	
Birkhall Area - Phase 2	replacement of columns faulty underground cable network	
5/6m Total		

Appendix D

CYCLING WALKING SAFER STREETS 2015 / 2016

			Estimate
Various locations across the City. Item No 051.	Small scale improvements to pedestrian crossing / Disabled Crossing points / Core Paths - Dropped kerbs and pedestrian guard-rails.	Budget of £25,000 for implementation at various locations City wide. Individual location assessment - Local Councillors to be kept appraised.	
Various locations across the City. Item No 052.	Publicity in relation to Promotion of Bike Week / Cycle Map / Zenith / Other Cycling Initiatives across the City / Green Transport Week / European Mobility week.	Budget of £1,000 to be spent City wide.	
Various locations across the City. Item No 053.	Cycling Facilities /Links / Parking / Lining & Signing throughout the City to provide missing Links on the road network	Implementation at various locations City Wide. Discussions have been ongoing with the Cycling Forum to identify a series of improvements throughout the City. Some schemes may require the promotion of legislative procedures for a Traffic Regulation Order which may affect implementation.	
Various locations throughout the City Item No. 054	Small scale improvements to signing & lining, bollards, barriers and all new works associated with traffic management / traffic Orders and road safety.	Budget of £70,000 for implementation at various locations City wide. Individual location assessment - Local members to be kept appraised.	
Traffic Calming & Road Safety - Various locations throughout the City Item No. 055	Route action work on various rural routes and City wide locations that have been identified for improvements from the annual accident scan.	No detrimental implications.	
Various Safety Campaigns throughout the City (not site specific) Item No 056.	Publicity in relation to Road Safety Campaigns & Community Safety Safe Drive - Stay Alive Campaign.	Budget of £7,000 for Aberdeen City Contribution Local Transport Strategy Policy / Proposal SP1.	
Traffic Calming & Road Safety - Unclassified road betweenDyce Drive & Bendauch Farm / Caskieben (Ph 3) Item No 57.	Route action - hazard marker posts & improvements to signing / lining.	Improvements to driver safety and speed reduction.	
Aberdeen City Council Road Safety Plan Item No 62.	Bi-annual review and publication of the Road Safety Plan. (Statistical update only - Aberdeen City)	Budget of £2,000 City wide Local Transport Strategy Policy / Proposal SP1.	
City Wide Item No 63.	Removal of existing "at any time" plates (Phase 4 and final)	This scheme requires to be completed ASAP as the existing signage must be removed to comply with current legislation.	

Various locations across the City. Item No.	Re-texturing of existing road surface at various locations / corners / junctions that have been identified as a concern from the annual accident scan	No detrimental implications	
Various locations across the City. Item No.	Specific Road Safety schemes - still to be identified Improvements to existing traffic signals / ped crossings / new puffins / Toucans	No detrimental implications	
		Total (CWSS)	**£338,000**

Appendix E

Draft Capital Footway Programme 2015-2016

Name of Road	Location and Description of Works	Assessed Condition	Estimated Cost
VARIOUS SITES	Tree Removals and Footway Reinstatements	10	
VARIOUS SITES	Small capital schemes individually under £10000 in value - both bitmac and slabbed/pavoir locations	10	
VARIOUS SITES	Grind tree stumps and reinstate footway in bitmac or slabs	10	
LOWER DENBURN	Repair retaining wall.Re-erect galvanised barrier on new coping.Reinstate narrow width between kerb and retaining wall.	10	
GRAY STREET	Phase 5 from No 21 to No 31. Relay stone kerbs and resurface footway in precast concrete slabs.	10	
MURRAY TERRACE	Phase 5 South Side from Polmuir Rd to opposite Bright St.(No 23/25) Relay stone kerbs and resurface footway in concrete slabs.	10	
BRIDGE STREET	East Side from Trinity Centre to Wapping Street. Relay stone kerbs and resurface footway with precast concrete slabs.Instal City Centre bollards.	10	
HOLBURN STREET	East Side from Nos 575/577 to Nos 587/593.Replace 3 sett kerbs with stone kerbs at crossings and resurface footway with precast concrete slabs.Resurface in front of Riverside Clinic and No 585 with bitmac.Instal 8 No Morpeth bollards.	10	
BON ACCORD STREET	East Side from Union Street to Langstane Place. Resurface footway with precast concrete slabs.Instal bollards.	10	
BON ACCORD STREET	West Side from Union Street to Langstane Place. Resurface footway with precast concrete slabs.Instal bollards.	10	
KIRKHILL ROAD(TORRY)	North Side from Ladywell Place to Gregness Gardens.Relay stone kerbs and resurface footway in bitmac.	10	
OYNE ROAD	South Side Renew kerbs and resurface footway in bitmac	10	
WILLOWPARK CRESCENT	South Side from Willowpark Road to opposite 136.Renew kerbs and resurface footway in bitmac.	10	
MORAY PLACE	West Side from Kings Gate to Carnegie Crescent. Renew kerbs and resurface footways with bitmac.	10	
KAIMHILL CIRCLE	Phase 1 Inner Section from No 4 to lane opposite Ruthrie Terrace..Relay stone kerbs and replace slabs with bitmac.	10	
			£600,000

Appendix F
Footway Reserve List 2013-2014

Name of Road	Location and Description of Works	Assessed Condition	Estimated Cost
VARIOUS SITES	Tree Removals and Footway Reinstatements	10	
VARIOUS SITES	Small capital schemes individually under £10000 in value - both bitmac and slabbed/pavoir locations	10	
VARIOUS SITES	Grind tree stumps and reinstate footway in bitmac or slabs	10	
GRAY STREET	Phase 6 North Side from No 10 to No 32. Relay stone kerbs and resurface footway in precast concrete slabs.	10	
MURRAY TERRACE	Phase 6 North Side from Great Southern Rd to No 60/62. Relay stone kerbs and resurface footway in concrete slabs.	10	
KIRKHILL ROAD(TORRY)	South Side from Ladywell Place to Kirkhill Place.Relay stone kerbs and resurface footway in bitmac.	10	
PROVOST FRASER DRIVE	South Side from opposite No 12 to Upper Mastrick Way.Resurface sections of remote footway in bitmac.(Sections 8m, 176m, 105m and 48m long)	9	
DOMINIES ROAD	North Side from No 4 to Car Park entrance and short section o/s No 1.	9	
OSCAR ROAD	West Side from Grampian Place to Car Park o-p 61.(Excludes short section in front of Torry Neighbourhood Centre) Lay new K14 at rear of footway and resurface footway in bitmac.(Front kerbs ok)	9	
AULDEARN ROAD	South Side from Auldearn Gdns to Auldearn Lane. Renew kerbs and resurface footway in bitmac	9	
OYNE ROAD	North Side Renew kerbs and resurface footway in bitmac	9	
HOLBURN STREET	East Side.Entance to Talisman Oil to Holburn Bar excluding section recently completed outside Tesco Express.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	9	
PROSPECT TERRACE	West Side.Replace flat granite kerbs with concrete kerbs and resurface footway in small element concrete slabs and block paving.	9	
STRATHMORE DRIVE	West Side from No 17 to Gadie Crescent.Renew kerbs and resurface footway in bitmac.	9	
MANOR WALK	West and North Side from Manor Avenue to opposite 17.Relay stone kerbs and replace slabs with bitmac.	9	
DUNBAR STREET	West Side from 59 to 73. Resurface footway with precast concrete slabs.Instal bollards.	9	
CAIRNWELL DRIVE	West Side from Birkhall Place to Cairnwell Avenue including remote loop.Renew kerbs and resurface footway with bitmac.	9	

KINKELL ROAD	West Side from Craigiebuckler Avenue to Kildrummy Road. Renew kerbs and resurface footways with bitmac.	9	
WINDFORD ROAD	North Side Renew kerbs and resurface footway in bitmac	9	
MANOR WALK	West and North Side from opposite 17 to Manor Drive.Relay stone kerbs and replace slabs with bitmac.	9	
FERNHILL ROAD	North Side from no 16 (end of loop) to Fernhill Drive.Renew kerbs and resurface footway in bitmac.	9	
ASHGROVE PLACE	South Side from No 2 to No 12.Renew kerbs and resurface footway with bitmac.	9	
MOIR DRIVE	1 - 17/19 Moir Drive.Renew kerbs and resurface footway with bitmac.	9	
KAIMHILL CIRCLE	Phase 2 Inner Section from lane opposite Ruthrie Terrace to No 72.Relay stone kerbs and replace slabs with bitmac.	9	
TOLLOHILL GARDENS	North Side - East (Short) Section.Renew kerbs and resurface footways with bitmac	9	
	Current Footway Reserve List Total		**£845,413**

Appendix G
Capital Works Resurfacing List 2015-2016

Name of Road	Location & Description of Works		Assessed Condition	Estimated Cost
Balloch Way	Resurface Carriageway Riverview Drive to Netherview Avenue	2014	Red	
Carden Place	Junction with Albert Street. Resurface carriageway	2014	Red	
Russell Road	North Esplanade West to Poynernook Road Resurface Carriageway	2014	Red	
Goval Terrace	Netherview Avenue to School Access Resurface Carriageway	Visual Inspection	Red	
Craigshaw Drive	Craigshaw Place to Wiseman's entrance. Resurface carriageway	Visual Inspection	Red	
Market Street	Junction Virginia Street. Resurface Carriageway	2014	Red	
Beach Boulevard	Beach Ballroom Road Re-alignment and Carriageway Resurfacing	Visual Inspection	Red	
Westburn Road	Junction of Argyll Place. Resurface carriageway	2014	Red	
Kirkton Avenue	Lamp Post 6 to Pitmedden Road. Resurface carriageway	2012	Red	
Victoria Road	Menzies Road to Walker Road. Resurface carriageway.	2014	Red	
Victoria Road	Walker Road/Crombie Road junction. Resurface carriageway	2014	Red	
Baillieswells Road	Blacktop junction. Resurface carriageway	Visual Inspection	Red	
Baillieswells Road	Blacktop to forest walk car park. Resurface carriageway	Visual Inspection	Red	
Structural Repairs at Junctions	Various			
Contlaw Road	North Deeside Road to Culterhouse Road. Resurface carriageway	2014	Red	
Holburn Street	Riverside Place to South Anderson Drive. Resurface carriageway	2014	Red	
Stategic Bus Stops	Various Locations Partial Reconstruction	Visual Inspection	Red	
Bon Accord Street	Caledonian Place to Fonthill Road. Resurface carriageway	2014	Red	
Crombie Road/Sinclair Road	Resurface junction.	2014	Red	
Rubislaw Terrace	Resurface carriageway	2014	Red	
Union Street	Rose Street to Chapel Street. Resurface carriageway	2014	Red	
King George VI Bridge	North and southbound. Resurface carriageways and renew expansion joints.	2014	Red	
Broomhill Road	Holburn Street to Balmoral Place. Resurface carriageway	2014	Red	

Polmuir Road	Junction Fonthill Road. Resurface carriageway	Visual Inspection	Red	
Dyce Drive	Various locations. Structural carriageway repairs	2011	Red	
Hillylands Way	Croft Road to Fernhill Drive. Resurface carriageway	2014	Red	
Hallfield Road	Springhill Road to Burnbrae Crescent. Resurface carriageway	2012	Red	
Hammersmith Road	Great Western Road to Norfolk Road. Resurface carriageway	2012	Red	
South Avenue Cults	Resurface carriageway	Visual Inspection	Red	
Kepplehills Drive	Cloverfield Place to Kepplehills Road. Resurface carriageway	2014	Red	
Earlspark Drive	Baillieswells Road to No.22 Earlspark Drive. Resurface carriageway	2013	Red	
Upper Mastrick Way	Mastrick Road to Ugie Place. Resurface carriageway	2014	Red	
Airyhall Road	Northcote Road to No. 16. Resurface carriageway	2013	Red	
Beach Boulevard	Links Road to Beach Esplanade, Northbound. Resurface carriageway	Visual Inspection	Red	
North Esplanade West	Southbound. Market Street to Queen Elizabeth Bridge. Resurface carriageway	2012	Red	
Cove Road/ Loirston Road	Lampost No.3 to Redwood Crescent. Resurface carriageway	2014	Red	
Clifton Road	Smithfield Lane to Anderson Road. Resurface carriageway	2014	Red	
	Total Capital Budget			**£2,100,000**
Various Locations	Thin overlays to housing estate roads			

Appendix H
Capital Works Resurfacing Reserve List 2015-2016

Name of Road	Location & Description of Works		Assessed Condition	Estimated Cost
Wales Street	Resurface Carriageway	Visual Inspection	Red	
Ruthrieston Road	Cul-de-sac to Ruthrieston Crescent Resurface Carriageway	2013	Visual Inspection	
Tedder Road	St Machar Drive to Harris Drive Resurface Carriageway	2013	Red	
Primrosehill Gardens	Clifton Road to Primrosehill Drive Resurface Carriageway	2013	Visual Inspection	
Netherview Avenue	Balloch Way/Princess Drive to Berrywell Walk Resurface Carriageway	2005	Red	
Granitehill Road	Provost Rust Drive to Cummings Park Crescent	Visual Inspection	Red	
Fraser Place	George Street to Causewayend Resurface Carriageway	2013	Red	
Riverview Drive	East of Overton Circle to Asda Junction at Netherview Avenue Resurface Carriageway	2008	Red	
Market Street	Commercial Quay to North Esplanade. Resurface carriageway.	2013	Red	
Pittodrie Street	Golf Road to King Street Resurface Carriageway	2011	Red	
Commerce Street	Virginia Street Junction Resurface Carriageway	2011	Red	
Union Glen	Resurface Carriageway	Visual Inspection	Red	
Craigshaw Drive	Robert Wiseman's entrance to Craigshaw Crescent	2013	Red	
Clifton Road	Great Northern Road to Leslie Road	Visual Inspection	Red	
North Deeside Road	Rob Roy Bridge to boundary		Red	
Victoria Street	Junction with Waverley Place		Red	
Carden Place	Queen's Cross to Prince Arthur Street	Visual Inspection	Red	
Powis Circle	Resurface Carriageway	Visual Inspection	Red	
Kirk Brae	North Deeside Road to Friarsfield Road	Visual Inspection	Red	
Friarsfield Road	Kirk Brae to Abbotshall Road	Visual Inspection	Red	
Hutcheon Low Drive	Resurface Carriageway	Visual Inspection	Red	
Laurel View	Resurface Carriageway	Visual Inspection	Red	
Woodside Road	The Parkway to Denmore Road	Visual Inspection	Red	
Scostown Road	Cameron Street to Gordon Place		Red	

Great Northern Road	Northbound carriageway Anderson Road to Haudagain Roundabout, Resurface Carriageway		Red	
Wellington Road	Northbound Soutarhead Road to Wellington Hotel Resurface carriageway	2013	Red	
Skene Road	Westbound Kingswells House to Backill of Brodiach Resurface carriageway	2013	Red	
Skene Road	Eastbound 5 Mile Garage to Kingswells House Resurface Carriageway	2013	Red	
Abergeldie Road	Holburn Street to Broomhill Road Resurface Carriageway	Visual Inspection	Red	
Deeside Crescent	Resurface Carriageway	Visual Inspection	Red	
Various Locations	Structural Repairs at Junctions			
			Total	£2,100,000

Appendix J

Capital Works Drainage Programme 2015-2016

Name of Road	Location & Description of Works	Estimated Cost
Polmuir Road	At old railway bridge abutment. Install new gullies	
Links Road	Drainage Improvement	
Wellington Road	Polwarth Road Install new gullies	
Hareness Road	At Wellington Road Roundabout Drainage Improvement	
Meston Walk	Drainage Improvement	
Brodiach Road	Drainage Improvement	
King Street	Lidl. Slow running gully	
North Deeside Road	Millside Junction Drainage Improvement	
Brig o' Balgownie	Investigate drainage and install new gullies if possible to resolve water issue at property adjacent to bridge.	
Various	Unallocated to Resolve Serious Flooding Issues Arising	
Various	Replacement of gullies	
Capital Works Drainage Programme 2015-2016 Total		£100,000

Appendix K

Capital Works Major Bridge Repairs

Location & Description of Works	Estimated ACC Share
A93 Culter Bridge Strengthening and Service Diversions.	£800,000

Capital Works Other Un-programmed Budgets

Road Sign Replacement:	**£ 30,000**
Weak Bridge Repairs:	**£ 20,000**
Flood Prevention Schemes:	**£100,000**
	£150,000

Appendix L

Summary

Capital Works Traffic Signal Refurbishment Programme:	**£5000,000**
Capital Works Lighting Programme:	**£1,300,000**
CWSS Capital Grant: Road Safety Programme:	**£338,000**
Capital Footway Resurfacing Programme:	**£600,000**
Proposed Capital Works Resurfacing Programme:	**£2,100,000**
Capital Works Drainage Programme:	**£100,000**
Capital Works Major Bridge Repairs:	**£800,000**
Capital Works Road Sign Replacement:	**£30,000**
Capital Works Weak Bridge Repairs :	**£20,000**
Capital Works Flood Prevention:	**£100000**
Total	**£5,688,000**

Appendix M — ABERDEEN CITY SRMCS RCI 2012-2014

System:	WDM PMS	System Version:	4.4.0	Run Identifier:	SRMCS PI
Calculation Date:	14-July-2014			Report Run Date:	30 Sept 2014
Weighting Set ID:	WSAllClassesv0202			Rule Set ID:	RP10.01
From Date:	01 January 2013			To Date:	31 December 2014

SPI CARRIAGEWAY CONDITION INDICATOR **25.8%**

Environment	Class	Red		Amber		Green		Coverage		Network
		km	%	km	%	km	%	km	%	km
Urban	A	2.389	2.48	17.609	18.28	76.268	79.23	96.256	188.37	51.1
	B	0.882	3.81	4.831	20.87	17.426	75.31	23.139	80.07	28.9
	C	1.394	3.26	6.684	15.63	34.688	81.1	42.766	96.98	44.1
	U	12.054	4.39	63.096	22.59	199.273	72.62	274.423	42.47	646.1
Rural	A	0.130	0.76	1.764	10.27	15.29	88.98	17.184	238.67	7.2
	B	0.327	2.15	3.002	19.78	11.853	78.07	15.182	99.23	15.3
	C	1.138	2.51	9.541	21.01	34.744	76.49	45.423	77.78	58.4
	U	0.868	3.06	5.701	20.13	21.762	76.81	28.331	64.10	44.2
Overall By Class	A	2.519	2.22	19.363	17.07	91.558	80.71	113.440	194.58	58.3
	B	1.209	3.15	7.833	20.44	29.279	76.40	38.321	86.7	44.2
	C	2.532	2.87	16.225	18.39	69.432	78.73	88.189	86.04	102.5
	U	12.992	4.27	68.797	22.73	221.035	73.021	302.754	43.86	690.3
Urban	All	16.719	3.83	92.200	21.12	327.655	75.05	436.584	56.68	770.2
Rural	All	2.463	2.32	20.008	18.86	83.649	78.82	106.12	84.83	125.1
All	All	19.182	3.53	112.218	20.68	411.304	75.79	542.704	60.62	895.3

Environment	Class	Red		Amber		Green		Coverage		Network
		km	%	km	%	km	%	km	%	km
Urban	A	1.268	2.48	9.343	18.28	40.489	79.23			51.1
	B	1.102	3.81	6.034	20.87	21.765	75.31			28.9
	C	1.437	3.26	6.882	15.63	35.770	81.11			44.1
	U	28.380	4.39	148.5533	22.99	469.167	72.62			646.1
Rural	A	0.054	0.76	0.739	10.27	6.406	88.98			7.2
	B	0.330	2.15	3.026	19.78	11.945	78.07			15.3
	C	1.463	2.51	12.267	21.01	44.670	76.49			58.4
	U	1.354	3.06	8.894	20.13	33.952	76.81			44.2
Overall By Class	A	1.323	2.27	10.082	17.30	46.895	80.44			58.3
	B	1.431	3.24	9.059	20.50	33.710	76.27			44.2
	C	2.901	2.83	19.160	18.69	80.440	78.48			102.5
	U	29.734	4.31	157.447	22.81	503.119	72.88			690.3
Urban	All	32.187	4.18	170.882	22.18	567.191	73.64			770.2
Rural	All	3.201	2.56	24.926	19.92	96.973	77.52			125.1
All	All	35.389	3.94	196.748	21.86	664.164	74.18			895.3
		Road Condition Index			**25.8%**					

Appendix N

Local authority Results 2013 & 2014

Authority	RCI 2013	RCI 2014
1	33.0	33.8
2	30.0	32.1
3	46.8	45.0
4	35.4	35.2
5	31.8	33.0
6	49.3	49.3
Aberdeen 7	27.0	25.8
8	46.8	46.4
9	35.6	36.2
10	25.2	26.3
11	35.6	34.6
12	43.5	45.5
13	43.5	39.1
14	57.6	55.6
15	26.3	25.4
16	34.2	35.6
17	40.8	39.1
18	41.7	
19	20.1	21.3
20	42.1	43.1
21	41.4	41.9
22	30.1	30.1
23	34.0	34.3
24	42.0	41.0
25	31.1	30.7
26	25.4	25.4
27	38.8	37.5
28	35.9	33.8
29	49.2	46.3
30	27.3	27.4
31	35.0	39.1
32	33.0	32.7
Scotland LA	**36.7**	
Simple Ave	**36.6**	**36.2**

Aberdeen Position 2013

Authority	RCI 2013	RCI 2014
19	20.1	21.3
10	25.2	26.3
26	25.4	25.4
15	26.3	25.4
Aberdeen 7	27.0	25.8
30	27.3	27.4
2	30.0	32.1
22	30.1	30.1
25	31.1	30.7
5	31.8	33.0
32	33.0	32.7
1	33.0	33.8
23	34.0	34.3
16	34.2	35.6
31	35.0	39.1
4	35.4	35.2
9	35.6	36.2
11	35.6	34.6
28	35.9	33.8
27	38.8	37.5
17	40.8	39.1
21	41.4	41.9
18	41.7	
24	42.0	41.0
20	42.1	43.1
12	43.5	45.5
13	43.5	39.1
3	46.8	45.0
8	46.8	46.4
29	49.2	46.3
6	49.3	49.3
14	57.6	55.6
Scotland LA	**36.7**	
Simple Ave	**36.6**	**36.2**

Aberdeen Position 2014

Authority	RCI 2013	RCI 2014
19	20.1	21.3
26	25.4	25.4
15	26.3	25.4
Aberdeen 7	27.0	25.8
10	25.2	26.3
30	27.3	27.4
22	30.1	30.1
25	31.1	30.7
2	30.0	32.1
32	33.0	32.7
5	31.8	33.0
1	33.0	33.8
28	35.9	33.8
23	34.0	34.3
11	35.6	34.6
4	35.4	35.2
16	34.2	35.6
9	35.6	36.2
27	38.8	37.5
31	35.0	39.1
17	40.8	39.1
13	43.5	39.1
24	42.0	41.0
21	41.4	41.9
20	42.1	43.1
3	46.8	45.0
12	43.5	45.5
29	49.2	46.3
8	46.8	46.4
6	49.3	49.3
14	57.6	55.6
18	41.7	
Scotland LA	**36.7**	
Simple Ave	**36.6**	**36.2**

ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	18th March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the Ellon Road Cycle Links (Balgownie Road to The Parkway)
REPORT NUMBER	CHI/15/136
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to make Members of this Committee aware of a request, under Standing Order 1(6)(b), for an exemption from the Council's Standing Orders relating to Contracts and Procurement in relation to the Ellon Road Cycle Links (Balgownie Road to the Parkway). The request was made in January 2015 and the exemption granted in the same month.

The last part of Standing Order 1(6)(b) states that *"Any contract made on behalf of the Council under this paragraph shall be reported to the appropriate Committee of the Council by the Commissioning Officer as soon as practicable".*

2. RECOMMENDATION(S)

It is recommended that the committee note the contents of this report.

3. FINANCIAL IMPLICATIONS

The contract for Ellon Road Cycle Links was published on Public Contracts Scotland on behalf of the Commissioning Officer by the Council's Corporate Procurement Team on the 1st of December 2014, with a pre-tender estimate of £255,528.52. The tenders returned on the 16th of December 2014 with the winning tenderer selected on 20/1/15. The amount was £301,237.75. This tender was based on price only

This contract is joint funded by Nestrans, the North East Scotland Regional Transport Partnership, and Sustrans, a National charitable

organisation which funds Sustainable transport Projects to the amount of £220,000. This funding was reported to the Enterprise, Planning and Infrastructure Committee (Now Communities Housing and Infrastructure) in March 2014. The additional funding of £81,237.75 now necessary for this contract, will be supplied by Sustrans, meaning that there are no financial implications to Aberdeen City Council. Nevertheless, as the contract is between Aberdeen City Council and the chosen contractor, Standing Orders require approval of the full expenditure by the appropriate Committee, regardless of the funding source.

4. OTHER IMPLICATIONS

Exemption from the relevant Standing Orders was granted by the Chief Executive and Heads of Finance, Legal and Democratic Services, and Commercial and Procurement Services in January 2015. This allowed officers to award the contract at the beginning of January 2015 and meant that the implementation process for this project could progress.

5. BACKGROUND/MAIN ISSUES

Standing Order 1(6)(b) states that "*Subject to compliance with the provisions of the 2012 Regulations or any other rule of law, any contract may be exempted from any or all of the provisions of Part A of these Standing Orders* (General contracts for supplies, services and works*) if, in the opinion of the Head of the Commissioning Service controlling the expenditure involved, the contract is urgently required to meet the exigencies of the Service. Prior to commissioning the necessary supplies, services or works, the Head of the Commissioning Service must obtain the written consent of the Chief Executive, the Head of Legal and Democratic Services, the Head of Finance and, where the contract is for the supply of goods or materials or the provision of services, the Head of Procurement. Any contract made on behalf of the Council under this paragraph shall be reported to the appropriate Committee of the Council by the Commissioning Officer as soon as practicable".*

Given the tight deadline for implementation, both Legal and Procurement Services advised that Officers seek exemption from the following Standing Orders:

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 full Council or 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
All other standing orders from which exemption is required in order to allow the abovementioned contractual arrangement to be entered into.

The exemption from the above Standing Orders was urgently required due to the conditions that came with this funding, which required the project to be completed by the 31st of March 2015.

Authorisation of the exemption ahead of the March meeting of this committee allowed the contract to be entered into without the need for Committee approval of the expenditure and reduced the risk of the project not being delivered in the timescales. Failure to deliver the project could have incurred financial implications for the Council and could have jeopardised future grant awards from the said funders.

This project brings potential congestion reduction, parking, social and air quality benefits to the city. It should also contribute to Aberdeen's ability to hit the Scottish Government target of "Almost Complete Decarbonisation of Road transport by 2050" as well as the Scottish Government vision of "By 2020, 10% of all journeys taken in Scotland will be by bike."

6. IMPACT

The contents of this report link to the Community Plan vision of creating *"A sustainable City with an integrated transport system that is accessible to all".*

This project will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: *We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking*, and *We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions*.

This project will assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in).

This project will also assist delivery of the 5 year Corporate Business Plan, in particular the Communities, Housing and Infrastructure Directorate's aims to *Protect and enhance our high-quality, natural and built environment* and *Support the delivery of a fully integrated transport network*.

This report may be of interest to members of the public as it concerns various transport schemes taking place throughout the region which have the potential to affect all members of the travelling public.

7. MANAGEMENT OF RISK

There are no significant risks arising from the recommendations of this report.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Public electric vehicle charging infrastructure development in Aberdeen City
REPORT NUMBER	CHI/15/114
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to make the Committee aware of ongoing developments of the publicly-available Electric Vehicle (EV) charging infrastructure network which the Council provides in Aberdeen City. The report also updates Members on the costs associated with the project to date and requests approval to continue to offer the EV charging service at no charge for a further 12 months.

2. RECOMMENDATION(S)

It is recommended that the Committee
a) Note the contents of this report and
b) Instruct officers to continue to offer the EV charging service at no charge for a further 12 months and future decisions on levels of charging would be made within the budget setting process.

3. FINANCIAL IMPLICATIONS

The supply and installation of the EV Charging Units has, to date, been 100% grant funded by Transport Scotland, the Scottish Government Transport Agency and OLEV, the UK Office for Low Emission Vehicles. Funding has been awarded to Community Planning Partnerships in each local authority area with Community Planning Partners (CPPs) the recipients. In most cases, being the owners of most of the public car parks, the Councils in each area have been the ones who have used the funding.

At present, the cost of providing the electricity for these units has been absorbed by the Council, with costs either being charged against the

building that plays host to the unit or to the Parking Account. It is intended that, subject to committee approval, this process will remain in place for a further 12 months. Discussions have already taken place with the Council's Accounting Team and it has been confirmed that provision has been built into the Parking Account budget for 2015/16.

At present, the cost of running the 18 charge points, that the Council has figures for, over 12 months is around £9,000.

Units were covered either by a two or three year warranty and maintenance agreement from new. At the time, Transport Scotland did not stipulate how the units would be managed long-term and who would do this. Therefore, this saved the council paying upfront for a longer agreement that it might not need should other arrangements come into place beyond this. However, by July 2015, three of the publicly-available units and seven "fleet only" ones will be outwith their warranty and maintenance agreements. Costs for extending this have been sought from the manufacturer and an application for funding has been made to the Bus Lane Enforcement (BLE) fund for 2015/16. The rest of the units remain under warranty and service agreement at least until Summer 2016.

4. OTHER IMPLICATIONS

The Aberdeen Air Quality Action Plan (2011) identifies road traffic as the main contributor to poor air quality in Aberdeen. Given that Electric Vehicles (EVs) and Plug-in Hybrid Vehicles (PHEVs) offer zero and reduced tailpipe emissions respectively when compared with 100% Internal Combustion Engine (ICE) vehicles, facilitating the use of such vehicles could make a difference to Aberdeen air quality.

In order to encourage people to choose such vehicles over 100% ICE vehicles and while the technology is comparatively new, free use of the charging infrastructure in the short term could be considered as a significant incentive to stimulate interest. If this is not offered, the uptake could be limited and this could have a detrimental impact upon sustainability and environmental issues.

5. BACKGROUND/MAIN ISSUES

5.1 At the meeting of the Enterprise, Strategic Planning and Infrastructure Committee in March 2014, Members agreed to continue to offer the EV charging service for free to users until the end of December 2014, with users still expected to pay for the cost of parking in car parks (with the exception of one location) where charges applied and to instruct officers to review this position in January 2015. In line with this, officers have undertaken a review and this report contains the findings and recommendations.

5.2 The reasoning behind these incentives was to encourage an uptake of EVs and PHEVs in Aberdeen since they will help Aberdeen meet the Scottish Government Target that *"By **2050**, Scottish towns, cities and communities will be free from the damaging emissions of petrol and diesel fuelled vehicles. A significant reduction in greenhouse gas emissions will be accompanied by marked improvements in local air quality, noise pollution and public health. Scotland will also enjoy increased energy security and new economic opportunities through leadership in sustainable transport and energy technologies. A key ambition is that by **2040** almost all new car sales will be near zero emission at the tailpipe and that by **2030** half of all fossil-fuelled vehicles will be phased-out of urban environments across Scotland."*

5.3 In Aberdeen, Scottish Government data for 2013 shows that three streets are exceeding agreed Nitrogen Dioxide (NO2) levels – Wellington Road, Union Street and Market Street – while for Particulate Matter (PM10), Market Street and Wellington Road have the highest levels in Scotland with Union Street and King Street also exceeding the Scottish Standard. Transport emissions are contributing factors to all of these readings. Given that EVs and PHEVs are zero and low emission vehicles respectively, they are clearly part of the solution to these air quality problems. Aberdeen is already establishing itself as a city committed to lowering its carbon emissions from transport with the Hydrogen Bus (HyTrec) Project and the world's first trial of hydrogen car club vehicles.

5.4 Although the Community Planning Partners (CPPs), who received the Government funding to buy and install charging units, were encouraged by Transport Scotland to make the charging service free until the end of 2014, Transport Scotland had given no clear guidance on a national policy of monetary charging for the service post 2014. Instead, it is being left up to the CPPs to decide how to proceed beyond 2014. Given that, across Scotland, the Councils have implemented most of the EV charging units in CPP areas, Aberdeen City Council officers have conducted a benchmarking exercise to establish the thoughts of other Scottish councils concerning this. The following information has been gathered

Council	Plan for EV charging post-2015
Fife Council	Will continue to offer public recharging service and use of charging bays for free as there are so few public EV's on the road they are trying to encourage the take up in their area.
Glasgow City Council	Will continue to offer public recharging service and use of charging bays for free.
Edinburgh City Council	Plan to continue to offer public recharging service and use of

	charging bays for free
Scottish Borders	Currently offer public recharging service and use of charging bays for free but cannot continue to do so indefinitely. Support a national system of charges.
Perth and Kinross	Currently offer public recharging service and use of charging bays for free but cannot continue to do so indefinitely. Support a national system of charges.
Moray	Currently charge users £3.80 to use the rapid charger and to park for an hour. This is regardless of how much energy is used.
Dundee City Council	Likely to offer one component free. Either the charging service or the parking. Currently, like Aberdeen, users are expected to pay for parking where charges apply.
Aberdeenshire Council	Likely to offer one component free. Either the charging service or the parking. Currently, like Aberdeen, users are expected to pay for parking where charges apply.

5.6 In addition, in Aberdeen, Union Square Shopping Centre, SCARF on Cotton Street, RGU and AECC offer EV charge points to members of the public and do not charge them to use the units. Union Square still charge users for the cost of parking.

5.7 In order to establish the current level of EVs and Plug-in Hybrid (PHEVs) in the North East, Council officers have contacted the car dealerships that sell EVs and PHEVs in the Aberdeen area. As well as numbers physically sold, dealerships were asked how many additional vehicles come in for servicing, to account for those which may have been bought outwith Aberdeen. The number of EVs and PHEVs currently in the North East of Scotland is estimated at around 130 (110 based on Mitsubishi, BMW and Nissan figures to date with an allowance of 20 to account for Toyota, Renault, Citroen, Porsche, Smart and Peugeot who have not provided figures). Although this is around four times more than the predicted number in the North East a year ago, and mirrors the official figures from the Society of Motor Manufacturers and Traders (SMMT) for the UK in this time period, it still makes up a very small proportion of registered cars in Scotland. Also, given that there are 209,952 households in Aberdeen City and Aberdeenshire, this means that only around 0.06% of households in the North East have an EV or PHEV.

5.8 Figures for usage of Aberdeen's publicly available EV charging points are now available and can be seen in the table below. Each site has two charge points.

Site	Time Period	Energy consumed (KWH)	Number of times used	Average per week
Installed in 2013				
Sclattie Park Rapid Charger	02/08/2013 – 01/10/2014	19,388 (Estimated)	227	4
Chapel Street	19/07/2013 – 01/12/2014	21,418 (Estimated)	168	2
Gallowgate (7kW)	11/07/2013 – 01/12/2014	4731	372	4.3
Gallowgate Rapid Charge	11/07/2013 – 01/12/2014	4026	283	3
Polmuir Road	19/07/2013 – 01/08/2014	807.74 (incomplete)	74	1.5
Kingswells Park and Ride	19/7/2013 – 01/10/2014	374	14	0.1
Installed in 2014				
Aberdeen Snowsports Centre Rapid Charger	23/05/2014 – 01/12/2014	8301 (Estimated)	313	8
Dunmail Avenue	26/03/2014- 01/10/2014	524	5	0.2
Golden Square	15/04/2014 - 01/12/2014	1668	28	1.2
Total KWH used by units		61237.74		
Total Usage Billed		£8666.98 excluding VAT		

5.9 The above table shows that, from mid July 2013 to the start of December 2014, Aberdeen City Council has spent £8666.98 on running the eighteen public charge points. However, this does not give the full picture as;

- Not all sites had billing information up to 1st December 2014
- The sites have not all been operational for the same amount of time. Some have operated for more than 16 months whilst others have only operated for around 6.

- The three highest consuming sites had their bills based on estimated readings which, given the usage figures, may be larger than the reality.
- Public charging sites at Frederick Street (2), West North Street (2) and Marischal College (4) (Marischal is available to the public Thursday nights and weekends) are wired straight into the building's own supply and so are not able to have the charging units seperately billed. Therefore the cost of running these is difficult to calculate.

Helpfully though, the average length of operation for the sites is 12 months, so what can be concluded is that the operation of 18 charge points has cost the council around £9,000 over 12 months.

5.10 In the January bulletin report to this committee, Members were made aware that Government funding has been granted to bring an additional 20 public electric charge points to Aberdeen. Details of these are shown below. Each site has two charge points. The conditions state that these charge points must be in the ground and operational by the end of March 2015.

Site	Charger type	Funding source	Land owned by
Satrosphere	Fast charger (1-2 hour charge)	Energy saving Trust	ACC
Kincorth (Community centre/ Library/ NHS Clinic)	Fast charger (1-2 hour charge)	Energy Saving Trust	ACC
Mastrick (car park beside Access Point)	Fast charger (1-2 hour charge)	Energy Saving Trust	ACC
Palmerston Road (Roadside opposite Grande Development)	Fast charger (1-2 hour charge)	Energy Saving Trust	ACC
Danestone (Community Centre)	Fast charger (1-2 hour charge)	Energy Saving Trust	ACC
Bridge of Don (Scotstown Road shops)	Fast charger (1-2 hour charge)	Energy Saving Trust	ACC
Cornhill Shopping Centre	Fast charger (1-2 hour charge)	Transport Scotland	ACC
Hazlehead Park	Fast charger (1-2 hour charge)	Transport Scotland	ACC
ARI (Eye Clinic)	Fast charger	Transport	NHS

	(1-2 hour charge)	Scotland	
ARI (Trusty Teds)	Fast charger (1-2 hour charge)	Transport Scotland	NHS

5.11 The 6 sites funded by the Energy Saving Trust are being 100% grant funded for supply and installation with the funding secured due to the Aberdeen car club, run by Co-wheels, securing government funding to bring an additional 9 EVs to Aberdeen. All six sites will play host to at least one car club car with five also having a public point.

5.12 The 4 sites funded by Transport Scotland are being 100% grant funded for supply and installation. The 2 ARI sites will be managed by ARI once installed so the Council does not need to assume responsibility for them.

5.13 This means that by the end of March 2015, the Council will be managing 42 publicly-available electric vehicle charge points. Of these, 15 will be playing host to Co-wheels car club cars with the remaining 27 available to members of the public. Based on usage of current charge points, that would cost the Council about £21,000 for 12 months.

5.14 Taking all of this into account, officers are proposing that the Council continues with the existing arrangement and continues to offer the use of the electric vehicle charging points for free but requires users to pay for the cost of their parking where applicable. The one exception to this is the Gallowgate rapid charger where users get their parking free if they stay with the car, as the charge takes about 30 minutes but the minimum ticket time is 2 hours. A summary of the reasoning is presented below;

- The number of EVs and PHEVs on the road is still at a lower level than required to reach the Government targets, therefore more work requires to be done in order to encourage uptake.
- Aberdeen's approach remains consistent with that of other Local Authorities in trying to encourage more EV and PHEV uptake. This is beneficial for the local economy and could also help Aberdeen's chances of continuing to secure future government funding.
- Encouragement of EVs and PHEVs complements the existing Hydrogen project in helping Aberdeen to promote itself as a low carbon City in which low carbon transport plays a huge role.
- Figures suggest that 80% of charging takes place at home overnight. Therefore, even if the number of private EVs continues to grow in the north east, it is unlikely that all of these vehicles will be totally reliant on the public charging network.
- Keeping the parking charges in place can help with enforcement. There is no chance of people blocking the EV charging bays in order to obtain free parking.
- Encouragement of EVs and PHEVs is in keeping with the Aberdeen Local Transport Strategy which aims to encourage more sustainable

travel and ensure that, where private vehicles are used, they are increasingly les environmentally damaging

- Although a free charging service brings benefit to Co-wheels car club, themselves a Social Enterprise, this in turn brings many benefits to the city. The setting up of a car club in Aberdeen is one of the actions of the Aberdeen Local Transport Strategy. Co-wheels were the successful bidder following a tendering exercise set up by the council in 2012. As well as encouraging private members – residents and businesses, the car club currently acts as a pool car fleet for the Council, with around 450 members of staff using this service. Furthermore, being a social enterprise company, all profits made by the Aberdeen car club are invested back into it.
- With EVs and PHEVs offering zero tailpipe emissions and much lower emissions respectively than 100% ICE vehicles, encouragement of these vehicles can help Aberdeen improve air quality.

6. IMPACT

The contents of this report link to the Community Plan vision of creating *"A sustainable City with an integrated transport system that is accessible to all".*

The contents of this report link to the Single Outcome Agreements (SOAs) *"Aberdeen is easy to access and move around in" and "Aberdeen is an energy efficient city, with high quality open spaces, a natural environment and low levels of pollution and waste"*

The contents of this report also refer to the delivery of the "Smarter Mobility" aims of "Aberdeen – The Smarter City": "*We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions"*.

Reference can also be made to delivery of the "Five year Corporate Business Plan Principle 2", *"Focus investment for long-term, sustainable, economic growth of the city and surrounding area."*

The contents of the report demonstrate that this project promotes partnership working with Transport Scotland, EST Scotland, NHS Grampian and Co-wheels Car Club all working together with the Council to deliver the projects.

Furthermore, members of the public and Council staff will benefit from the greater choice of Car Club vehicles and electric vehicle charge points that this project will deliver.

7. MANAGEMENT OF RISK

Risk 1	Category	Cause	Impact

Risk of increased car journeys	Control	Making EV car use too attractive	People stop walking, cycling and taking public transport and congestion increases
Controls	Risk Class	Further planned mitigating actions	
No preferential parking for EV and PHEVs	Environmental	Looking at a system of emissions-based parking charges	

Risk 2	Category	Cause	Impact
Risk of large financial implications for the Council	Control	Offering EV charging service for free	Lots of drivers buy
Controls	Risk Class	Further planned mitigating actions	
Monitor system over 12 months	Financial	Investigate implementing a monetary charge post-2015.	

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Alan Simpson
Planner (Transport Strategy and Programmes)
AlanSimpson@aberdeencity.gov.uk
Tel. No. (52)2756

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Equality and Human Right Impact Assessment: The Form

ABERDEEN CITY COUNCIL

Aberdeen City Council

EHRIA

There are separate guidance notes to accompany this form – "Equality and Human Rights Impact Assessment – the Guide." Please use these guidance notes as you complete this form. Throughout the form, **the word "proposal" refers to policy, strategy, plan, procedure, report or business case.** This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the "Completion Terminology" at the end of the form.

1:Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: **Public electric vehicle charging infrastructure development in Aberdeen City**	**Date of Assessment:** **06/02/2015**
Service: **Planning and Sustainable development**	**Directorate:** **Communities, Housing and Infrastructure**
Committee Name or delegated power reference (Where appropriate): Communities, Housing and Infrastructure	**Date of Committee** (Where appropriate): 18 March 2015
Who does this proposal affect? Please Tick ✔	Employees [X] Job Applicants [ ] Service Users [X] Members of the Public [X]

	Other (List below) ☐

2: Equality and Human Rights Impact Assessment- Pre-screening

Is an impact assessment required?	Yes [x] No ☐
If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).	

3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	To increase the number of publicly-available electric vehicle charging points in Aberdeen To increase the number of electric car club vehicles in Aberdeen To seek agreement from elected members to continue to offer the electric vehicle charging service for free to the end user
b- What equality data is available in relation to this proposal? (Please see guidance notes)	The equality target groups that could be affected by the proposals are - Age – The car club provides people, over the age of 18 who have held a full driving licence for at least 12 months, the chance to become a member. The service is marketed at those who do not have access to a car as well as current car owners who would like an alternative to car ownership but would like to have access to a car. Therefore, those

	who are 18 years old or over with the qualifying criteria will benefit from the greater number of car club cars that the proposals will bring - Disability – The technical requirement for the electric vehicle charging units, as set by Transport Scotland, the Scottish Government Transport Agency, state that *"The design of the Charging Point Infrastructure shall comply with the Disability Discrimination Act (DDA) 1995 guidelines and its successors".* In addition, the Council has asked that controls and plugs are "designed for easy operation by disabled service users and system displays which can be easily read at a height of 1.3m". The Council also states that *"Suppliers will be assessed on their ability to meet the above criteria and on general ease of use of the units supplied"*. The cars they encourage are automatic making them easier to drive for people with certain disabilities. Cars are quiet, which could make them harder to hear for people with certain disabilities and have cables which can be trip hazards.

c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.	When the Council first installed publicly-available electric vehicle infrastructure, an EHRIA was carried in 16/11/2012. At that time it was recognised that that "*cables, being used to connect cars to charging units, could present a trip hazard, particularly for the visually impaired, those with mobility issues and wheelchair users while an increase in the number of EVs could also prove problematic for the visually impaired or those with hearing difficulties as EVs are virtually silent*". The Council stated that "Careful siting of EV charging units, preventing the crossing of public footways, should minimise the danger of a tripping hazard while work is being undertaken at European

	level to overcome the "silent danger" of EVs". Officers met with the Disability Advisory Group (DAG) in order to make them aware of the plans and support was gained for the project.
d- Financial Assessment If applicable, state any relevant cost implications or savings expected from the proposal.	**Costs (£)** Implementation cost grants £110,000* *Funded by government Projected Savings £

e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?	
Advance equality of opportunity - The new electric vehicles and charge points will allow the car club to come to a greater number of areas in Aberdeen where previously a car club car had not been available. These include Bridge of Don, Danestone, Mastrick and Kincorth. This will give more people the choice of joining the car club rather than having their own car and will give a greater number of people, who may not have otherwise, access to a car. - Electric cars are automatic, making them easier to drive for people with certain disabilities than manual cars. - The availability of electric vehicle charging points helps to encourage an uptake of alternative fuels, helping the city and its people to be less dependent on fossil fuels and less affected by fluctuations in the price of oil. **Foster good relations** - Ensuring that the charging service remains free to the end user helps to foster good relations with EV drivers as it shows that the Council is committed to making this work. - The creation of charge points and rollout of car club vehicles in a greater range of areas across the city	

also helps to support communities by giving them access to a greater range of services and facilities.

f- How does this proposal link to the Council's Equality Outcomes?

1) **A workforce within Aberdeen City Council that reflects the community we serve.** The Council are already leading by example by encouraging staff to use Co-wheels vehicles for business purposes and encouraging the uptake of electric vehicles by booking two Co-wheels electric vehicles back for exclusive use of staff.
5) **Effective customer service that is aware of the differences and requirements of different groups.** In order to better serve its customers, the report recommends that the Council continues to offer the charging service for free to help encourage an uptake of electric vehicles and to make them more attractive than their fossil-fuelled alternatives.
9) **Improved opportunities for people with protected characteristics to participate in public life.** The car club provides a service to drivers over the age of 18 who have had a full licence for at least 12 months so benefits drivers of all ages and especially those who may not have access to a car. In terms of disabilities, it brings a greater number of automatic cars to members (all electric cars are fully automatic) which can be of benefit to those with certain disabilities.
10) **Tangible results from an improved Community Planning Partnership working for more effective delivery.** The funding for some of the electric vehicle charging units was awarded to the Community Planning Partnerships with the Council taking it forward on its behalf. The Council has been working with the NHS, as a partner in the CPP, to use the funding. The NHS are now able to install charge points in 2 locations for the first time so it is proof of CPP partners working together for the good of the end user.
11) **Increased involvement by the private sector in community planning and equalities work.** The Council is working with Co-wheels, a Social Enterprise company, who operate the car club, in order to roll out more electric car club vehicles as part of the project. Many of these car club sites are in new community areas which have not had a car club car before.
12) **Pavements and footpaths that are safer and easier to use for pedestrians.** The charging points will be installed in such a way so as not to compromise the safety of pedestrians with particular attention paid to minimising the trip hazard of cables.

17) **The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people.** Offering a greater number of car club cars brings two benefits. Firstly, it helps to provide people with a real alternative to car ownership, therefore helping to reduce the number of cars in the city and bringing congestion and parking benefits. It also helps to give people, who wouldn't otherwise have it, access to a car which helps to make the city centre more accessible. Electric vehicles have the added benefit of being zero emission, bringing benefits to air quality, and automatic, making them easier to drive for people with some disabilities. Therefore, encouraging their uptake, both with more electric car club vehicles and charge points, brings benefits.

4: Equality Impact Assessment - Test				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?				
Protected Characteristic:	**Neutral Impact:** Please √	**Positive Impact:** Please √	**Negative Impact:** Please √	**Evidence of impact and if applicable, justification where a '*Genuine Determining Reason*'* exists** *(see completion terminology)
Age (People of all ages)		Yes		The car club will make alternatives to car ownership available to people from the age of 18 upwards with a full driving licence for more than 12 months
Disability (Mental, Physical, Sensory and Carers of Disabled people)	Yes			Encourages more electric vehicles which are quieter and harder to detect for people with certain disabilities and have to be connected to chargers so trip hazards exist. However, electric vehicles are automatic so easier to drive for people with certain disabilities and infrastructure will be planned to be usable by people with disabilities
Gender Reassignment	Yes			
Marital Status (Marriage and Civil Partnerships)	Yes			

Pregnancy and Maternity	Yes			
Equality Impact Assessment Test:				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?				
Protected Characteristic:	**Neutral Impact:** Please √	**Positive Impact:** Please √	**Negative Impact:** Please √	**Evidence of impact and if applicable, justification where a '*Genuine Determining Reason*'* exists** *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)	Yes			
Religion or Belief or Non-belief	Yes			
Sex (Women and men)	Yes			
Sexual Orientation	Yes			

(Heterosexual, Lesbian, Gay And Bisexual)				
Other (e.g: Poverty)		Yes		For those who cannot afford a car and do not currently have access to one, it can assist them in getting access to one

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article 2 of protocol 1: Right to education	**Yes** [ ] **No** [x] **Evidence:**
Article 3: Right not to be subjected to torture, inhumane	**Yes** [ ] **No** [x]

or degrading treatment or punishment	**Evidence:**
Article 6: Right to a fair and public hearing	**Yes** ☐ **No** ☒ **Evidence:**
Article 8: Right to respect for private and family life, home and correspondence	**Yes** ☐ **No** ☒ **Evidence:**
Article 10: Freedom of expression	**Yes** ☐ **No** ☒ **Evidence:**
	☐ ☒

Article 14: Right not to be subject to discrimination	**Yes** **No** **Evidence:**
Other article not listed above, please state:	**Yes** ☐ **No** X **Evidence:**

6: Assessment Rating:	
Please rate the overall equality and human right assessment (Please see Completion terminology)	☐ Red ☐ Red Amber X Amber ☐ Green
Reason for that rating:	More electric vehicles potentially causes more trip hazards as a result of cables and lack of noise from vehicles could pose a

	hazard

7: Action Planning				
As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?				
Identified Risk and to whom:	**Recommended Actions:**	**Responsible Lead:**	**Completion Date:**	**Review Date:**
Cables between car and charge unit could be a trip hazard, particularly for those with limited vision	**Ensure that the distance from the charge point to the parking space is minimised and that cables to not cross main footways**	**Alan Simpson**	**March 2015**	**April 2015**
Lack of noise from vehicles could be a hazard	**Brief drivers on this hazard and seek progress on EU**	**Alan Simpson**	**Ongoing**	**Ongoing**

for the visually impaired	**artificial noise plans**			

8: Sign off	
Completed by (Names and Services) :	Alan Simpson Planning and Sustainable Development
Signed off by (Head of Service) :	Margaret Bodell

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:

Equalities Team

Customer Service and Performance
Corporate Governance
Aberdeen City Council
Business Hub 13
Second Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

9: Completion Terminology:	
Assessment Pre-screening Rating:	This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the Council. Therefore, a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.
Assessment Rating:	After completing this document, rate the overall assessment as follows: **Red:** As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise) against one or more of the nine groups of people who share *Protected Characteristics.* It is essential that the use of the proposal

	be suspended until further work or assessment is performed and the discrimination is removed. **Red Amber:** As a result of performing this assessment, it is evident that a risk of negative impact exists to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken. **Amber:** As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document. **Green:** As a result of performing this proposal does not appear to have any adverse impacts on people who share *Protected Characteristics* and no further actions are recommended at this stage.
Equality Data:	Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *'Equality Groups'.* Examples of *Equality Data* include: (this list is not definitive) 1: Application success rates by *Equality Groups* 2: Complaints by *Equality Groups* 3: Service usage and withdrawal of services by *Equality Groups* 4: Grievances or decisions upheld and dismissed by *Equality Groups*
Genuine Determining Reason	Certain discrimination may be capable of being justified on the grounds that: *(i) A genuine determining reason exists* *(ii) The action is proportionate to the legitimate aims of the organisation*

	Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.
Human Rights	The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.
Legal Status:	This document is designed to assist us in *"Identifying and eliminating unlawful Discrimination, Harassment and Victimisation"* as required by *The Equality Act Public Sector Duty 2011.* An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various Small Scale Traffic Management and Development Associated Proposals (New Works)
REPORT NUMBER	CHI/15/106
CHECKLIST COMPLETED	Yes/~~No~~

1. PURPOSE OF REPORT

This report is to advise this Committee of the need for various small scale traffic management measures identified by officers, residents, local members, emergency services, etc. and verified as necessary through surveys by officers. It also brings forward proposals associated with new developments as part of the development management process. In addition to these measures, this report also includes proposals for individual disabled parking bays which now require to be progressed through the normal legal process for the required Traffic Regulation Order.

2. RECOMMENDATION(S)

This Committee:-

1. Approve the proposals in principle;

2. Instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee.

3. Instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of this Committee.

3. FINANCIAL IMPLICATIONS

The table below sets out the financial implications and identifies budgets that will be used to implement the proposals set out in this report.

Budget	Implementation costs (£)	Maintenance costs (£) after 5 years	Comments
Cycle, Walking, Safer Streets (Scot Gov grant-funded)	6100	2600	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
Developer financed	nil	150 & 250 (every 10 years)	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Transport Scotland grant-funded	5750	2300	Maintenance of these works generally falls to the council maintenance budget
Disabled Parking	8250	3300	Some of these spaces will require to be relined approximately every 10 years at a cost of £100 per space and some will require removal before this time at a cost of £108 per space.

4. OTHER IMPLICATIONS

There is a risk, if funding is insufficient, that any approved traffic regulation orders may have to re-enter the legislative process if they are unable to be implemented within that statutory implementation time of 2 years from the start of public consultation.

5. BACKGROUND/MAIN ISSUES

There are 14 traffic management proposals brought forward during the course of routine examination of road safety and traffic flows, 2 proposal resulting from requests from developers/businesses, and 23

as a result of a request from Transport Strategy. It is also proposed to install 33 disabled bays at various locations across the City.

Details on each proposal are explained within the text below and within the series of plans that follow.

The following proposals will be funded from the Cycling, Walking, Safer Streets budget

5.1 **Beechwood Avenue** – Proposed 'At any time' waiting restrictions

Concerns have been raised by residents in relation to vehicles parking within a short section between the driveways of numbers 7 and 9 Beechwood Avenue.

It is therefore proposed to introduce a short section of 'At Any Time' waiting restrictions in order to address this issue.

The proposals are indicated on the plans in Appendix 1.

Implementation cost - £100
Estimated maintenance cost - £50 every 5 years

Ward – Hilton / Woodside / Stockethill
Elected Members – Adam / Blackman / Dunbar

5.2 **Bressay Brae/Cava Close/Fara Close –** Proposed 'At any time' waiting restrictions

Concerns have been raised by residents in relation to indiscriminate parking at the junctions of Bressay Brae and Fara Close / Cava Close.

To address this issue it is proposed to introduce a section of 'At Any Time' junction protection restrictions to assist both motorists exiting Fara Close and Cava Close, but also pedestrians crossing at the junction.

The proposals are indicated on the plans in Appendix 2.

Implementation cost - £900
Estimated maintenance cost - £200 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill
Elected Members – Cameron / Delaney / Ironside

5.3 **Hazlehead Road/Provost Graham Avenue –** Proposed 'At any time' waiting restrictions

Concerns have been raised by the local Councillor in relation to indiscriminate parking at various areas surrounding the multi-storey flats at Hazlehead. This indiscriminate parking is causing access issues to both residents and emergency vehicles and therefore it is proposed to amend and extend the existing restrictions in order to address the problem.

The proposals are indicated on the plans in Appendix 3.

Implementation cost - £500
Estimated maintenance cost - £100 every 5 years

Ward – Hazlehead / Ashley / Queen's Cross
Elected Members – Stewart / Corall / Greig / Thomson

5.4 **Mackay Road –** Proposed 'At any time' waiting restrictions

Concerns have been raised by residents in relation to vehicles parking at the junctions of the inset section of Mackay Road which is causing safety issues to both drivers and pedestrians.

It is therefore proposed to introduce a section of 'At Any Time' waiting restrictions in order to address this issue.

The proposals are indicated on the plans in Appendix 4.

Implementation cost - £500
Estimated maintenance cost - £100 every 5 years

Ward – Kincorth / Nigg / Cove
Elected Members – Cooney / Findlayson / McCaig

5.5 **Riverside Drive –** Proposed 'At any time' waiting restrictions

The recent introduction of the Riverside shared cycleway/footway which terminates close to the junction with the A90, Stonehaven Road included the installation of build outs in order to assist pedestrians / cyclists to cross Riverside Drive.

In order to maintain visibility and avoid indiscriminate parking which may cause safety issues it is proposed to extend the existing 'At Any Time' restrictions on the west side, whilst introducing a new section of 'At Any Time' restrictions on the east side to cover the areas bounded by the build outs.

The proposals are indicated on the plans in Appendix 5.

Implementation cost - £400
Estimated maintenance cost - £100 every 5 years

Ward – Torry / Ferryhill
Elected Members – Allan / Dickson / Donnelly / Kiddie

5.6 **Whitestripes Path –** Proposed 'At any time' waiting restrictions

Concerns have been raised by a resident in relation to indiscriminate parking opposite their property which is causing accessibility issues to/from their property.

In order to address this issue is it proposed to introduce a section of 'At Any Time' waiting restrictions to maintain access. The proposals will have negligible impact on parking capacity as there is a shared use car park immediately adjacent to the properties outside which vehicles are currently parked.

The proposals are indicated on the plans in Appendix 6.

Implementation cost - £400
Estimated maintenance cost - £100 every 5 years

Ward – Bridge of Don
Elected Members – Jaffrey / Reynolds / Stuart / Young

5.7 **Kepplehills Road (Access road for Tulloch Park) –** Proposed 'At any time' waiting restrictions

It has been brought to the attention of officers that vehicles are being parked on the junction of Kepplehills Road and the access road to Tulloch Park. With Kepplehills Road forming a busy corridor to/from the west, along which a bus route operates, this is causing difficulties with respect to visibility and accessibility.

It is therefore proposed to implement junction protection in the form of 'At any time' waiting restrictions to maintain visibility and accessibility.

The proposals are indicated on the plans in Appendix 7.

Implementation cost - £100
Estimated maintenance cost - £100 every 5 years

Ward – Dyce / Bucksburn / Danestone
Elected Members – Crockett / Lawrence / MacGregor / Samarai

5.8 **Westray Road –** Proposed 'Mon-Fri, 8am-6pm' waiting restrictions

It has been brought to the attention of officers that vehicles are being parked opposite the properties on Westray Road that front on to the

Lang Stracht. This is causing access problems along the road, and for residents taking access/egress to/from their driveways'.

It is therefore proposed to introduce a length of 'Monday to Friday; 8am to 6pm' waiting restrictions to alleviate this problem.

The proposals are indicated on the plans in Appendix 8.

Implementation cost - £700
Estimated maintenance cost - £300 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill
Elected Members – Cameron / Delaney / Ironside

5.9 **Exploration Drive** – Proposed 'At any time' waiting restrictions

It has been brought to the attention of officers that vehicles are being parked indiscriminately on Exploration Drive which forms an access road for businesses at the Offshore Technology Park.

This indiscriminate parking is preventing access for large vehicles integral to the operation of the businesses, and is reducing accessibility and visibility for other road users. These proposed restrictions are also required to ensure safety and accessibility is maintained during the biennial Offshore Europe event, next held in September of this year.

It is therefore proposed to implement lengths of 'At any time' waiting restrictions in order to maintain accessibility and visibility.

A Temporary Traffic Order is currently in place to this effect.

The proposals are indicated on the plans in Appendix 9.

Implementation cost - £700
Estimated maintenance cost - £300 every 5 years

Ward – Bridge of Don
Elected Members – Jaffrey / Reynolds / Stuart / Young

5.10 **Balnagask Road** – Proposed 45 minute maximum stay parking

It has been brought to the attention of officers that vehicles are being parked for extended periods in front of the shops, and takeaway restaurants at 19-31 Balnagask Road. This long term parking is preventing customers from gaining kerbside access to the businesses.

It is therefore proposed to implement a section of 45 minute maximum stay parking to promote a turnover of parking spaces, and allow customers the opportunity of kerbside access.

The proposals are indicated on the plans in Appendix 10.

Implementation cost - £500
Estimated maintenance cost - £100 every 5 years

Ward – Torry / Ferryhill
Elected Members – Allan /Dickson / Donnelly / Kiddie

5.11 **Marchburn Drive** – Proposed 'At any time' waiting restrictions

It has been brought to the attention of officers that vehicles are being parked on the south side of Marchburn Drive, specifically in the vicinity of an on-street disabled parking space installed towards its junction with Byron Crescent. As a narrow street, this parking on the south side is causing accessibility issues, in particular for users of the disabled parking space who are at times unable to utilize the space, as to do so would block the road.

It is therefore proposed to implement 'At any time' waiting restrictions on the south side of the road in order to maintain through access, and to ensure the disabled parking facilities are useable.

The proposals are indicated on the plans in Appendix 11.

Implementation cost - £500
Estimated maintenance cost - £500 every 5 years

Ward – Northfield / Mastrick North
Elected Members – Carle / Dunbar / Graham

5.12 **Albury Lane** – Proposed 'At any time' waiting restrictions, and 'Pay & Display' parking bays

It has been brought to the attention of officers that indiscriminate parking along Albury Lane where 'H markings' are currently in place is preventing residents from taking access/egress to/from their garages. It has further been identified that there is a short section of the lane that remains entirely unrestricted in terms of waiting restrictions.

In order to maintain accessibility it is therefore proposed to replace the sections of 'H markings' with 'At any time' waiting restrictions thus extending the existing lengths of 'At any time' waiting restrictions.

In order to ensure the length of lane identified as being suitable for parking is controlled in the same manner as the rest of the streets that comprise Controlled Parking Zone (CPZ) H, it is further proposed to form a length of 'Pay & Display' parking equivalent to the length of 2 vehicles.

The proposals are indicated on the plans in Appendix 12.

Implementation cost – £400
Estimated maintenance cost – £250 every 5 years

Ward – Torry / Ferryhill
Elected Members - Allan /Dickson / Donnelly / Kiddie

5.13 **Highgate Gardens / Deemount Road / Deemount Avenue** – Proposed 'At any time' waiting restrictions

It has been brought the attention of officers that vehicles are being parked indiscriminately at the junction of Highgate Gardens, and Deemount Road, and in doing so are restricting accessibility and visibility.

It is therefore proposed to implement junction protection in the form of 'At any time' waiting restrictions to ensure visibility/accessibility is maintained.

The proposals are indicated on the plans in Appendix 13.

Implementation cost - £300
Estimated maintenance cost - £300 every 5 years

Ward – Torry / Ferryhill
Elected Members - Allan /Dickson / Donnelly / Kiddie

5.14 **Mastrick Drive** – Proposed Mon-Fri, 8am-6pm waiting restrictions

Officers have identified that vehicles are being parked on the west side of Mastrick Drive in the vicinity of St Clement's Church, and in doing so are forcing northbound traffic into the opposing carriageway on what is a bend in the road.

It is therefore proposed to introduce a length of 'Monday to Friday; 8am to 6pm' waiting restrictions to alleviate this problem.

The proposals are indicated on the plans in Appendix 14.

Implementation cost - £100
Estimated maintenance cost - £100 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill
Elected Members – Cameron / Delaney / Ironside

The Following proposals will be funded through a Transport Scotland Grant

5.15 **Various Locations** – 'Car Club' parking spaces

A number of high demand locations have been identified for the expansion of the Car Club scheme currently in operation in Aberdeen City. These locations have been selected based on the number of Car Club members resident in the area, and the current availability of vehicles serving that area.

A Government report found that in Aberdeen, each Car Club car removes up to 17 private cars from the road. In addition to surveys conducted by officers therefore, this indicates that where Car Club spaces are proposed on-street, existing car parking capacity should not be detrimentally affected, and in fact, may potentially increase.

The specific locations are indicated on the plans in Appendix 15

Implementation cost – £2750
Estimated maintenance cost - £1100 every 5 years

5.16 **Various Locations** – Electric vehicle parking spaces

A number of strategic locations have been identified for the formation of 'Electric Vehicle Only' parking bays/charging points. These locations have been selected to provide general access charging points, and are added to the growing network of Electric Vehicle charging facilities throughout the city. The proposed expansion of this network represents Aberdeen City Council's continued support of this sustainable transport aim.

The specific locations are indicated on the plans in Appendix 16

Implementation cost - £3000
Estimated maintenance cost - £1200 every 5 years

The following proposals will be funded by the developer

5.17 **Balgownie Farm –** Proposed 20mph speed limit

In order to support the Planning Approval for a residential development it is proposed that a 20mph speed limit be implemented along the as yet un-named roads accessed from Balgownie Road.

The proposals are indicated on the plans in Appendix 17.

Implementation costs - nil
Estimated maintenance costs - £250 every 10 years

Ward – Bridge of Don
Elected members – Jaffrey / Reynolds / Stuart / Young

5.18 **Tarbothill Road** – Proposed 'At any time' waiting restrictions, and revocation of existing 'School Keep Clear' markings

In order to support the Planning Approval for a residential development on the former site of Braehead Primary School it is proposed to implement junction protection in the form of 'At any time' waiting restrictions to maintain visibility, assist pedestrian movements and regulate parking within the vicinity of the development.

The zig-zag waiting restrictions that were implemented in relation to the former school are now no longer required so it is therefore proposed to remove them accordingly, and revoke the Order relating to them.

The proposals are indicated on the plans in Appendix 18.

Implementation cost – nil
Estimated maintenance cost - £150 every 5 years

Ward – Bridge of Don
Elected Members – Jaffrey / Reynolds / Stuart / Young

The following proposals will be funded from the Disabled Parking Revenue budget

5.19 **Disabled parking bays to be provided through the Disabled Persons Parking Places (Scotland) Act 2009** *(Plans are not included as under normal circumstances a parking bay will be located close to the property concerned)*

On-street - 31 spaces

6 Princess Walk	28 Elmbank Terrace
8 Tay Road	105 Bankhead Road
34 Simpson Road	103 Bankhead Road
124 Garthdee Road	Mile-End Lane (at side of 24 Midstocket Road)
3 Brunswick Place	13 Bervie Brow
Northfield Community Centre, Byron Avenue (x2 spaces)	1 Grampian Place
25 Deevale Crescent	89 Heathryfold Circle
50 Cruden Crescent	235 Sheddocksley Drive
10 Raasay Gardens	30 Summerhill Drive
39 Richmond Street	Rosebank Terrace (to rear of 3 Rosebank Gardens)
136 Inchbrae Drive	96 Abbotswell Crescent
54 Girdleness Road	80 Grampian Place
171 Hilton Avenue	8 Ferrier Crescent
34 Denmore Gardens	50 Rowan Road
7 Clashnettie Place	127 Glenbervie Road

Off-street - 2 spaces

152 Johnston Gardens	Kingswood Court (off Invercauld Road)

6. IMPACT

6.1 The content of the report meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.

6.2 These proposals are in line with the Council's Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

6.3 The contents of this report link to the Community Plan vision of creating a "sustainable City with an integrated transport system that is accessible to all".

6.4 These proposals will contribute to the delivery of the Smarter Mobility aims of *Aberdeen – The Smarter City*: "We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the

rest of the world. We will encourage cycling and walking", and "We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions."

6.5 There is no Equality and Human Rights Impact Assessment required as this report only recommends these proposals progress to the Statutory Consultation process. Accordingly there will be no changes effected as a result of the recommendations being approved by this Committee.

7. MANAGEMENT OF RISK

Having assessed the risks identified within all of the proposals, and the potential to impact negatively or positively on the decision required of the Committee, it has been determined that the risk is low. The proposals either improve road safety or rationalise traffic movements which are to the benefit of road users throughout the city.

8. BACKGROUND PAPERS

N/A

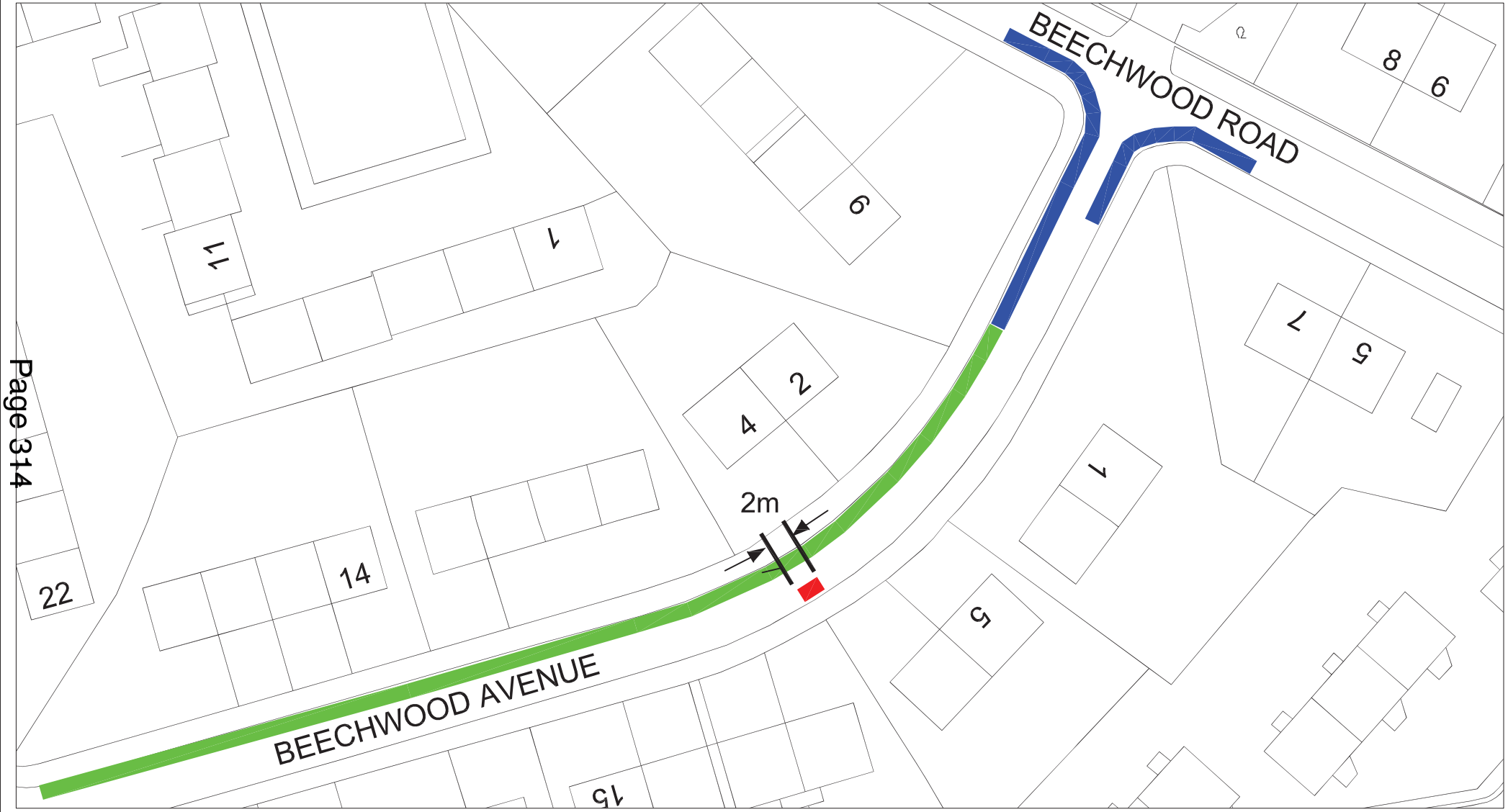
9. REPORT AUTHOR DETAILS

Andrew Diansangu
Engineering Assistant
adiansangu@aberdeencity.gov.uk
Tel. 01224 522305

COMMENTS

Suzanne Douglas on behalf of Head of Legal	Wording changed re: assessment of risk

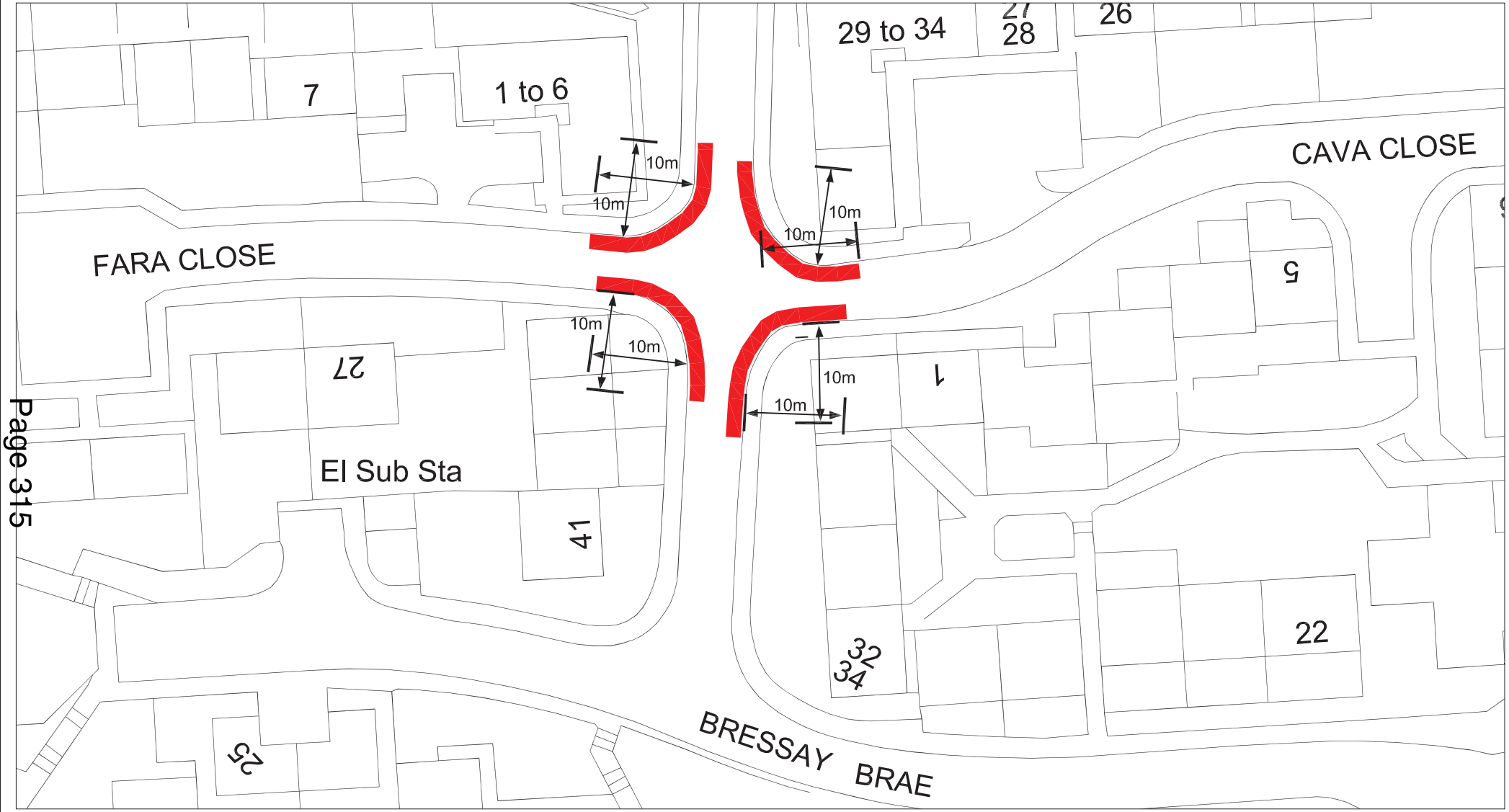
Appendix - Proposed 'At Any Time' Waiting Restrictions on Beechwood Avenue



Key:

- Proposed 'At Any Time' waiting restrictions
- Existing 'At Any Time' waiting restrictions
- Existing 'Mon to Fri, 10 to 4pm' restrictions

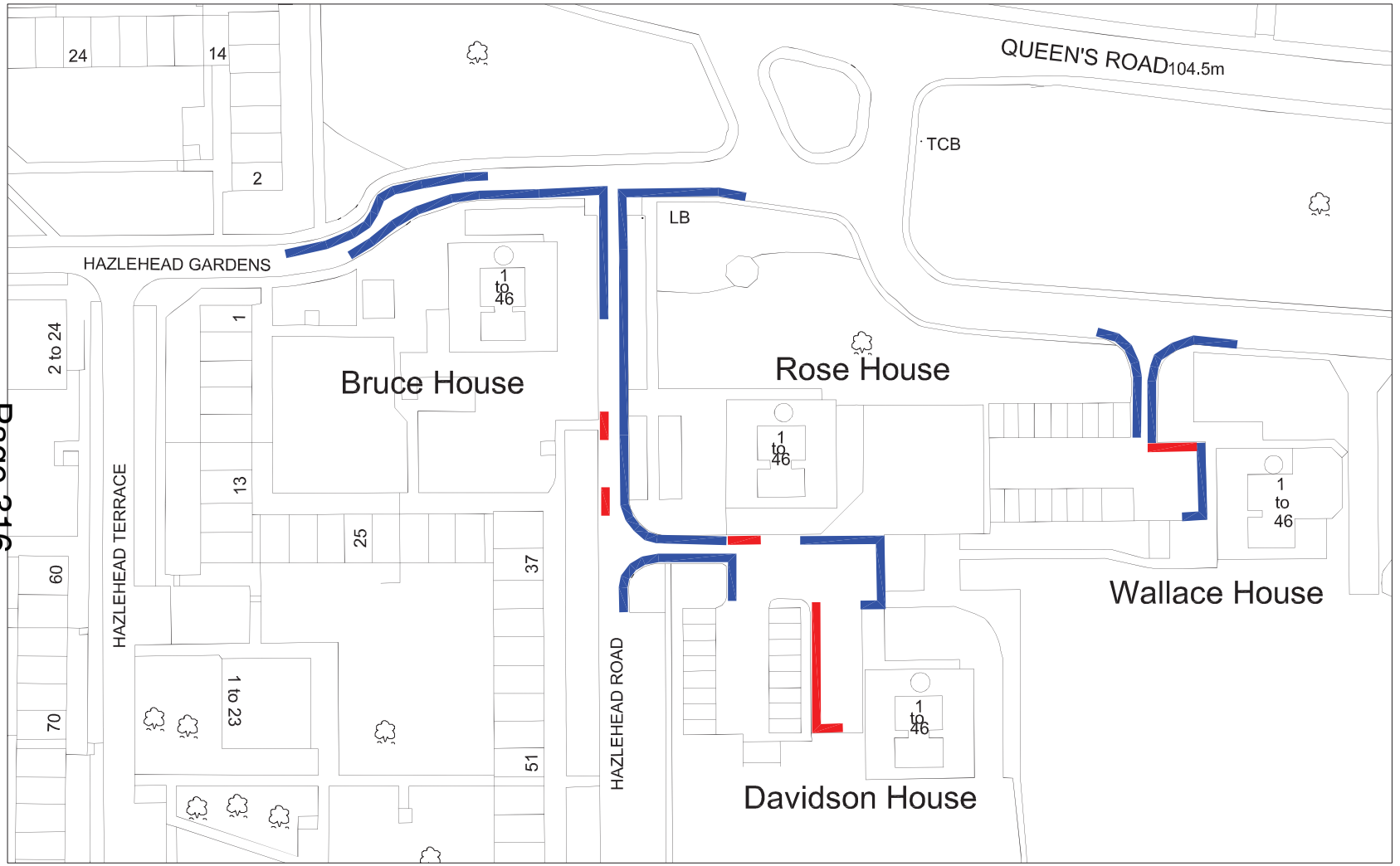
Appendix - Proposed 'At Any Time' Waiting Restrictions on Fara Close / Bressay Brae and Cava Close



Key:

Proposed 'At Any Time' waiting restrictions

Appendix - Proposed extension to existing 'At Any Time' waiting restrictions at Rose, Bruce, Wallace and Davidson House, Hazlehead



Key:

- Existing waiting restrictions
- Proposed waiting restrictions

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

ENTERPRISE PLANNING & INFRASTRUCTURE
Road Safety and Traffic Management Team
74 - 76 Spring Garden, Aberdeen. AB25 1GN
Telephone (01224) 538053

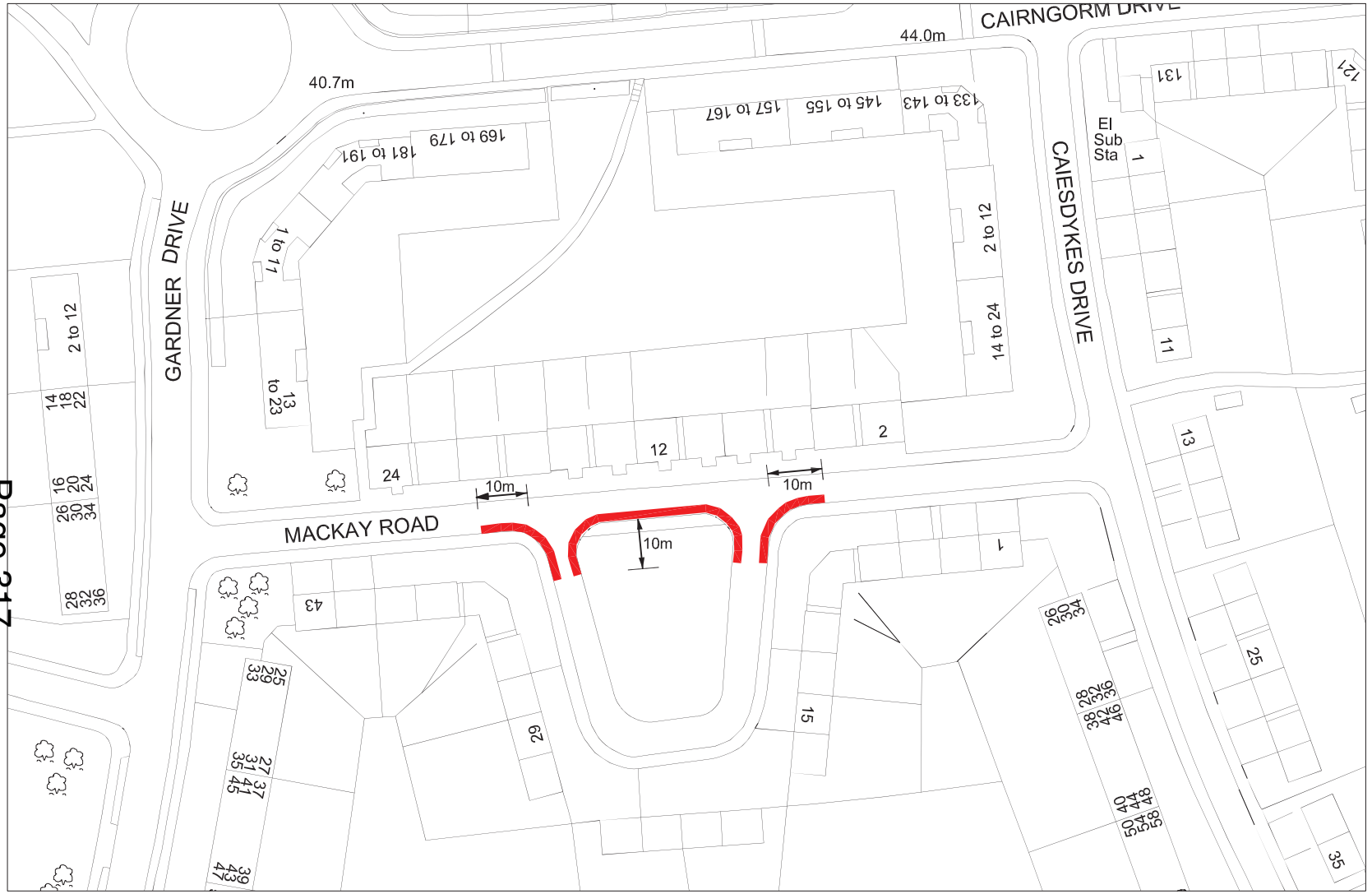
Client.
ABERDEEN CITY COUNCIL

Project.

Title.

Drawn (init./date)	File Location
Checked (init./date)	Drawing No.
Scale & sheet size	

Appendix - Proposed 'At Any Time' waiting restrictions on Mackay Road



Page 317

Key:

Proposed waiting restrictions

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

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ENTERPRISE PLANNING & INFRASTRUCTURE
Road Safety and Traffic Management Team
74 - 76 Spring Garden, Aberdeen. AB25 1GN
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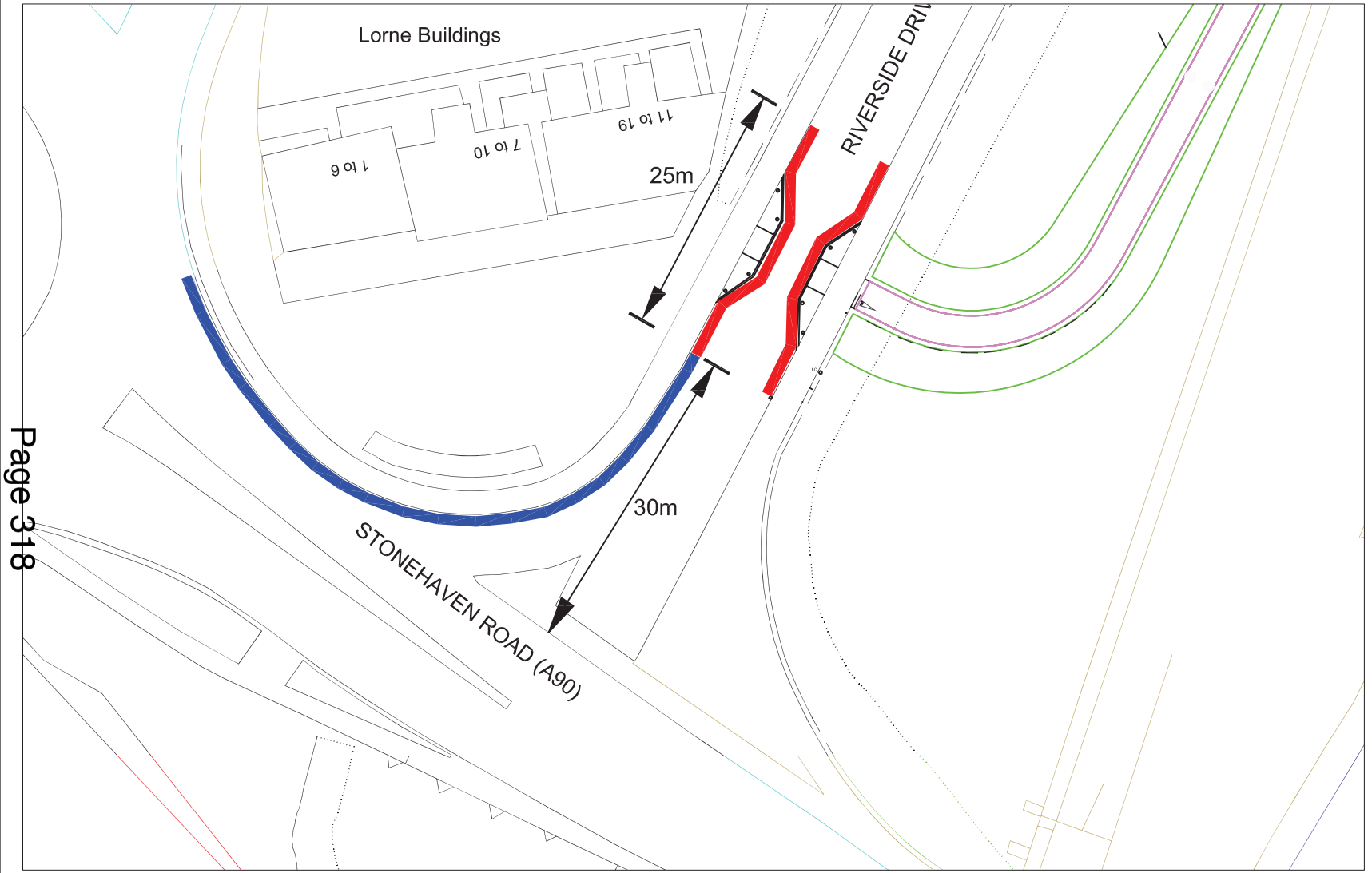
Client.
ABERDEEN CITY COUNCIL

Project.

Title.

Drawn (init./date)	File Location
Checked (init./date)	Drawing No.
Scale & sheet size	

Appendix - Proposed 'At Any Time' waiting restrictions on Riverside Drive



Key:

- Proposed 'At Any Time' waiting restrictions
- Existing 'At Any Time' waiting restrictions

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

ENTERPRISE PLANNING & INFRASTRUCTURE
Road Safety and Traffic Management Team
74 - 76 Spring Garden, Aberdeen. AB25 1GN
Telephone (01224) 538053

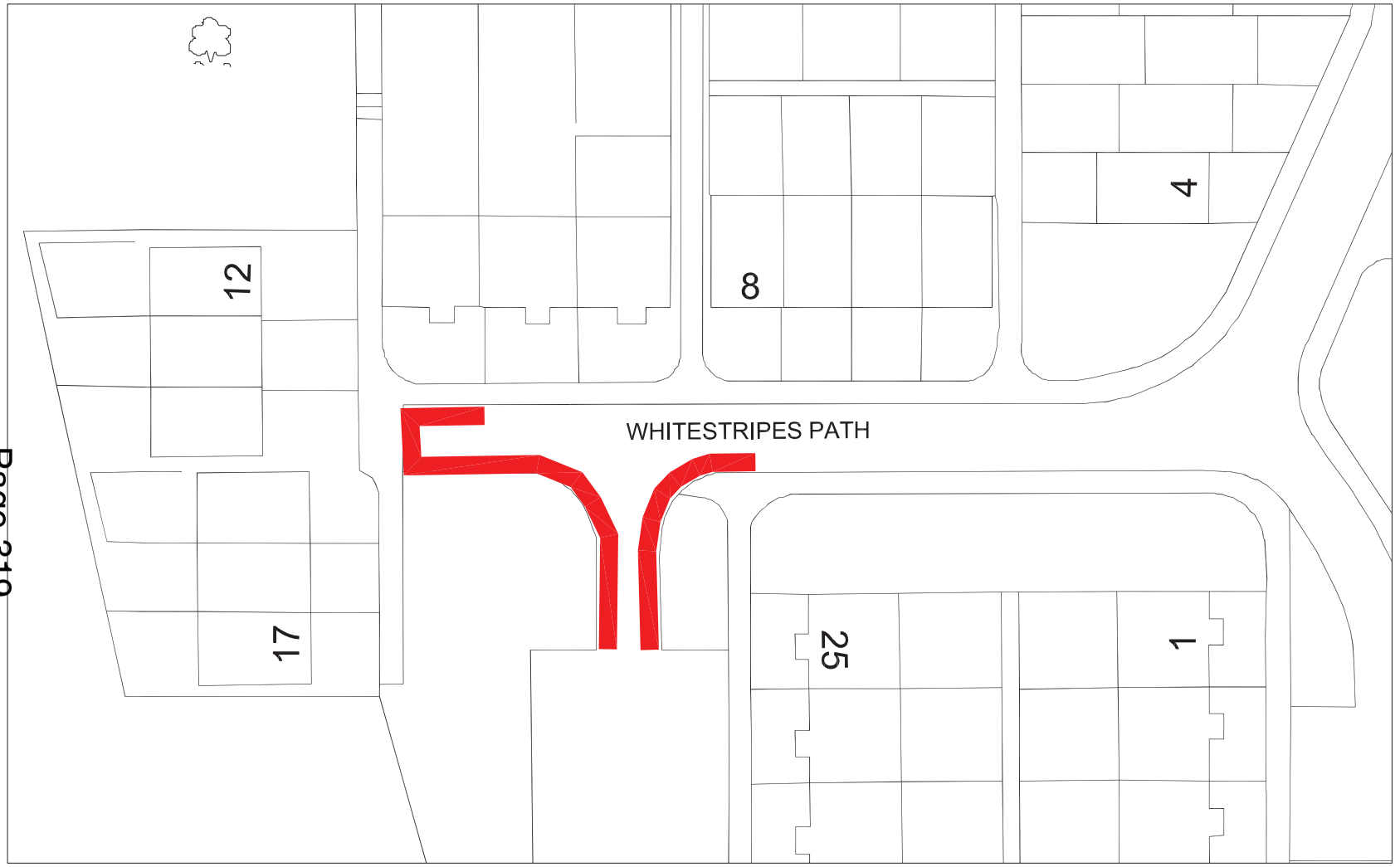
Client.
ABERDEEN CITY COUNCIL

Project.

Title.

Drawn (init./date)	File Location
Checked (init./date)	Drawing No.
Scale & sheet size	

Appendix - Proposed 'At Any Time' waiting restrictions at Whitestripes Path



Key:

Proposed waiting restrictions

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

ENTERPRISE PLANNING & INFRASTRUCTURE
Road Safety and Traffic Management Team
74 - 76 Spring Garden, Aberdeen. AB25 1GN
Telephone (01224) 538053

Client.
ABERDEEN CITY COUNCIL

Project.

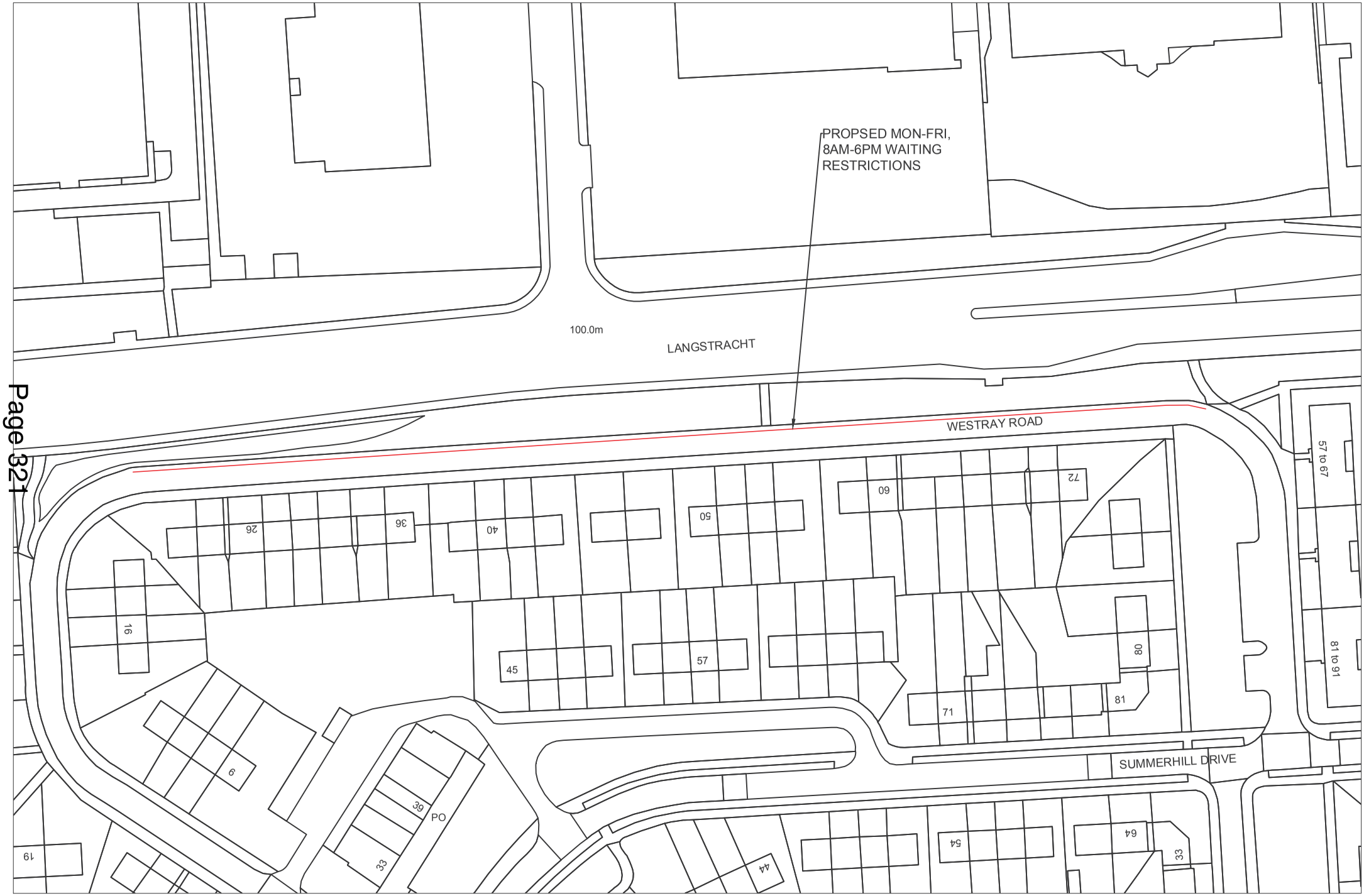
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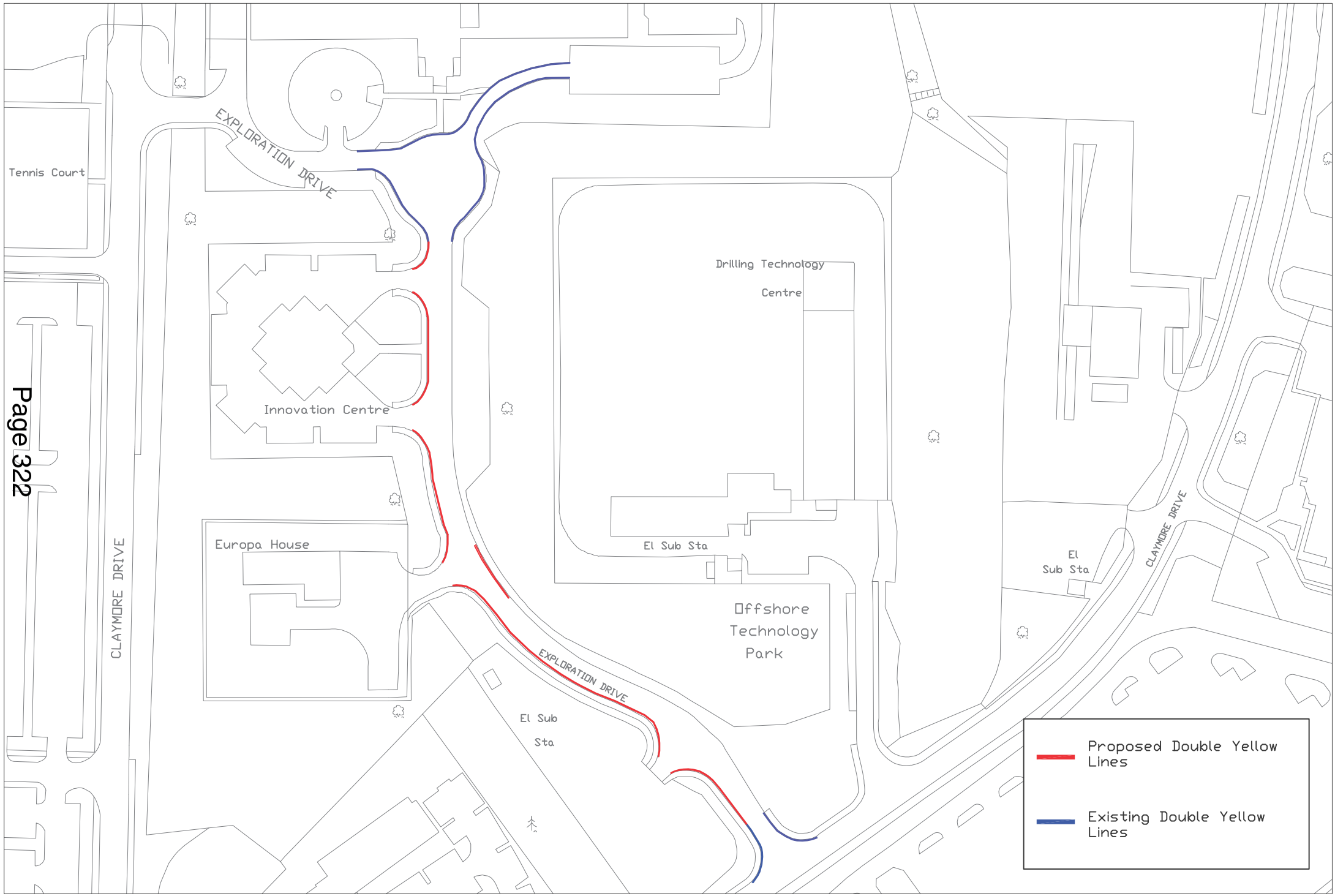
Drawn (init./date)	File Location
Checked (init./date)	Drawing No.
Scale & sheet size	

Kepplehills Road - Proposed 'At any time' waiting restrictions



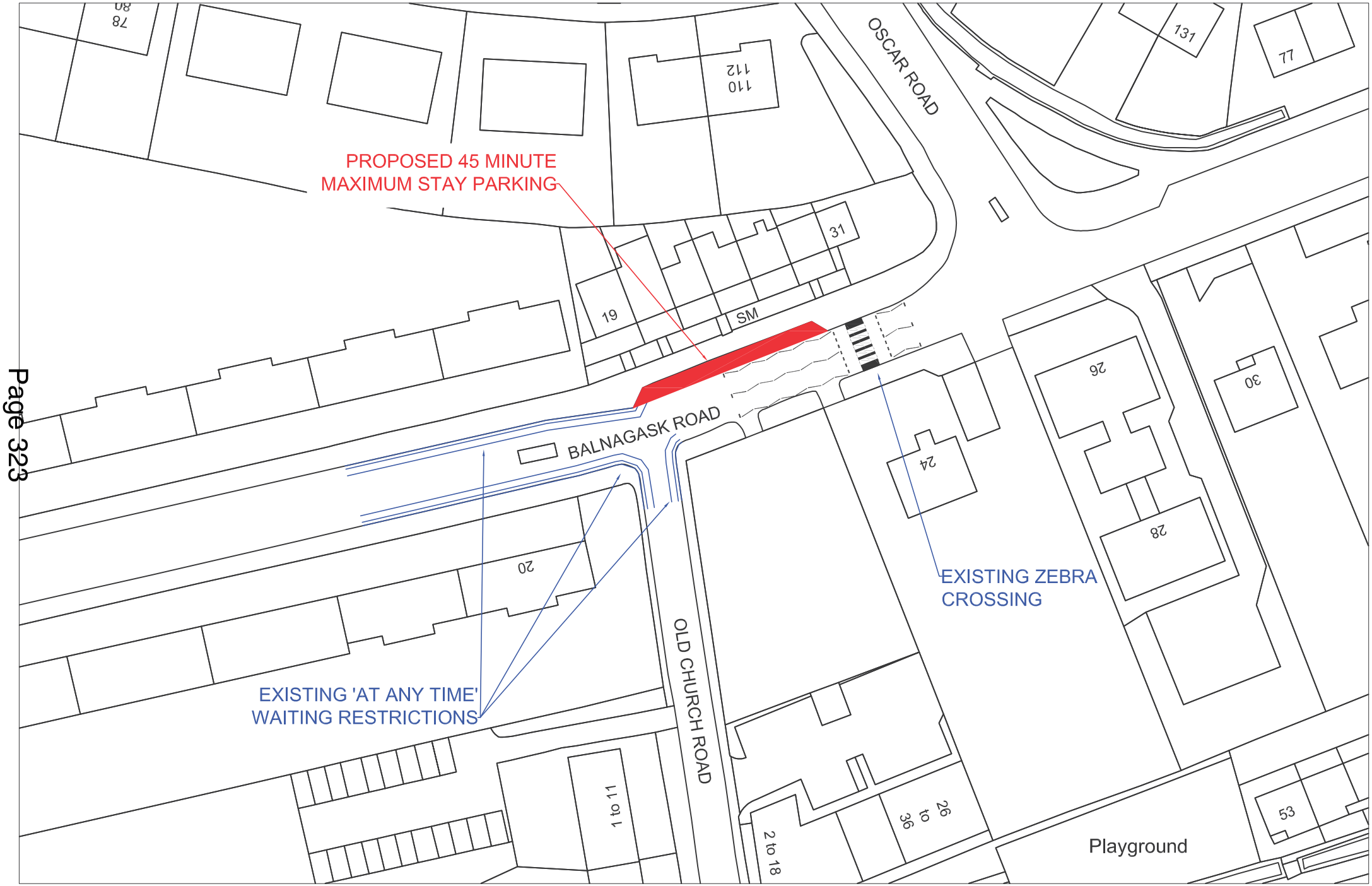
Westray Road - Proposed Mon-Fri, 8am-6pm waiting restrictions



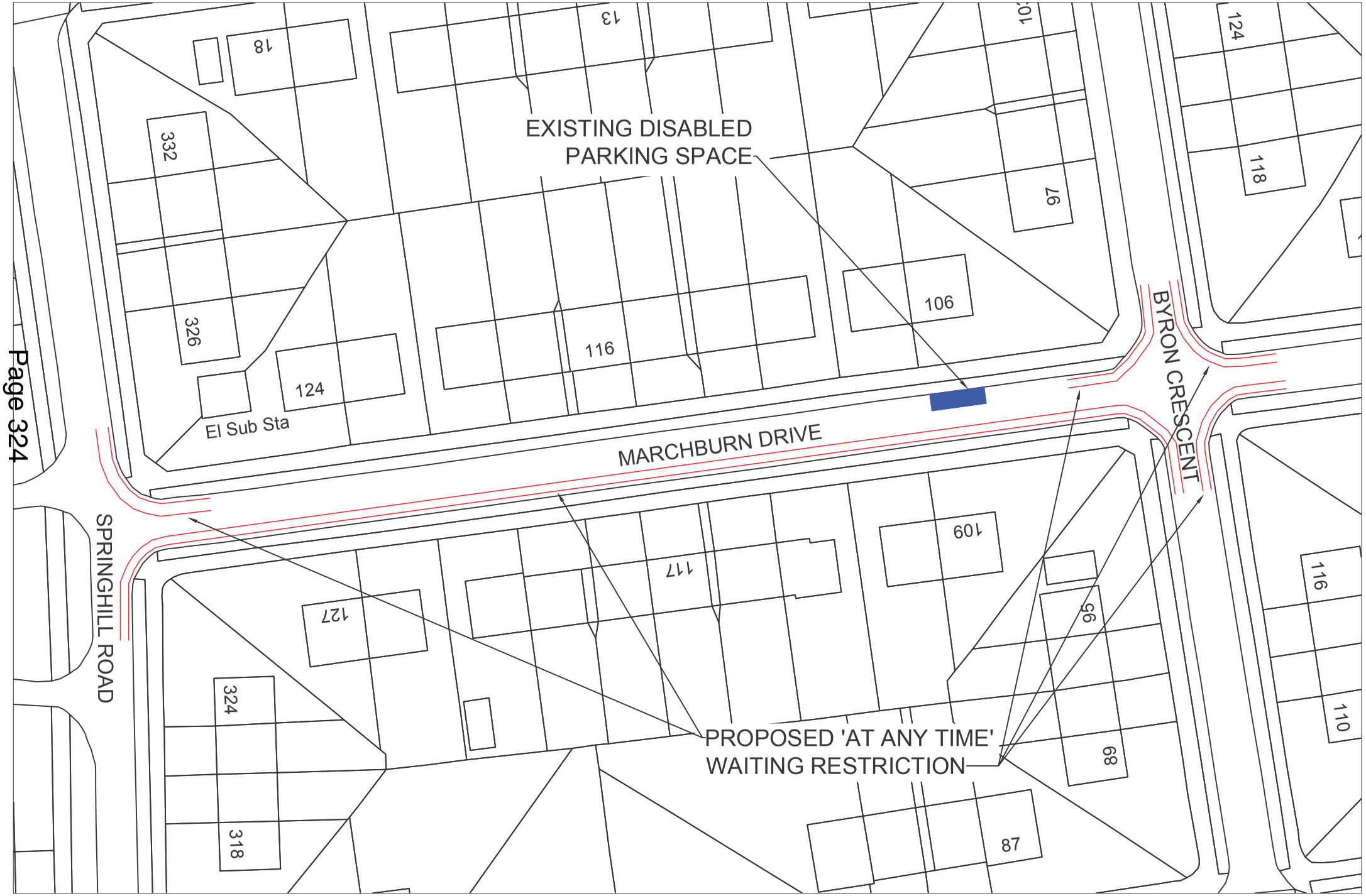


Proposed 'At Any Time' Waiting Restrictions, Exploration Drive

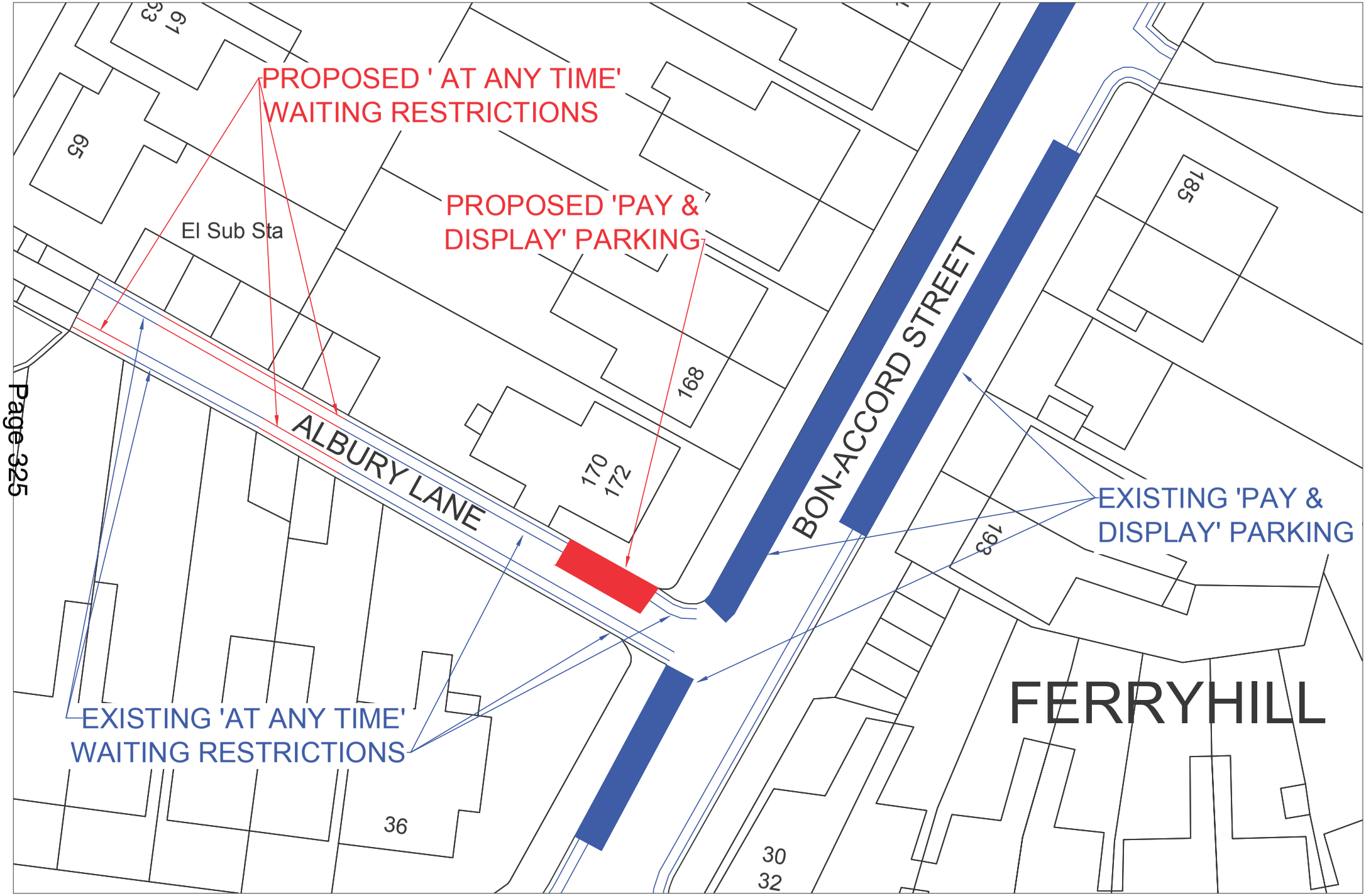
Balnagask Road - Proposed 45 minute maximum stay parking



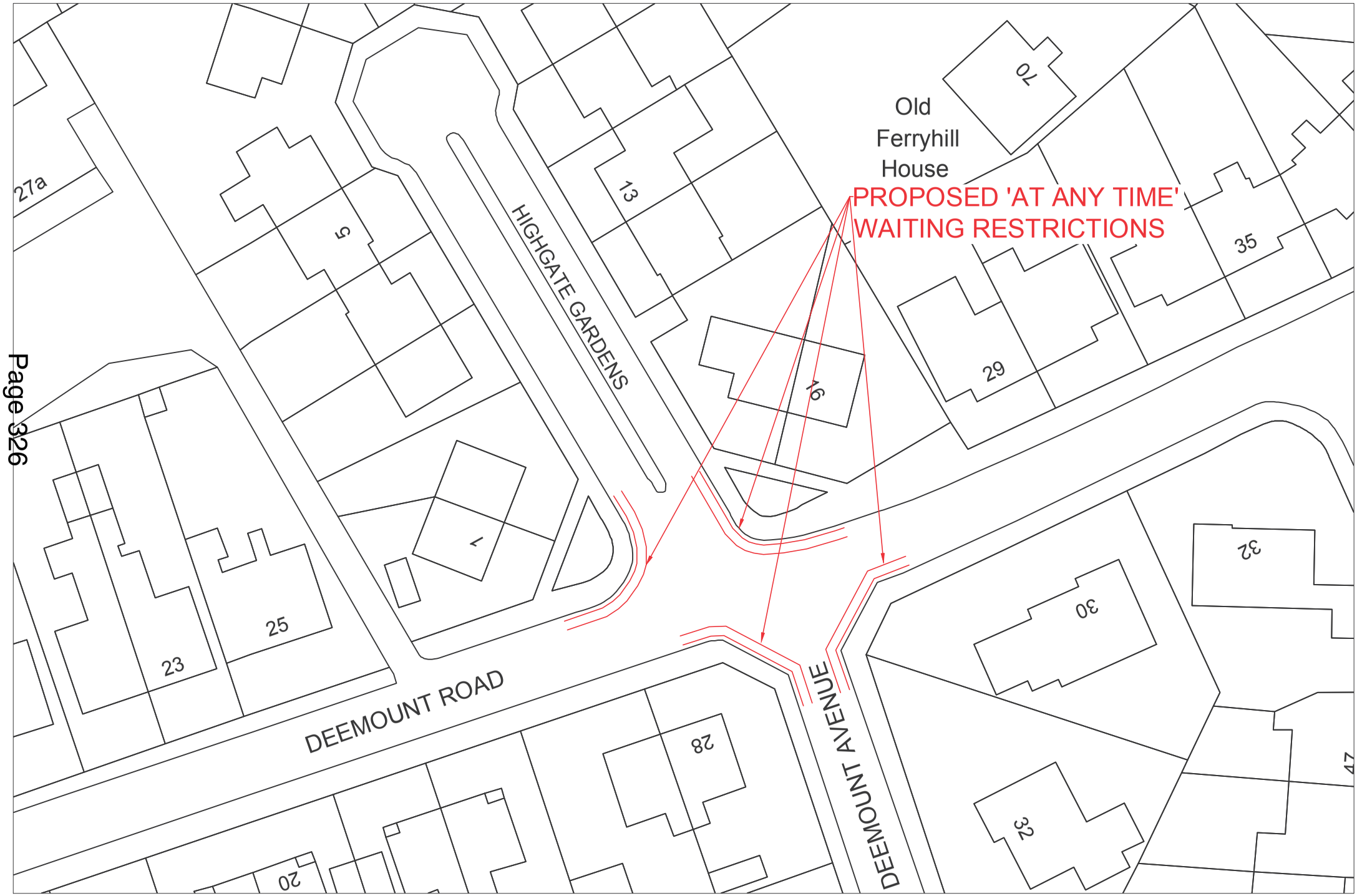
Marchburn Drive - Proposed 'At any time' waiting restrictions



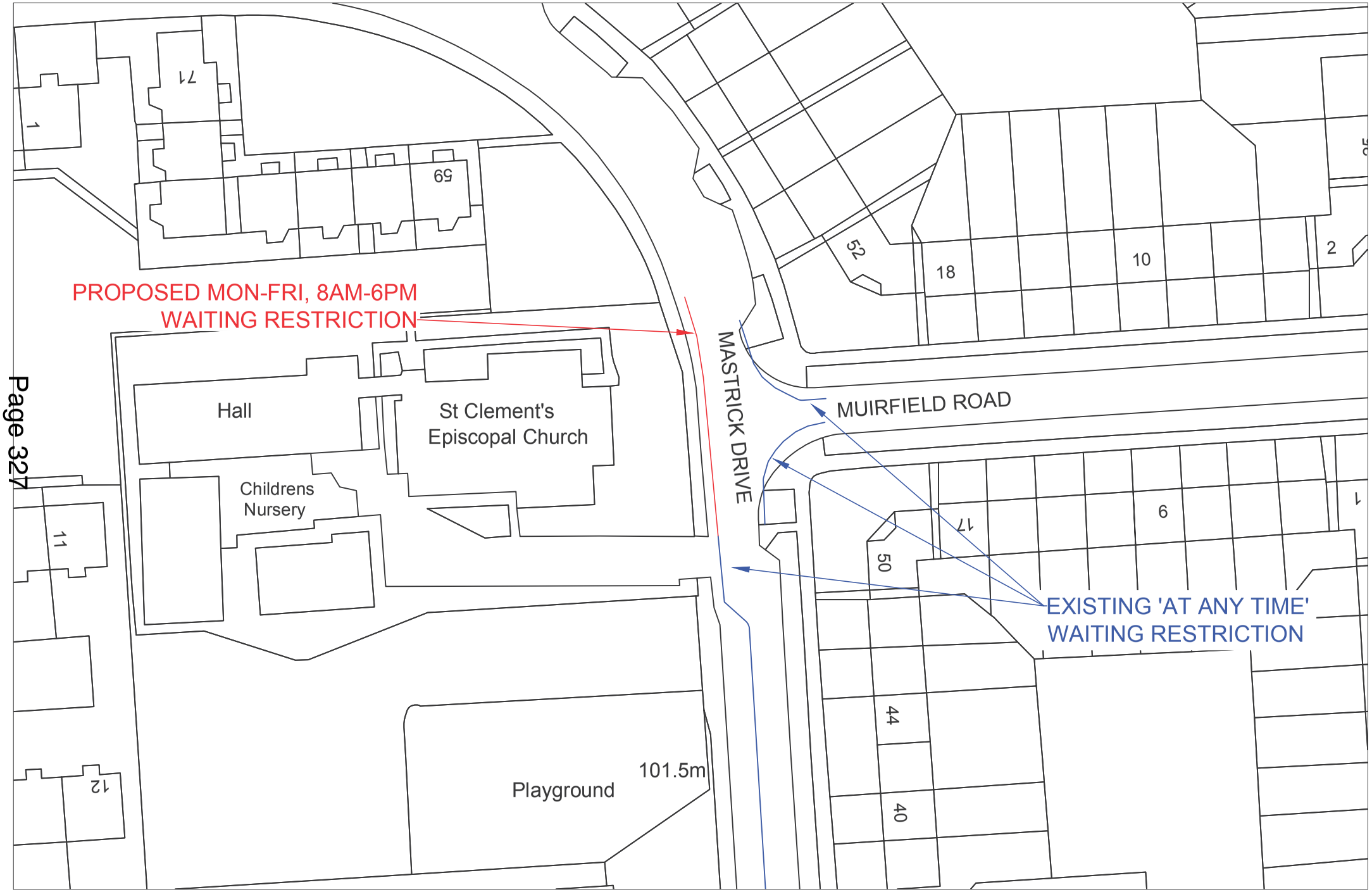
Albury Lane - Proposed ' At any time' waiting restrictions, and 'Pay & Display' parking bays

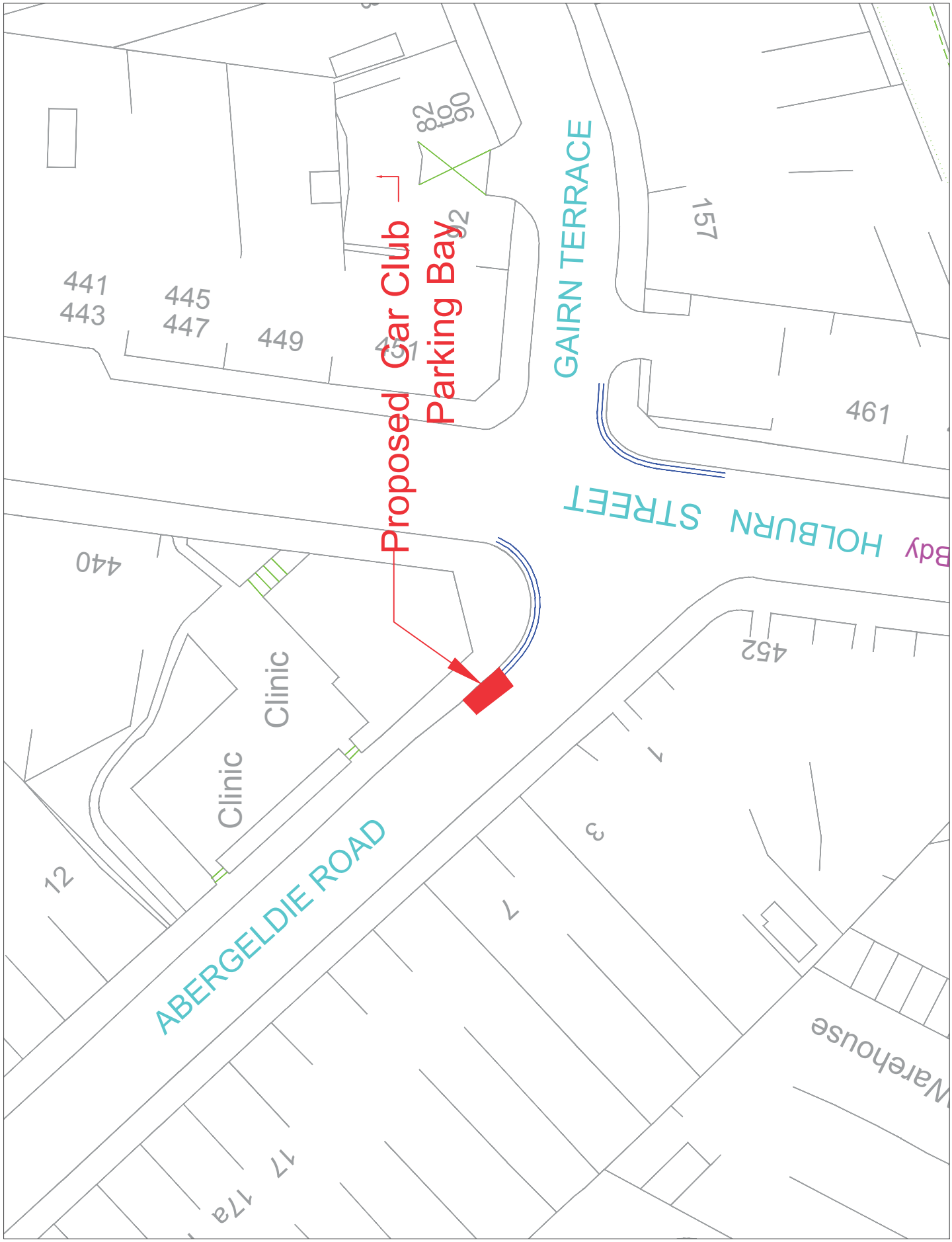


Highgate Gardens / Deemount Road / Deemount Avenue - Proposed 'At any time' waiting restrictions

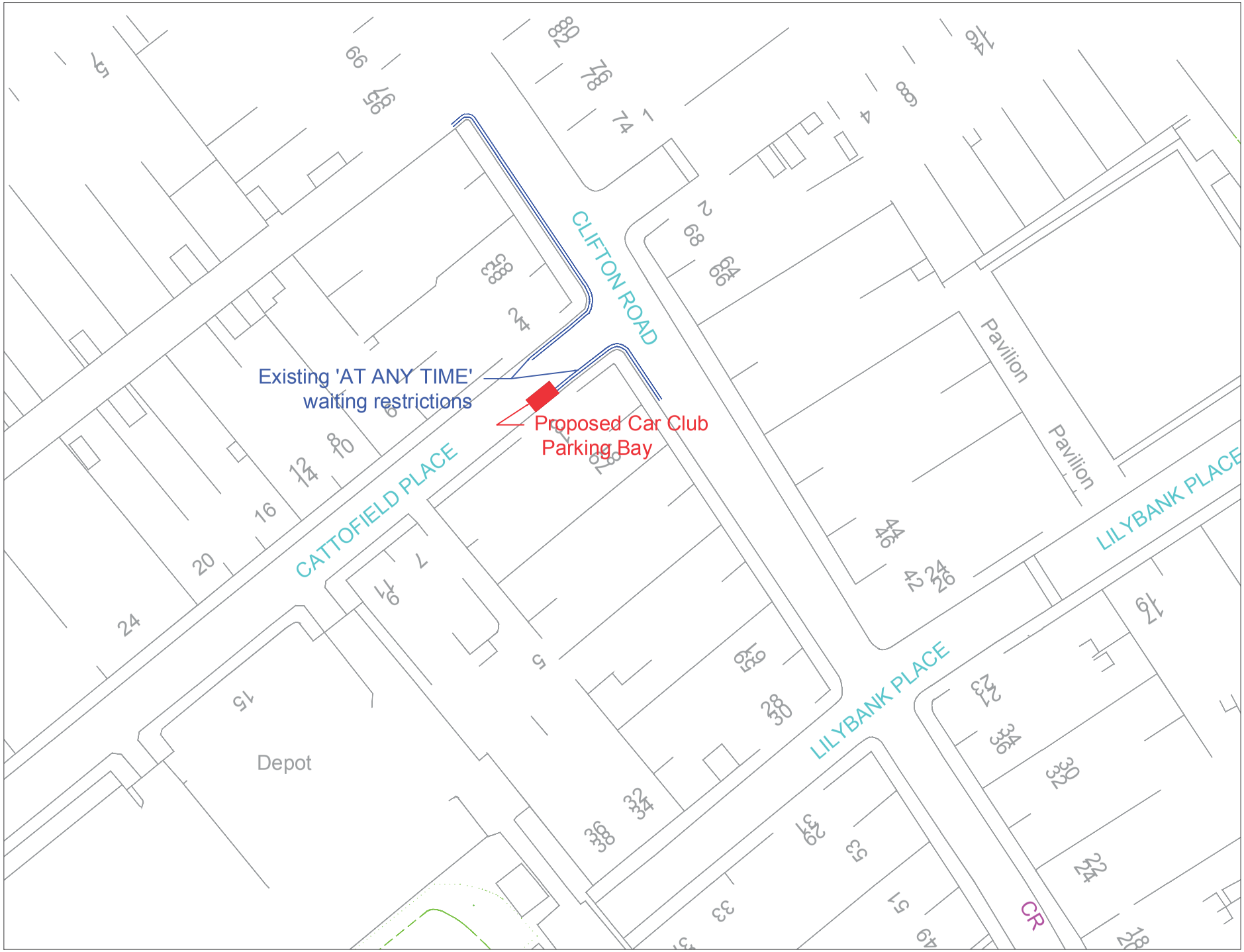


Mastrick Drive - Proposed Mon-Fri, 8am-6pm waiting restriction




Abergeldie Road(Holburn Street)- Proposed Car Club Parking Bay
Proposed Car Club Parking Bay
GAIRN TERRACE
HOLBURN STREET
ABERGELDIE ROAD
441
443
445
447
449
451
461
157
440
452
Clinic
Clinic
12
17
17a
Warehouse

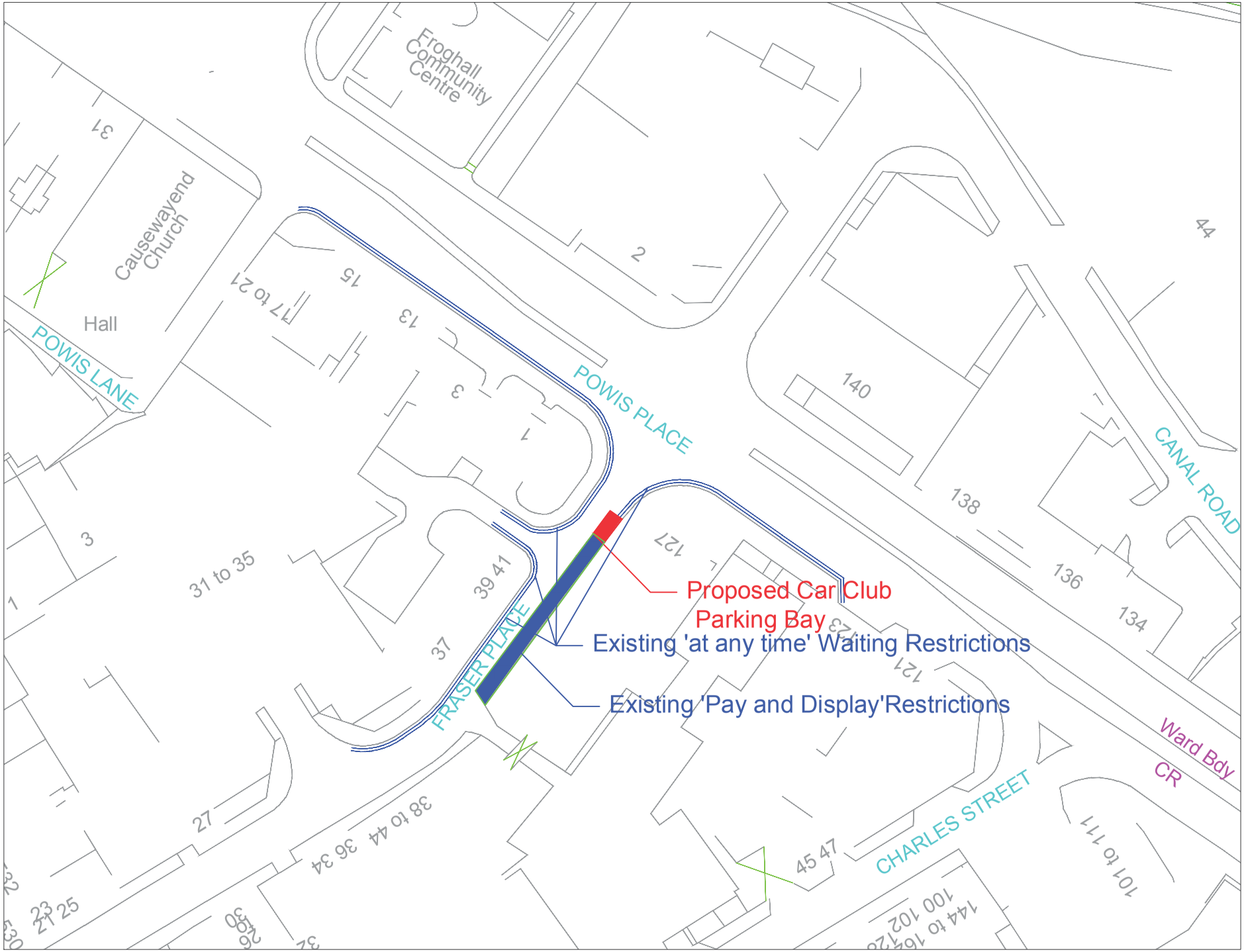
Cattofield Place Car Park (Forest Avenue End) - Proposed Car Club Parking Bay



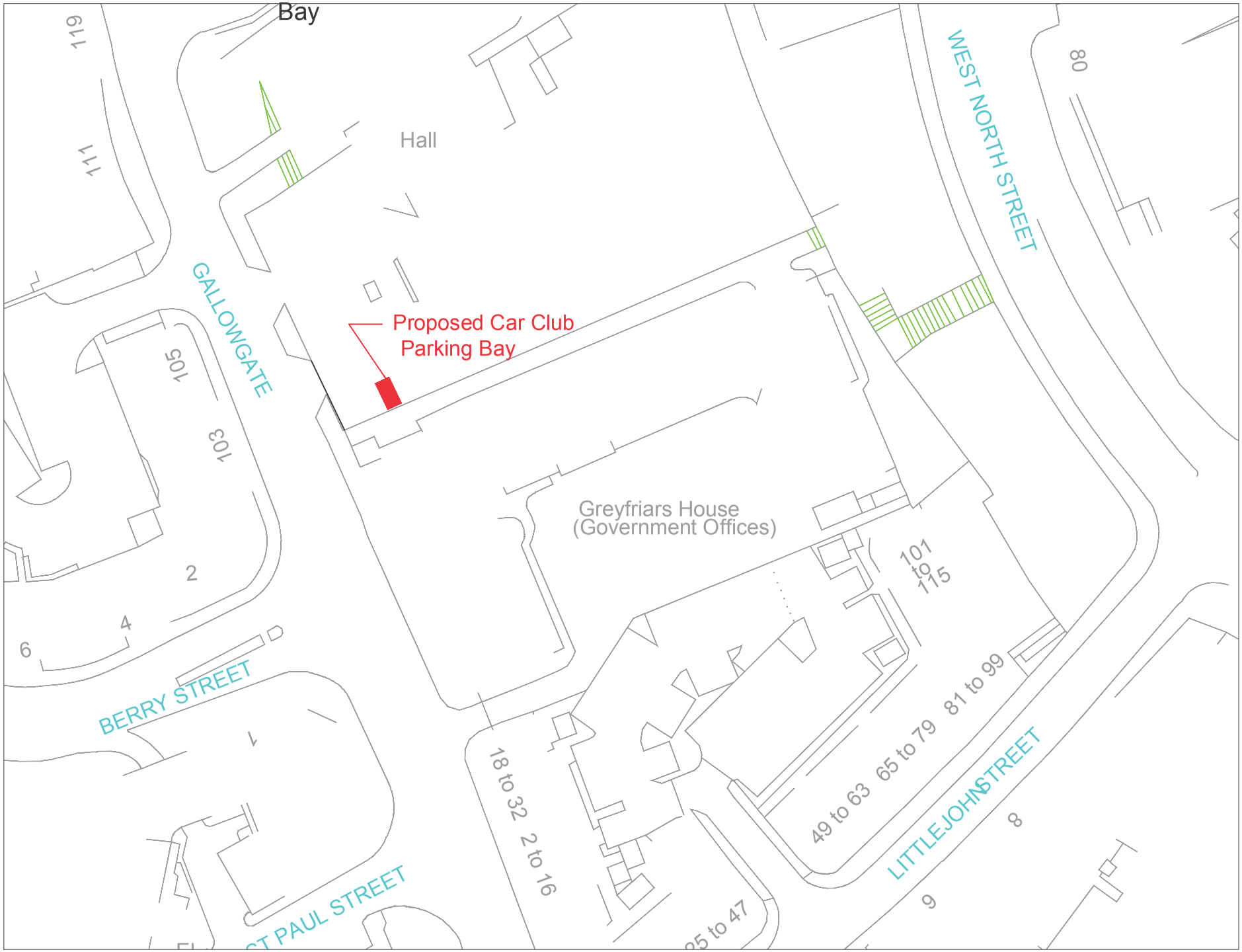
Daneston Community Centre(South side) car park - Proposed Car Club Parking Bay



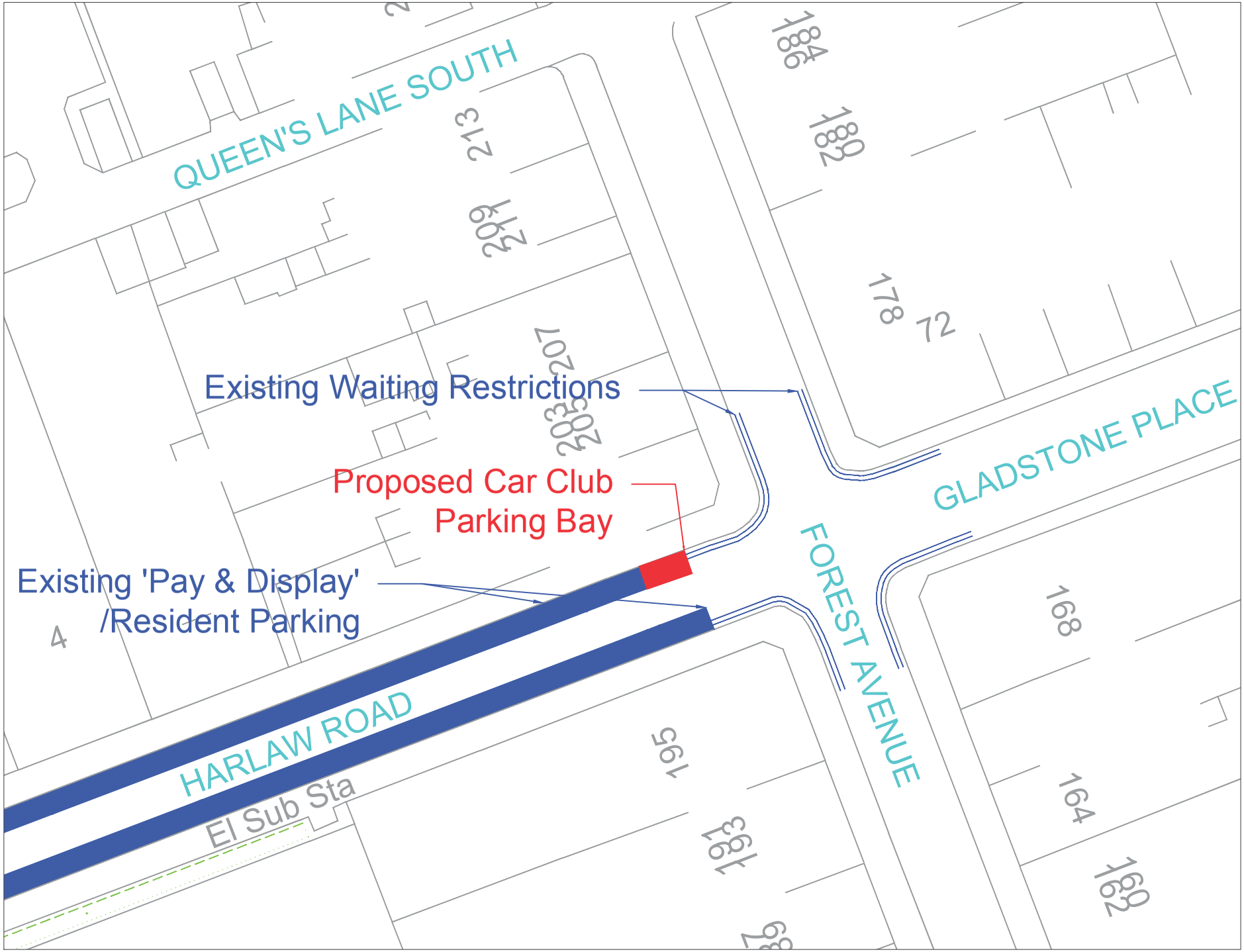
Fraser Place Car Park (Powis Place) - Proposed Car Club Parking Bay



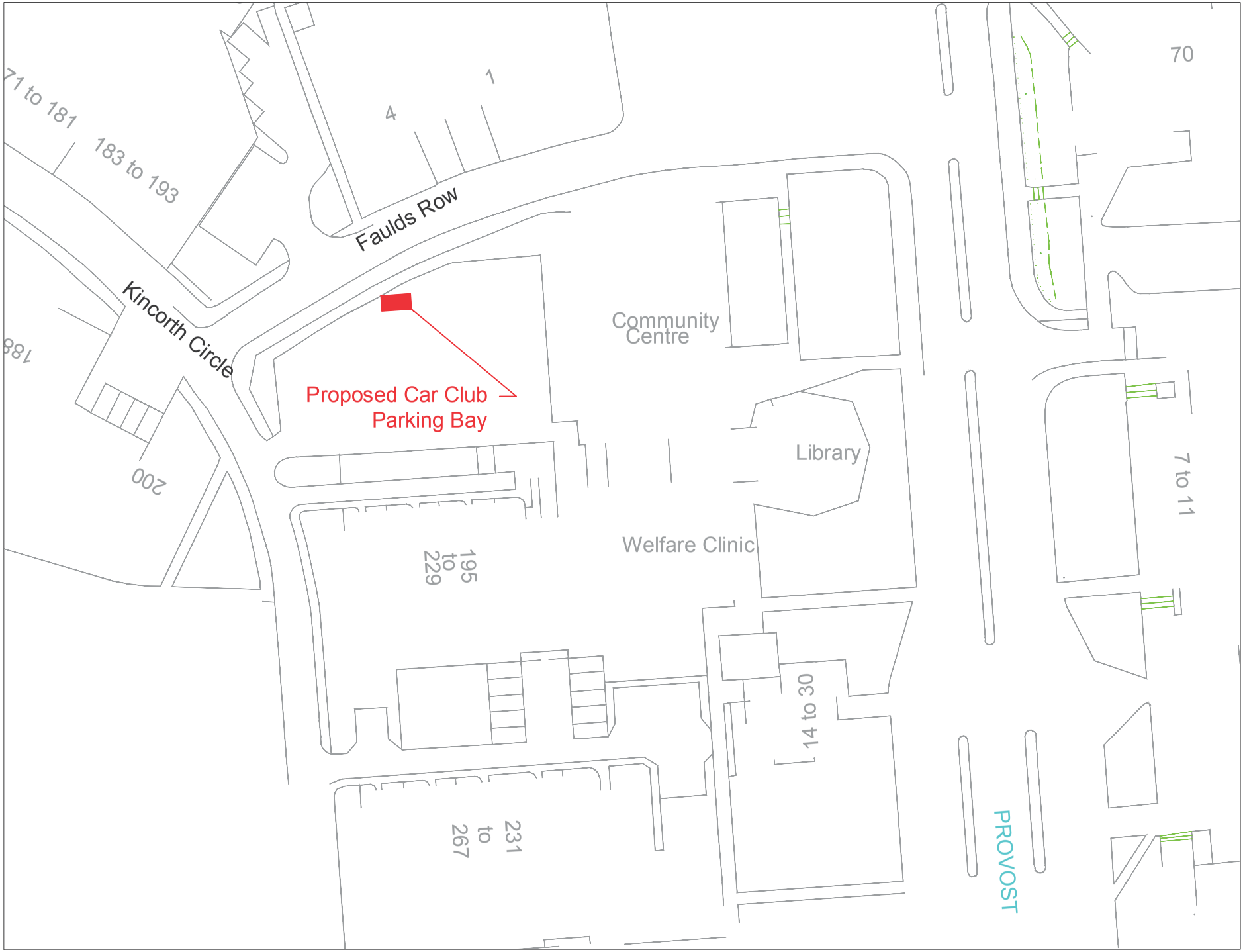
Gallowgate Car Park(Wheel Accessible Vehicle) - Proposed Car Club Parking Bay



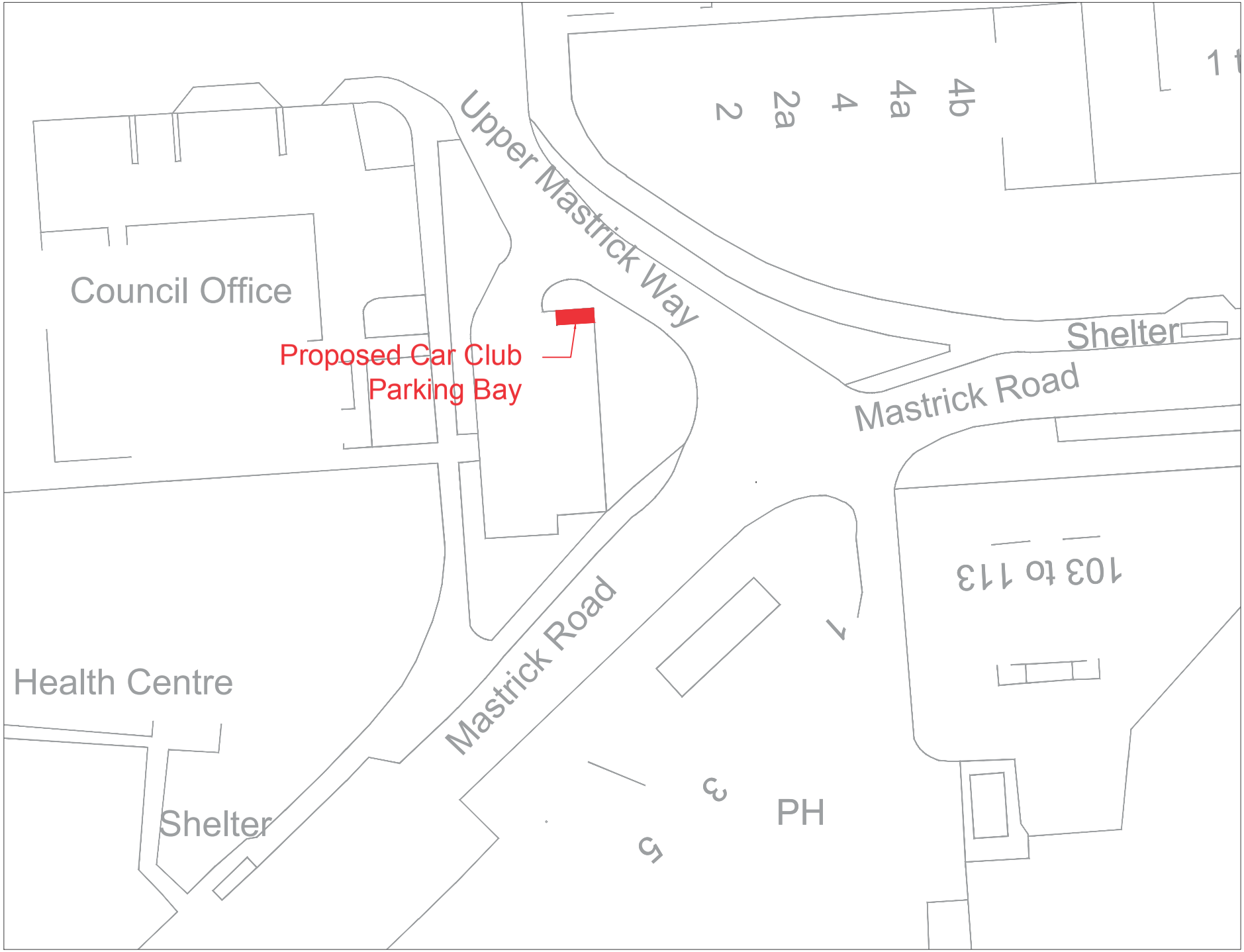
Harlaw Road Car Park(Forest Avenue End) - Proposed Car Club Parking Bay



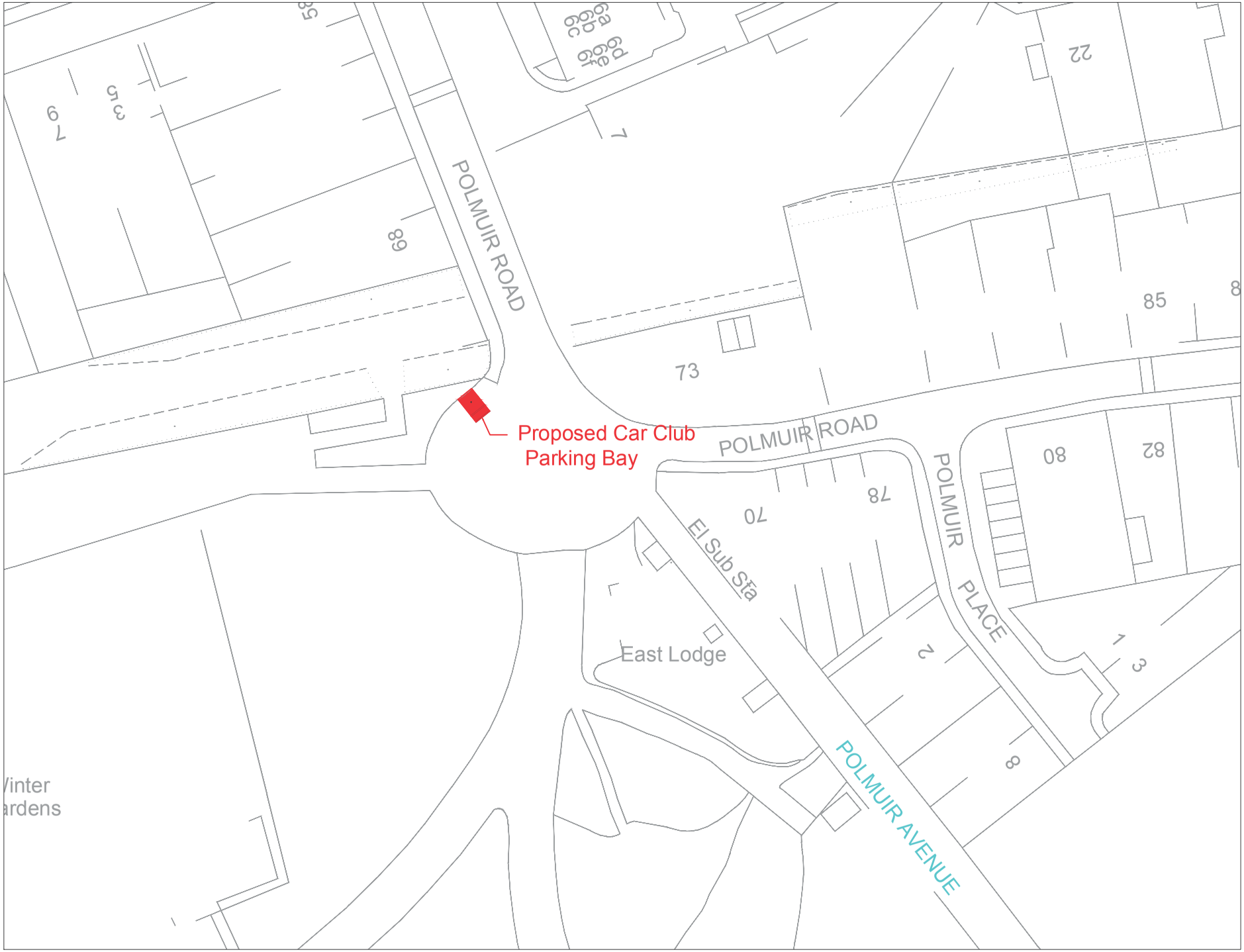
Kincorth Library (Faulds Row) Car Park - Proposed Car Club Parking Bay



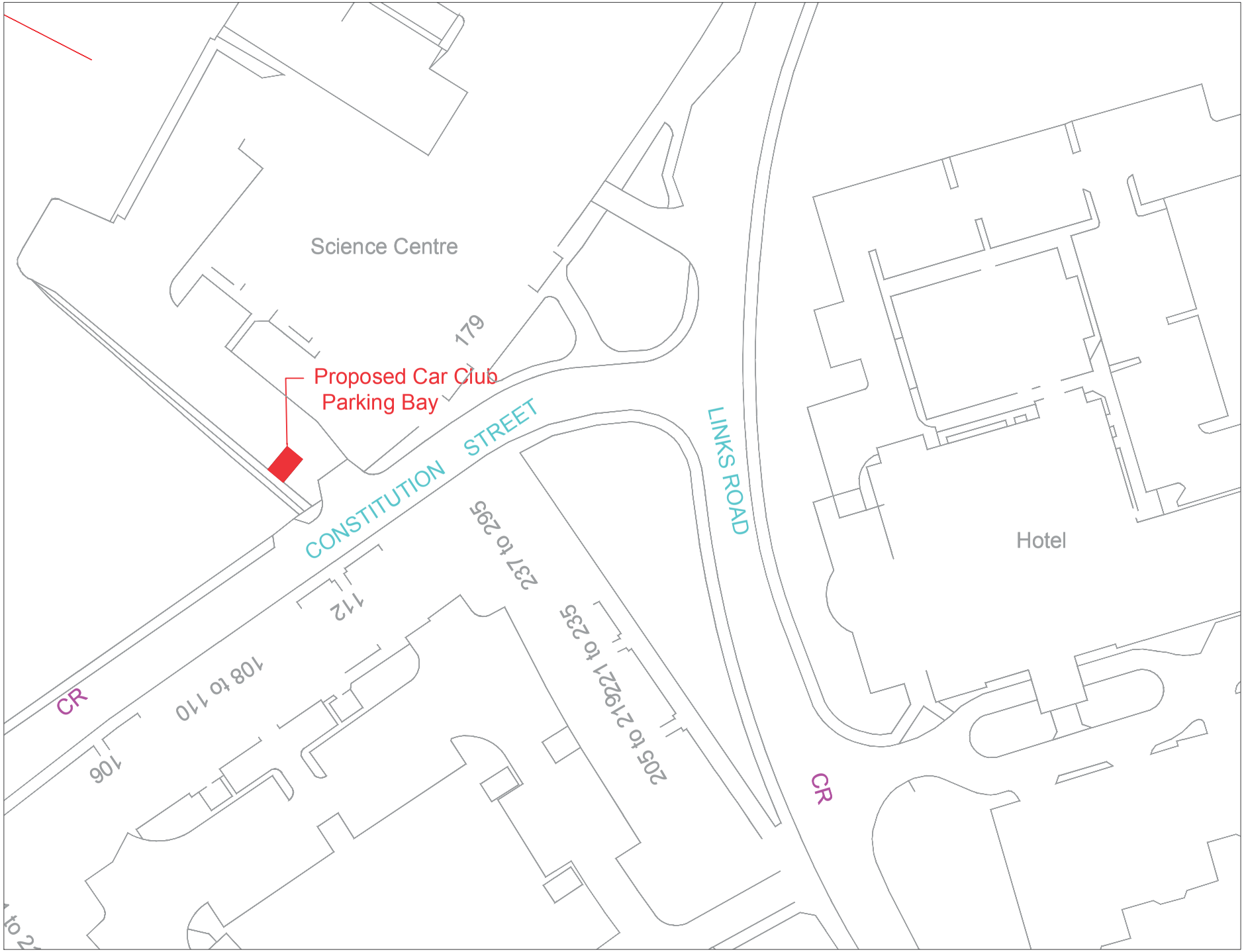
Mastrick Road/Upper Mastrick Way - Proposed Car Club Parking Bay



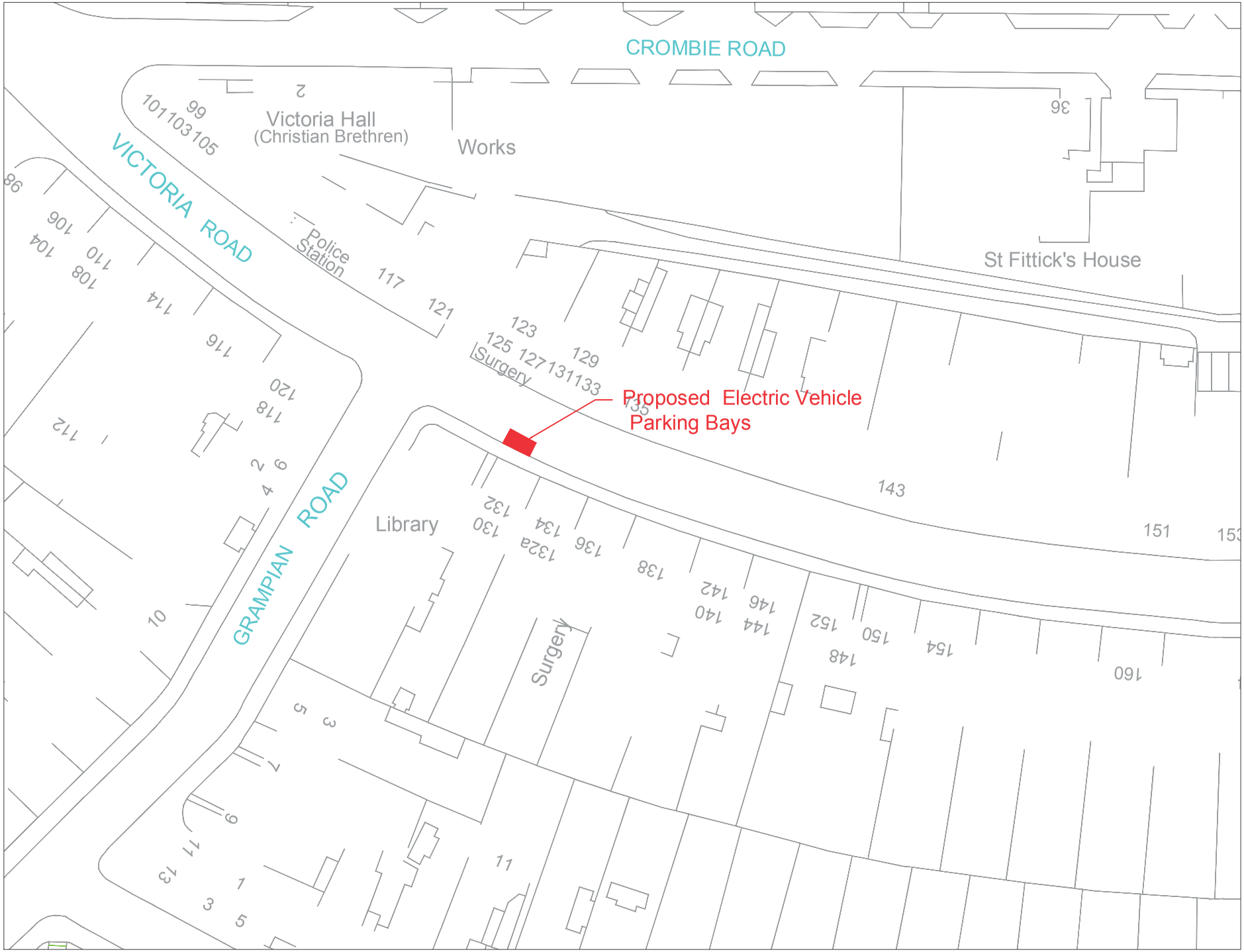
Polmuir Road (Duthie Park rear) car park - Proposed Car Club Parking Bay



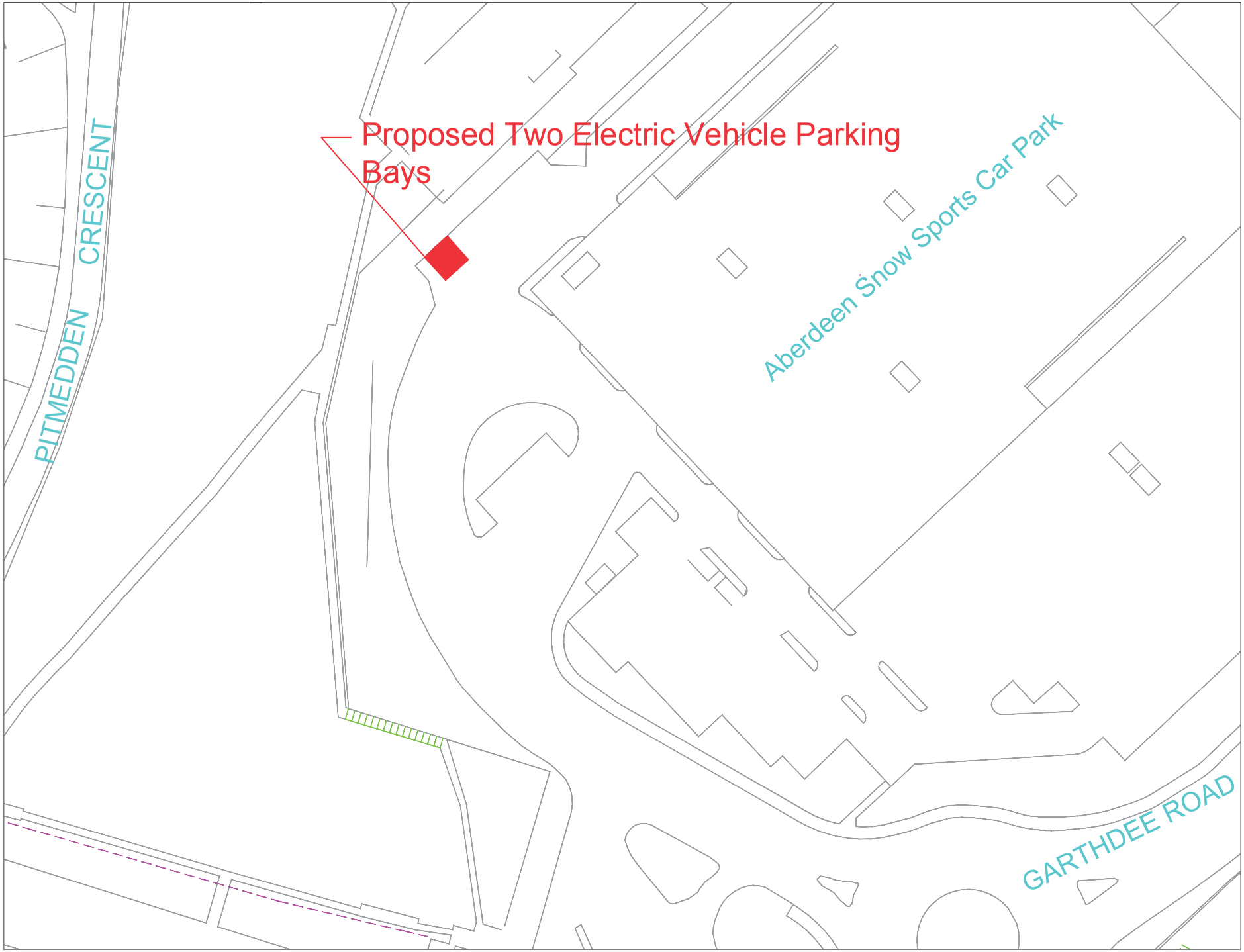
Satroshere(Constitution Street) car park - Proposed Car Club Parking Bay



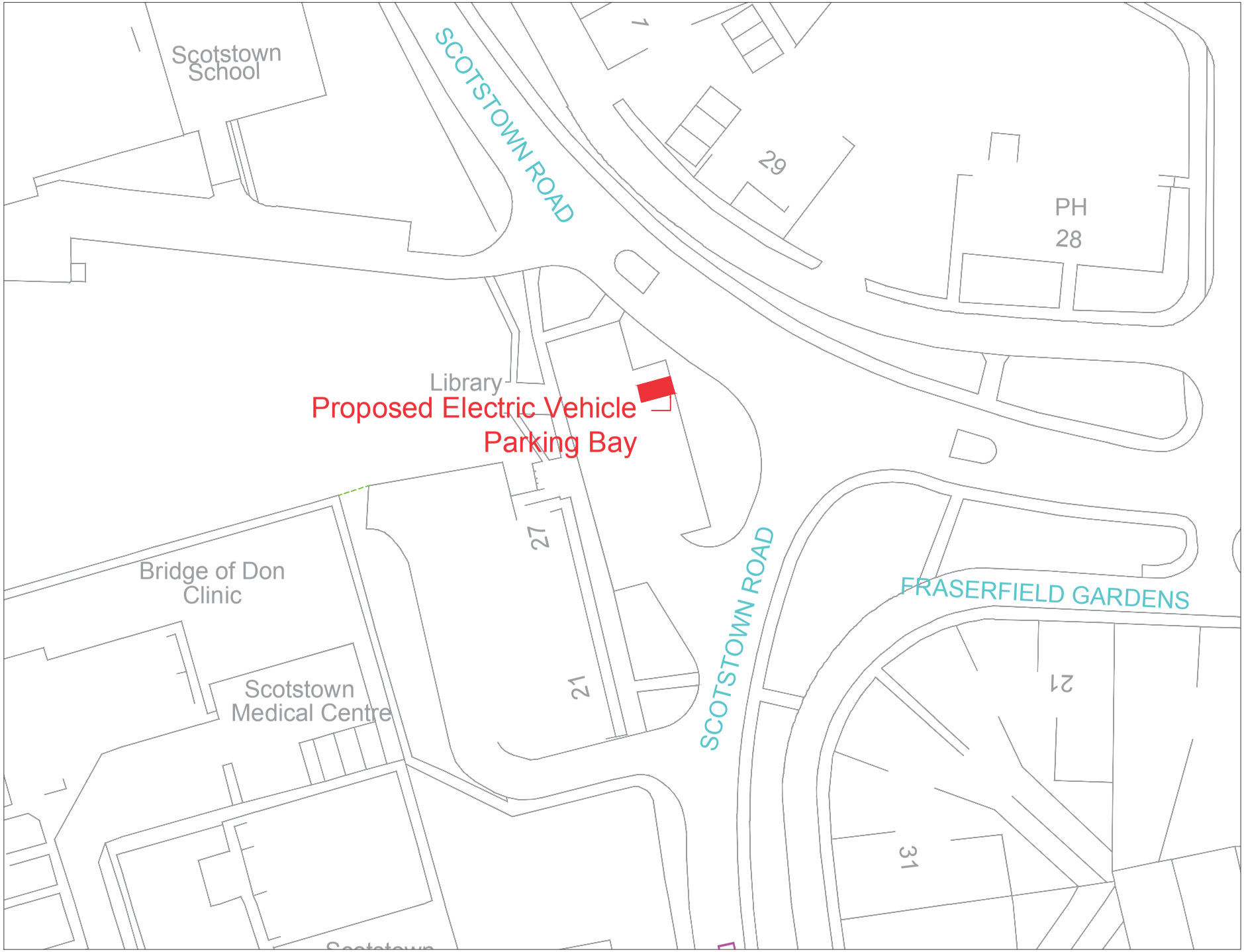
Victoria Road(Torry)- Proposed Car Club Parking Bay



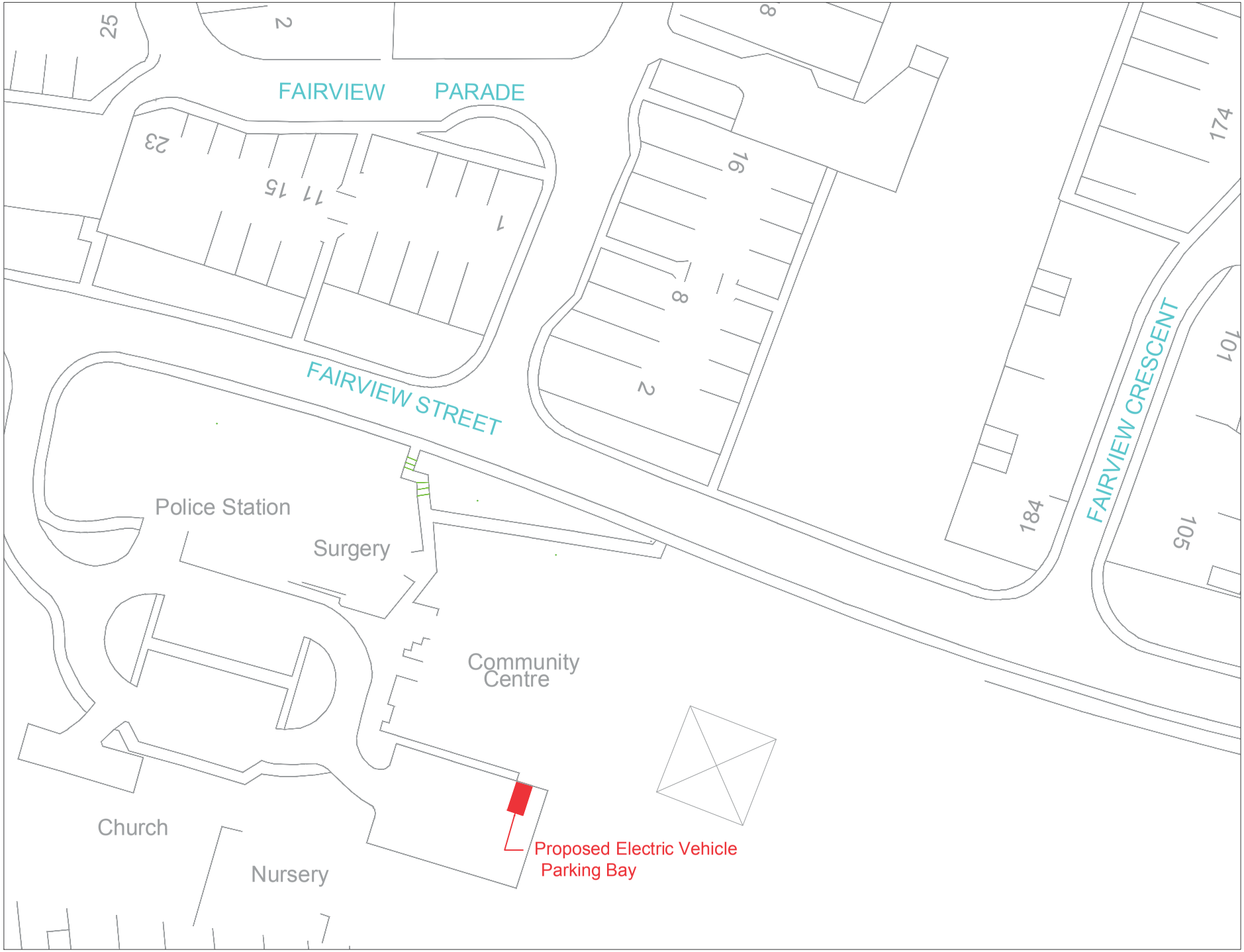
Aberdeen Snowsports Centre Car Park - Proposed Two Electric Vehicle Parking Bays



Bridge of Don Library Car Park - Proposed Electric Vehicle Parking Bay



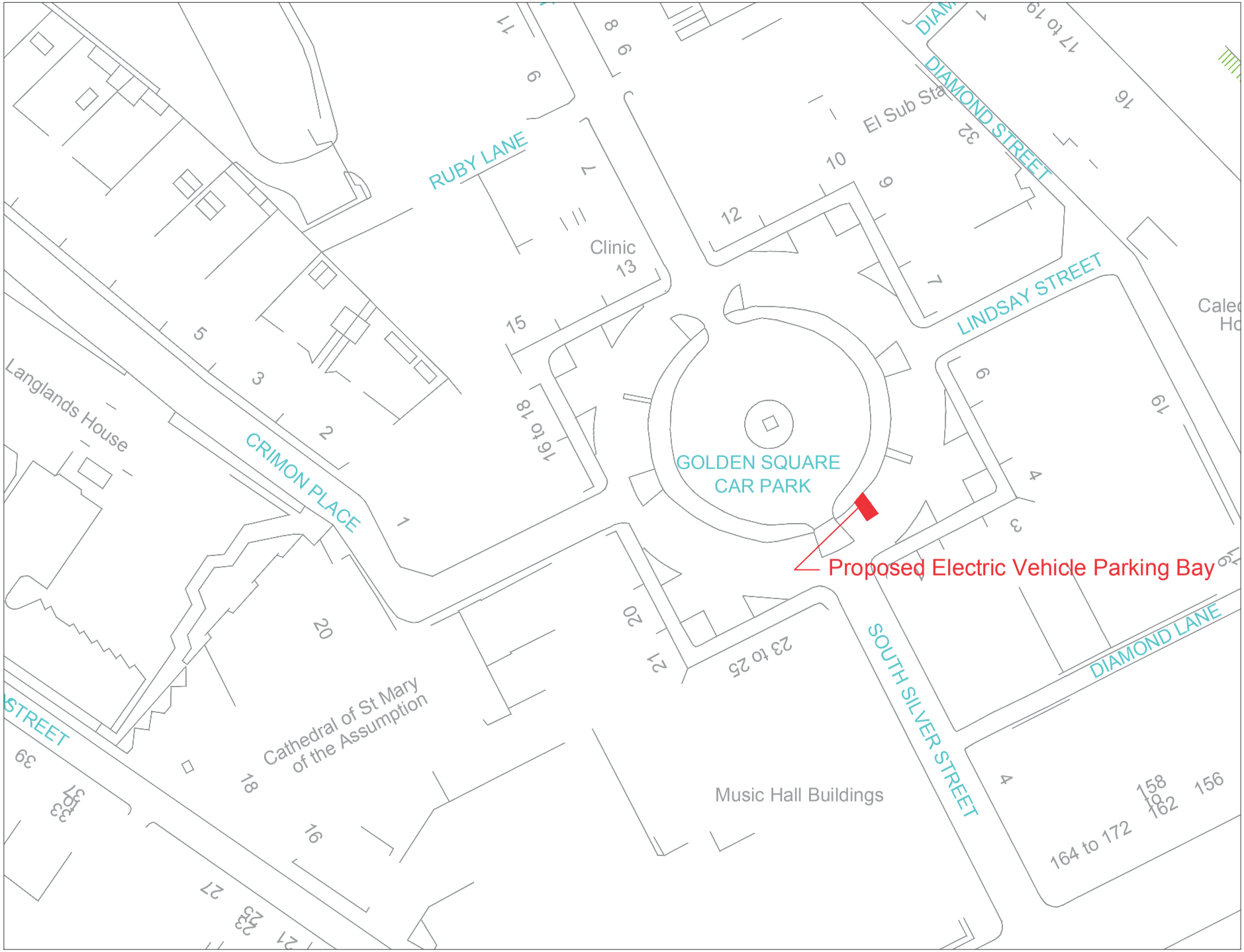
Danestone Community Centre Car Park - Proposed Electric Vehicle Parking Bay



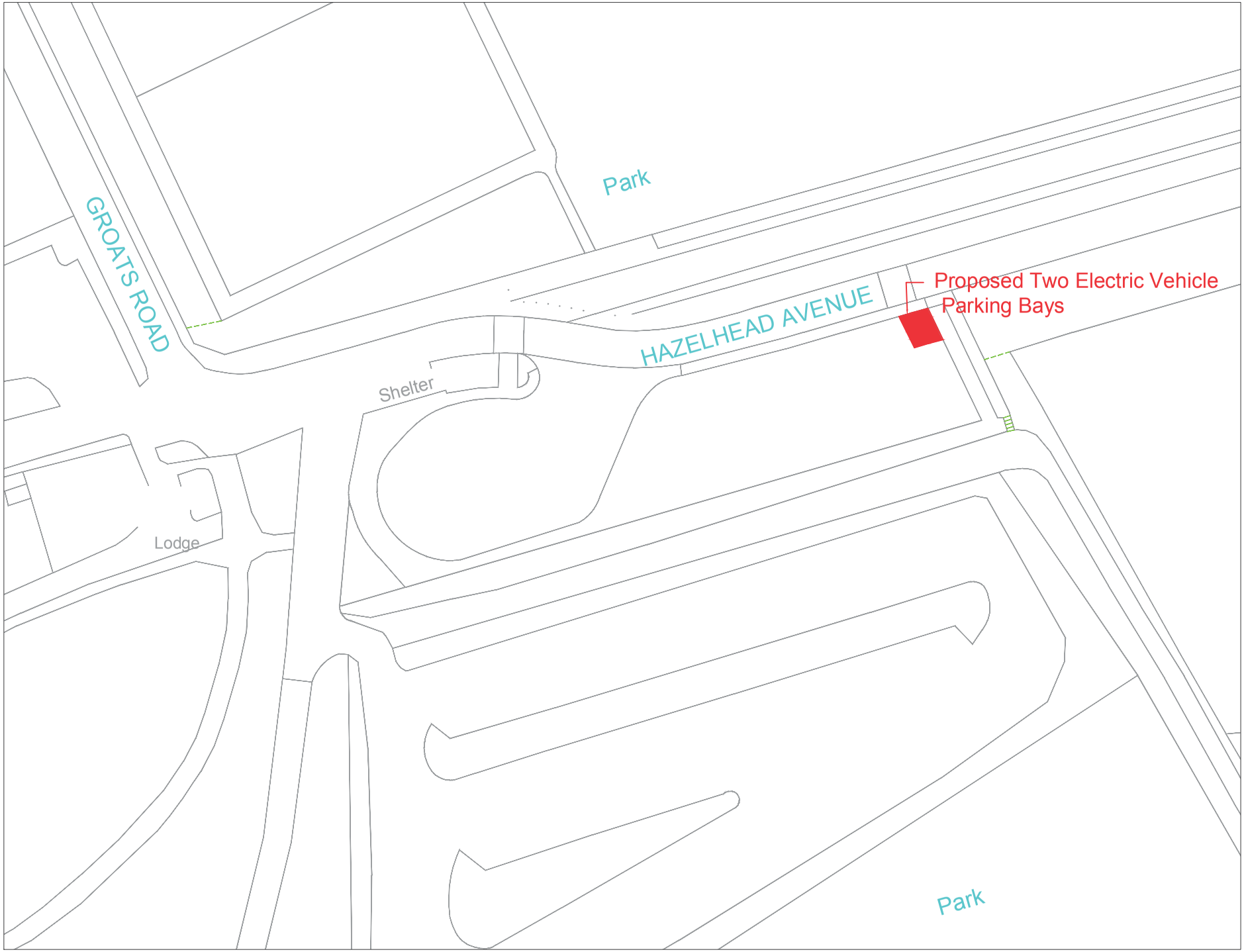
Dunmail Avenue (Cults) Car Park - Proposed Two Electric Vehicle Parking Bays



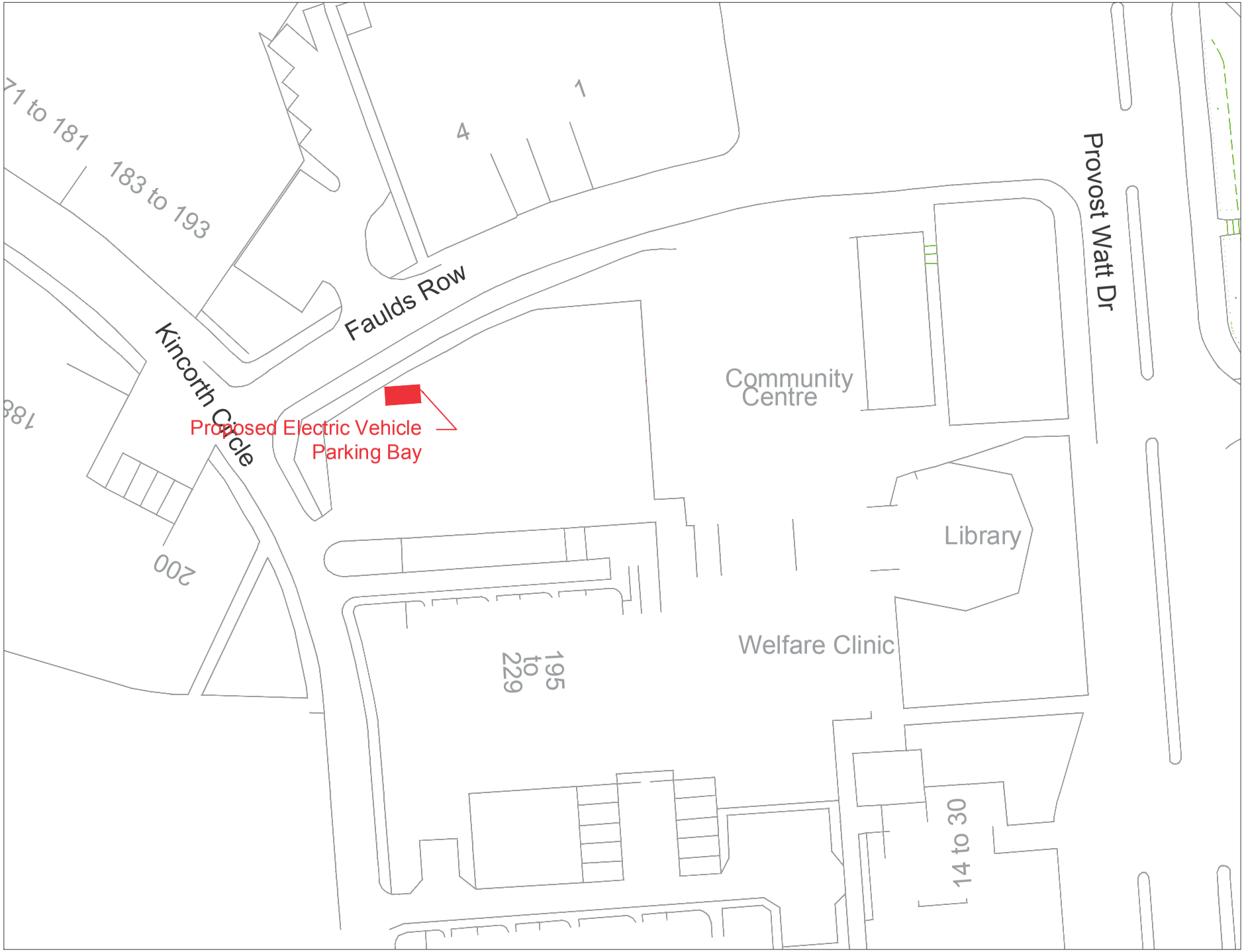
Golden Square (Outer Circle) Car Park - Proposed Electric Vehicle Parking Bay



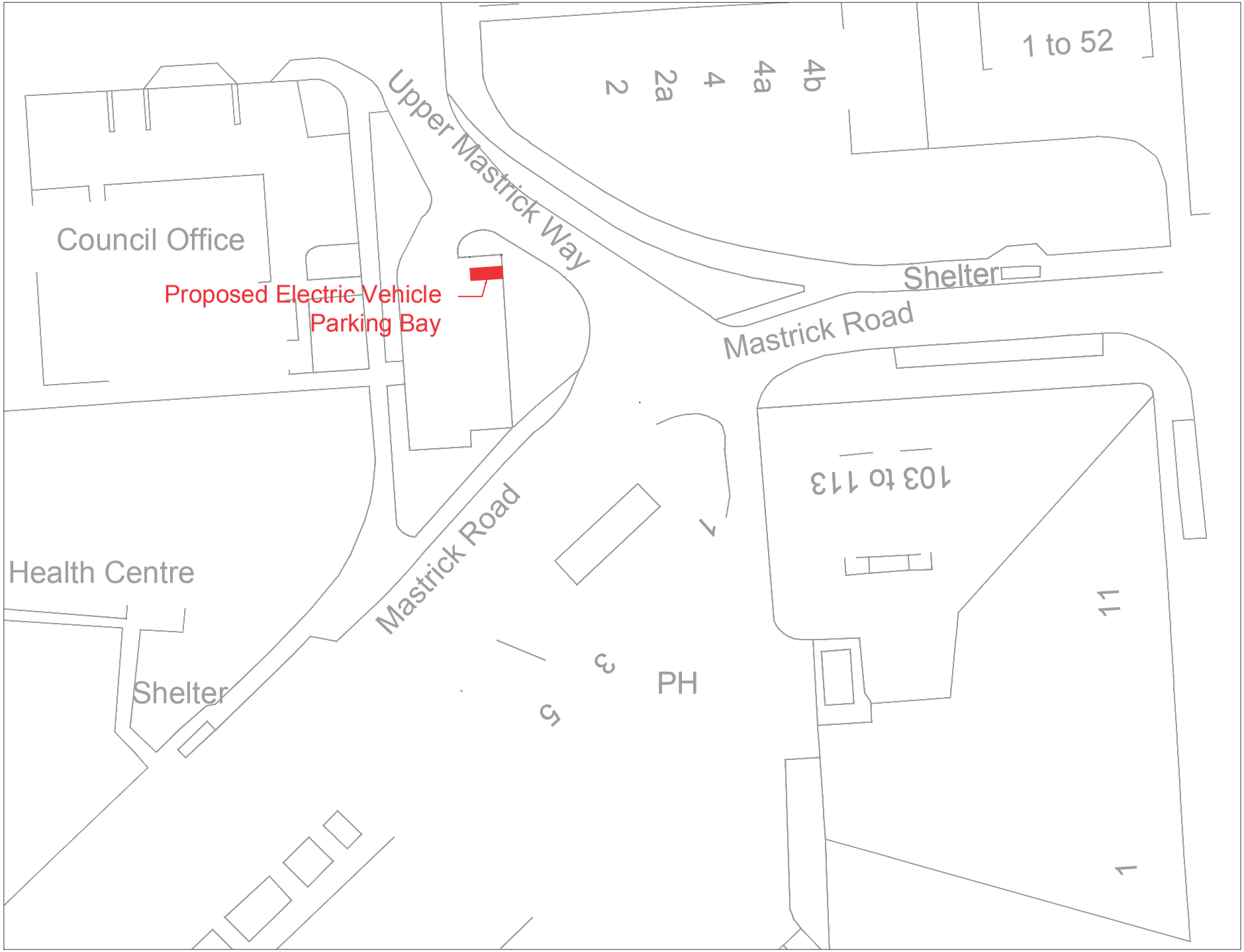
Hazelhead Avenue Park - Proposed Two Electric Vehicle Parking Bays



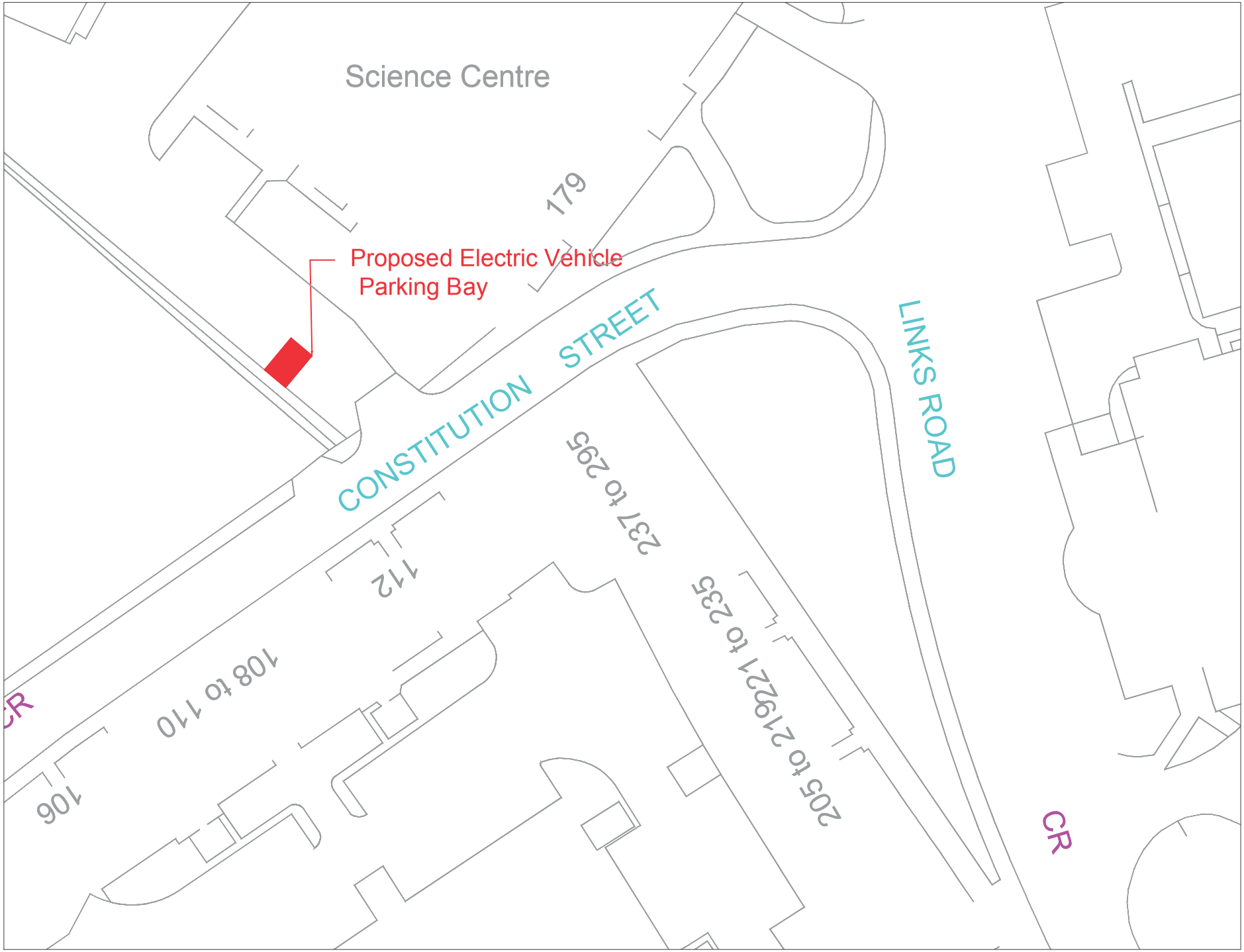
Kincorth Library (Faulds Row) - Proposed Electric Vehicle Parking Bay



Mastrick Car Park - Proposed Electric Vehicle Parking Bay



Satrosphere Car Park (Constitution Street) - Proposed Electric Vehicle Parking Bay





Page 348

FAIRHURST	JOB NO.	99492	Council Ref	201410
CONSULTING CIVIL & STRUCTURAL ENGINEERS 88 Queens Road, Aberdeen, AB15 4YQ Tel: 01224 321222		PL	Rev A	25-Nov
CAPPING SCHEDULE		KT	Rev B	03-Dec
			Rev C	11-Dec
Tests carried out to BS 1377:1990				

CBR TEST RESULTS

ROAD NAME	TEST NUMBER	CBR VALUE	CAPPING DEPTH REQUIRED	SUB BASE DEPTH REQUIRED
ROAD 1	CBR 1	7.760	250	150
ROAD 1	CBR 2	7.010	250	150
ROAD 1	CBR 3	4.980	350	150
ROAD 1	CBR 4	1.440	600	150
ROAD 2	CBR 5	1.010	600	150
ROAD 2	CBR 6	3.220	350	150
ROAD 3	CBR 7	2.880	350	150
ROAD 1	CBR 8	4.010	350	150
CAR PARK 1	CBR 9	4.540	350	150
EXISTING RD	CBR 10	2.990	375	150
EXISTING RD	CBR 11	2.780	375	150
EXISTING RD	CBR 12	3.540	375	150
EXISTING RD	CBR 13	5.330	375	150
EXISTING RD	CBR 14	6.340	375	150
EXISTING RD	CBR 15	5.650	375	150

CAPPING SCHEDULE

ROAD NAME	START CHAINAGE	END CHAINAGE	CAPPING DEPTH REQUIRED	SUB BASE DEPTH REQUIRED
EXISTING RD	0.00	169.09	375	150
ROAD 1	0.00	50.00	250	150
ROAD 1	50.00	75.00	350	150
ROAD 1	75.00	129.95	600	150
ROAD 2	0.00	25.00	350	150
ROAD 2	25.00	68.28	600	150
ROAD 3	0.00	10.00	600	150
ROAD 3	10.00	48.86	350	150
CAR PARK	-	-	350	150

CAPPING MATERIAL IS TO BE A NON FROST SUSCEPTIBLE MATERIAL

GEOTEXTILE REQUIREMENTS (ADOPTABLE SURFACES ONLY)

EXISTING ROAD
(TO BE UPGRADED) – NO GEOTEXTILE REQUIRED
ROAD 1 – GEOTEXTILE REQUIRED FROM CHAINAGE 80m TO END OF ROAD
ROAD 2 – GEOTEXTILE REQUIRED FROM CHAINAGE 40m TO END OF ROAD

Do not scale from this drawing.

SAFETY HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARD/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING RISKS AND INFORMATION.

RISKS LISTED HERE ARE NOT EXHAUSTIVE. REFER TO DESIGN ASSESSMENT FORM NO.

CONSTRUCTION

DEMOLITION

FOR INFORMATION RELATING TO USE, CLEANING AND MAINTENANCE SEE THE HEALTH AND SAFETY FILE

IT IS ASSUMED THAT ALL WORKS WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROVED METHOD STATEMENT.

ROAD LEGEND

Ga GALLY.
P.Ga PRIVATE GALLY.
TACTILE PAVING AT PEDESTRIAN CROSSING POINT.
CONDUIRY PAVING AT PEDESTRIAN CROSSING POINT.
TREE PITS
BIN LAYDOWN AREAS
INFORMAL BARRIER - HEDGE OR SIMILAR
200mm×100mm×80mm RECTANGULAR BLOCK PAVING. COLOUR TO BE SPECIFIED BY THE ARCHITECT.

ADOPTABLE AREAS

CARRIAGEWAY
FOOTWAY / CYCLE PATH
VERGE

ROAD CLASSIFICATION LEGEND

EXISTING – DISTRIBUTOR ROAD
ROAD 1 – HOUSING ROAD
ROAD 2 – HOUSING ROAD
ROAD 3 – HOUSING ROAD

This is the plan / drawing / specification referred to in the application

Signed .....

Dated .....

For Fairhurst

Rev.	Date	Description	Drwn.	Chkd.	Appd.
F	11/11/14	ADOPTABLE LOCK BLOCK PAVING REMOVED, CAPPING THICKNESS ON EXISTING ROAD INCREASED TO 375MM DEPTH	PL	KT	ASK
E	30/11/14	CAPPING AND GEOTEXTILE SCHEDULE ADDED TO DRAWING	PL	KT	ASK
D	25/11/14	FOOTWAY REVISED ADJACENT TO PLOT 12 TO SHOW FOOTWAY BEING CONTINUOUS ACROSS BELLMOUTH TO PLOTS 12 & 13.	PL	KT	ASK
C	13/11/14	DROPPED CROSSING ADDED TO SOUTH SIDE OF BELLMOUTH WHICH SERVES PLOT 12	PL	KT	ASK
B	06/11/14	ALIGNMENT OF EXISTING ROAD AND JUNCTION AT BALGOWNIE ROAD REVISED.	EP	PL	KT
A	30/10/14	DRIVEWAY AT PLOT 30 NARROWED, ROAD 2 CHANGED TO CROSSFALL, VG SPLAYES ALTERED ROAD 3 CHANGED TO NOT ADOPTED	PL	KT	ASK

FAIRHURST
88 Queens Road
ABERDEEN
AB15 4YQ
Tel: 01224 321222
Fax: 01224 323201

Client: CALA HOMES

Project Title:
PROPOSED DEVELOPMENT AT BALGOWNIE FARM, BRIDGE OF DON ABERDEEN

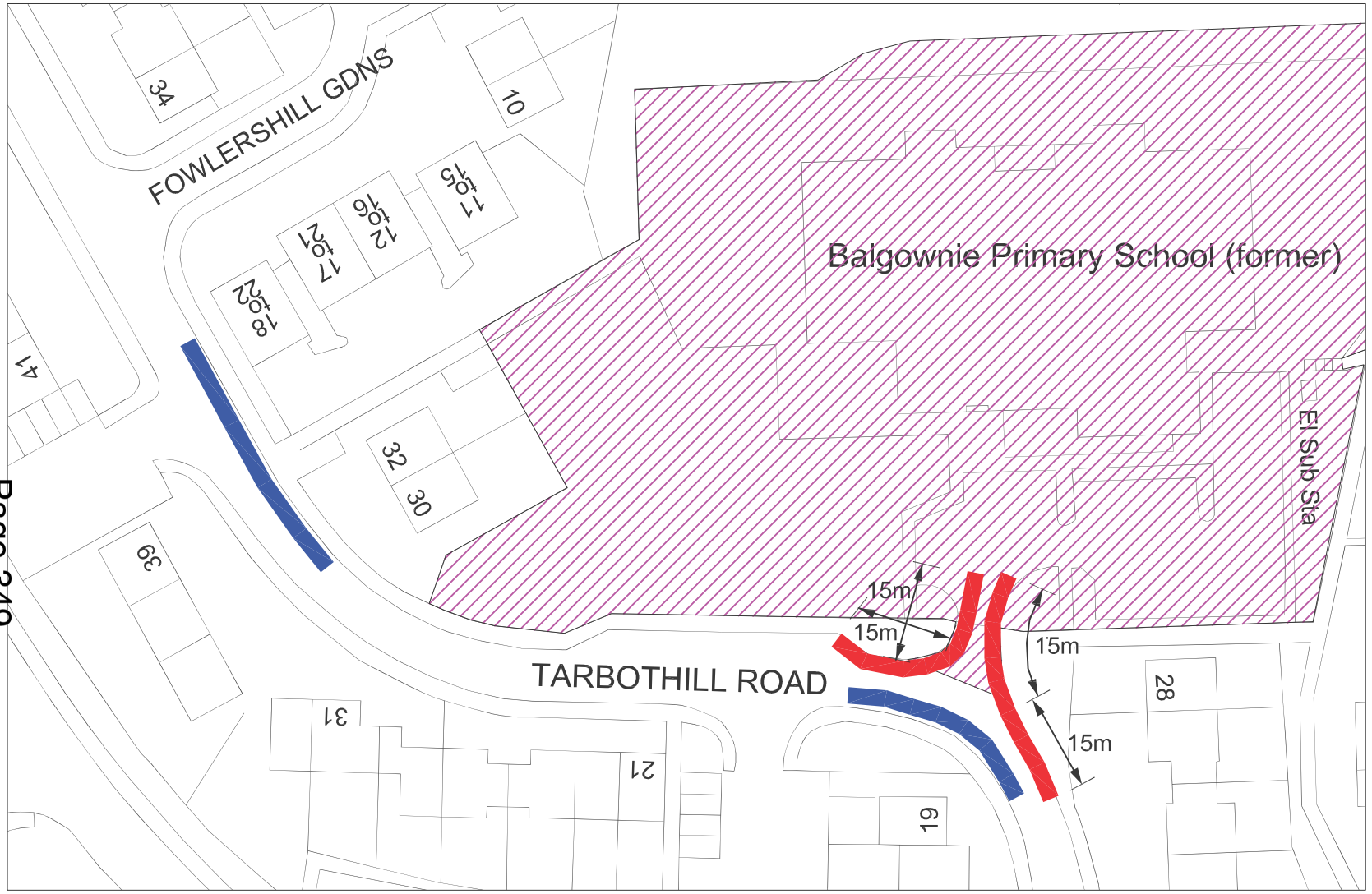
Drawing Title:
ROADS LAYOUT

Scale at A1:	Status:
1:250	For Approval

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Date:	Date:	Date:
29/04/14	29/04/14	29/04/14

Drawing No.: 99492/1001 Revision: F

Appendix - Proposed amendments to waiting restrictions on Tarbothill Road



Key:

Proposed 'At Any Time' waiting restrictions

Existing School zig-zag lines to be removed.

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

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Client.

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Project.

Title.

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ABERDEEN CITY COUNCIL

COMMITTEE	**Communities, Housing and Infrastructure**
DATE	**18 March 2015**
DIRECTOR	**Pete Leonard**
TITLE OF REPORT	**Various small scale traffic management and development associated proposals (Stage 3 – Public Advert)**
REPORT NUMBER:	**CHI/15/108**

1. PURPOSE OF REPORT

This report deals with twelve orders at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect of each of these orders and this report presents the objections (where relevant) in each case. The public notices are attached (Appendix 1), from which members will be able to see the exact content of the proposals. Also, where applicable, the letters of objection are also included (Appendix 2).

2. RECOMMENDATION(S)

It is recommended this Committee:-

(i) approve the orders that did not attract objections, and that all the orders be made and implemented accordingly.

(ii) in relation to "The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)" approve the order, albeit modify the proposed length of prohibition of waiting at any time on the south side to a prohibition of waiting operational from 7am to 6pm, Monday to Saturday, and from 9am to 6pm on a Sunday.

(iii) In relation to the "The Aberdeen City Council (Kirk Terrace, Cults, Aberdeen) (Prohibition of Waiting) Order 201(X)", "The Aberdeen City Council (Advocates' Road, Aberdeen) (Prohibition of Waiting) Order 201(X)", and "The Aberdeen City Council (Cattofield Place, Aberdeen) (20mph Speed Limit and Prohibition of Waiting) Order 201(X), overrule the objections received and approve these orders be made as originally envisaged.

3. FINANCIAL IMPLICATIONS

The proposals contained in the six traffic orders detailed at 5.1 through to 5.6 will be funded through the Cycling, Walking & Safer Streets Budget.

The proposals contained in the four traffic orders detailed at 5.7 through to 5.10 will be fully funded by developers/businesses.

The proposal contained in traffic order detailed at 5.11 will be fully funded through the Non-housing Capital Budget

The proposals contained in the traffic order detailed at 5.12 will be fully funded through the Disabled Parking Revenue Budget.

The table below sets out fully the financial implications of implementing the proposals set out in this report.

Budget	**Implementation cost**	**Maintenance cost**	**Comments**
Cycle, Walking, Safer Streets (Scot.Gov. Grant)	£1050	£1050 every five years	
Developer financed	Nil	£480 every five years £500 every ten years £10.5K every 15 years	Maintenance of these works generally falls on the council maintenance budget.
Non-housing capital budget	£1600	£150 every five years £300 every ten years	
Disabled Parking Revenue Budget	£2500	Some of these spaces will require to be relined approximately every 10 years at a cost of £100 per space and some will require removal before this time at a cost of £108 per space.	

4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here.

5. BACKGROUND/MAIN ISSUES

This section has been sub-divided into sub-sections corresponding to the twelve orders under consideration.

5.1 The Aberdeen City Council (Salisbury Terrace/Gray Street Lane, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.1.1 No statutory objections have been received.

5.2 The Aberdeen City Council (Auchlea Place/Auchlea Road/Sheddocksley Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.2.1 No statutory objections have been received.

5.3 The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.3.1 Proposal

Concerns have been raised via the Community Council, and local elected members, with regard to parking issues on Craigiebuckler Avenue near to its junction with Springfield Road.

Issues relating to congestion caused by on-street parking out-with the existing length of prohibition of waiting at any time are causing delays for buses and local commuter traffic.

A request to extend the existing prohibition of waiting at any time a further 42m has therefore been received in order to ease vehicle movements at this location. Appendix 3 highlights a plan showing the extent of the aforementioned proposal.

5.3.2 Objection

This proposal is subject to one statutory objection from Ms Shirley Watt who resides at 37 Craigiebuckler Terrace. Ms Watt states “I agree there is a need for parking restrictions in this area, but am of the view that the proposal is too restrictive for what is needed. The problems arise during the day where there is a bus service and traffic parked for the businesses in the area. I am of the view that a lesser order extending the ‘double yellow’ lines by a single yellow, to prohibit parking between 8am and 6pm would be adequate to control the

parking issues. There is no bus service in Craigibuckler in the evening. The hairdressing business at the beginning of Craigiebuckler Avenue is generally closed in the evenings. In the evenings, of course, there is also less traffic."

5.3.3 Response to statutory objection

As Ms Watt highlights the bus service does cease operations in the early evening with the last arrival/departure taking place in the region of 7pm throughout the week. When considering the mornings, buses resume at approximately 6.30am on weekdays, and at 7am and 9am respectively on Saturdays and Sundays. Likewise, traffic will reduce significantly in the early evening period following the peak commuting period during the working week. Accordingly, there would be minimal disruption caused by changing this proposed extension of the 'double yellow' on the south side of this road to a 'single yellow' prohibition of waiting operating from 7am to 6pm, Monday to Saturday, and from 9am to 6pm on a Sunday.

Given the above it is recommended this committee modifies the original proposal to that highlighted above.

5.4 The Aberdeen City Council (Kirk Terrace, Cults, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.4.1 Proposal

It has been brought to the attention of officers that vehicles parking on Kirk Terrace, Cults, are causing difficulties with regard to vehicular movements on its length on the approach to its junction with Kirk Brae. With vehicles parked on one side of this road, the remaining carriageway width only allows a single file of traffic to pass. As a consequence, drivers turning on to Kirk Terrace from Kirk Brae are often confronted by vehicles on the wrong side of carriageway, thereby causing a backup of traffic on to Kirk Brae. This issue is at its most acute during peak periods, with Kirk Brae acting as a local distributor route, and Kirk Terrace being used by school associated traffic.

To alleviate this issue it is proposed a 25 metre length of prohibition of waiting at any time should be introduced on both sides of Kirk Terrace on its approach to Kirk Brae thereby providing an area of suitable length that allows vehicles to wait/pass. Appendix 4 highlights a plan showing the extent of the aforementioned proposal.

5.4.2 Objection

This proposal is subject to one statutory objection from Ms Kathleen Stewart who resides at 81 Kirk Brae, Cults. Ms Stewart states "As a resident in the block of flats at the corner of Kirk Brae and Kirk Terrace, I park my car on this street as do most of my neighbours. If there is a

prohibition of waiting order imposed there will be no alternative place for these vehicles to be parked. This would lead to vehicles being parked on Kirk Brae instead or towards the bottom of Friarsfield Road thus simply moving the problem which currently exists on Kirk Terrace."

Ms Stewart thereafter goes on to suggest "…that instead of imposing a prohibition of waiting order on the 25m stretch you intend that you consider making this stretch of Kirk Terrace one way only from Kirk Brae. This would still allow for traffic to pass freely up the Terrace in the left hand lane from the Brae and would allow for residents parking on the right hand side of the road." The full text of Ms Stewart's objection can be examined in Appendix 2.

5.4.3 Response to statutory objection

When considering vehicles should be parked at least 10 metres away from a junction the number of potential vehicles displaced by this proposal could be two or three. While is appreciated drivers may be tempted to park in the immediate vicinity of Kirk Brae/Friarsfield Road junction, the majority of residents in this area recognise the steady flow of traffic in the area of this junction and it is anticipated parking would not become a problem. Nonetheless this location would be monitored and should such parking take place the introduction of further restrictions would be considered.

It should be noted though that a length of on-street parking that can accommodate up to four vehicles will still be retained on this length of Kirk Terrace, between its junctions with Kirk Brae and Garden Road. Thereafter the nearby streets, Garden Road and Kirk Place, also offer on-street parking opportunities. Also, as usual, when considering 'double yellow' lines, vehicles can wait while being actively loaded/unloaded or when passengers are boarding/alighting, provided of course the vehicle is not causing a danger/obstruction.

The suggestion of a 'one way' system would not be considered in the context of a very modest reduction of on-street parking availability. A one-way system would have significant implications for displacing traffic on to nearby streets and could be subject to strong opposition from residents who view this length of Kirk Terrace as a convenient point of access/egress.

Given the above, it is recommended this Committee overrules the statutory objection received and instructs officers to implement this proposal as originally envisaged.

5.5 The Aberdeen City Council (Oakhill Grange/Oakhill Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.5.1 No statutory objections have been received.

5.6 The Aberdeen City Council (Wellheads Place, Dyce, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.6.1 No statutory objections have been received.

5.7 The Aberdeen City Council (Advocates' Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.7.1 Proposal

When 'First Group Plc' upgraded its Aberdeen Headquarters/Bus Depot circa 2009, a new footway was constructed, with the agreement of the Council, on the north side of Advocates' Road where previously there was a rough path on which vehicles were often parked. With the introduction of a formal footway it has since been the case that vehicles now park by straddling the footway/carriageway. The issues this parking causes, beyond obstructing the footway, and on one particular section either obstructing or making it difficult to access an electricity substation, is it prevents two way access/egress to the 'First Group Plc.' Car Park. On a significant length of access road where vehicles have to 'give and take' to pass there may not be an issue where there are modest traffic movements from/to a car park. However Advocates' Road is only in the region of 30 metres long and the current parking situation is disruptive to the flow of traffic from/to the car park.

It is therefore proposed to introduce lengths of prohibition of waiting at any time to manage parking on this length of road so access/egress is unhindered, while at the same time ensuring the northern footway remains free of obstructions. Additionally on the south side of this road it is proposed to extend the existing length of prohibition of waiting by a few metres to ensure a parked vehicle will not obstruct the dropped kerb where pedestrians on King's Crescent cross the face of this junction. Also at the end of Advocates Road, on the area owned and maintained by 'First Group Plc.', there is a length of prohibition of waiting to ensure vehicles are not impeded when exiting the car park.

The plan in Appendix 5 highlights the extent of the waiting restrictions proposed for Advocates' Road.

5.7.2 Objection

This proposal is subject to one statutory objection from Richard, Teresa and Edward Harwood. They originally submitted an objection to a similar proposal in April 2012 (by way of their solicitor) and highlighted they had significant problems parking already and if the proposal was implemented it would make life very difficult when attempting to park close to their home. It is also highlighted developments are being constructed on St Peter Street which will only exacerbate the demand for parking places. The full text of the Harwood's most recent and original objection can be examined in Appendix 2.

5.7.3 Response to statutory objection

This proposal would result in the displacement of two or three vehicles and while it is recognised there is a high demand for parking places in this area, on-street parking will remain available on nearby King's Crescent, Jute Street, and St Peter Street. Significantly, a length of prohibition of waiting at any time ('double yellow' lines) has also recently been revoked on St Peter Street that will provide a net gain of three on-street parking places. With respect to developments on St Peter Street, the Council Roads Development Management Team were satisfied that adequate off-street parking would be provided within the bounds of the property development.

As indicated in the paragraph highlighting the Harwood's objection, a proposal to introduce additional waiting restrictions on this road was advertised in early 2012. Following this advertisement and the objections received as a result, the situation has been monitored and it's the case 'First Bus' have continued to highlight access/egress issues and concern over vehicles parking on the new footway.

Given the above, it is recommended this Committee overrules the statutory objection received and instructs officers to implement this proposal as originally envisaged.

5.8 The Aberdeen City Council (Cattofield Place, Aberdeen) (20mph Speed Limit and Prohibition of Waiting) Order 201(X)

5.8.1 Proposal

Planning consent has been passed that will allow the construction of 70 residential units at the site of the former Scottish Water Cattofield Depot off Cattofield Place. The implications of this development on the wider road network were considered as part of the planning process and as a result a number of conditions put on the development.

When considering Cattofield Place there is currently a 'Twenty's plenty' advisory speed limit, while on adjacent Cattofield Terrace and Cattofield Gardens there is a mandatory 20mph speed limit with associated traffic calming road humps. The mandatory 20mph speed limit/road humps on the aforementioned roads were introduced as a result of drivers using these roads to avoid nearby congested routes, while at the same time dealing with the issue where the 'Twenty's plenty' advisory speed limit was having little or no effect on recorded vehicular speeds. With the extra traffic this new development will generate it is considered appropriate the remaining advisory 20mph speed limit on Cattofield Place is made mandatory and physical traffic calming measures in the form of road humps installed to make the speed limit self-enforcing. This will provide for a consistent 20mph

speed limit zone and enhance both road safety and the street environment for residents.

The plan in Appendix 6 highlights the extent of the above proposals.

5.8.2 Objections

Two statutory objections have been received that specifically relate to the introduction of traffic calming road humps. Mr William A Gill, 5 Cattofield Place, states "I wish to object to this proposal as this street in common with many in Aberdeen is and has been full of potholes and badly made up trenches for years – so no need for bumps as holes and imperfections do the job!." Mr Gill further states "…I would like to point out, what should be obvious, that these speed bumps all over Aberdeen cause potholes themselves as cars go over them and make holes on the downside of the hump…My workshop fits replacement road springs to cars dozens and dozens of times a year." Thereafter Mr Gill also highlights "…traffic is often diverted along Cattofield Place, including ambulances, when Hilton Street is often blocked so bumps would affect them."

The other objection is from D. Pirie, 51 Cattofield Place, who expresses concern over the current condition of the road and expresses the opinion that road humps will only lead to further damage.

The full text of the above objections can be read in Appendix 2.

5.8.3 Response to statutory objections

From surveys that have taken place on streets that have had traffic calming 'road humps' introduced, the reduction in the 85%tile speed of motor vehicles varies from 3mph to 13mph depending on the site concerned. On average it has been in the region of an 8mph reduction (*The 85%tile speed of motor vehicles is the speed at which 85% of the total volume of traffic recorded was travelling at or below).* The aforementioned reduction is in keeping with research carried out by the Transport Research Laboratory in 1996 (TRL Report 215) that reviewed 250 sites in the UK with the average speed reduction found to be 9mph. In terms of average speed, 'road humps' have been found to be very effective at reducing average vehicular speeds to the region of 20mph.

In contrast, speed reduction schemes on residential streets in the City that rely on signs alone have generally been found to have a very marginal effect, with speeds often reducing by a few miles per hour at most. Similar results were observed in a TRL study (TRL Report 363), carried out in 1998, that indicated "20mph signs alone, without associated traffic calming measures, led to speed reductions, on average, of about one mile per hour."

With regard to traffic calming road humps and the condition of carriageway surfacing, there will be no issue provided the carriageway/road humps are regularly maintained. Likewise in a research study where various types of vehicle were driven repeatedly over road humps at speeds up to 40mph no damage to the vehicles was observed. It was also seen the forces generated when traversing road humps were comparable to those likely to be sometimes experienced during normal driving activities, such as driving over an irregular surface or mounting a kerb.

With respect to ambulances using roads with traffic calming, research by the Transport Research Laboratory found that delays to emergency vehicles per traffic calming measure were relatively small. Of course, the journey of an emergency vehicle must be considered in detail, and in this regard the driver of such a vehicle will utilise distributor routes (not subject to physical traffic calming features) to arrive at the destination concerned, thus the number of traffic calming features to be negotiated will be very small. The overall effect on response times will therefore be negligible.

Given the above, and with the clear certainty that mandatory 20mph speed limits are most effective when combined with physical traffic calming measures, it is recommended this Committee overrules the statutory objections received and instructs officers to implement this proposal as originally envisaged.

5.9 The Aberdeen City Council (A96 Great Northern Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)

5.9.1 No statutory objections have been received.

5.10 The Aberdeen City Council (Urquhart Road/Park Road, Aberdeen) (Traffic Management) Order 201(X)

5.10.1 No statutory objections have been received.

5.11 The Aberdeen City Council (Springhill Road, Aberdeen) (One-Way) Order 201(X)

5.11.1 No statutory objections have been received.

5.12 The Aberdeen City Council (Disabled Persons' Parking Places) (Citywide) (No.1) Order 201(X)

5.12.1 No statutory objections have been received.

6. IMPACT

6.1 The content of the report meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.

6.2 These proposals are in line with the Council's Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

6.3 The contents of this report link to the Community Plan vision of creating a "sustainable City with an integrated transport system that is accessible to all".

6.4 These proposals will contribute to the delivery of the Smarter Mobility aims of *Aberdeen – The Smarter City*: "We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking", and "We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions."

6.5 While the majority of proposals in the report have been assessed and determined to have no adverse effects in relation to any groups or parties when considering equality and human rights; there is a proposal to install a mandatory 20mph speed limit on Cattofield Place with associated traffic calming road humps.

The Local Transport Note 1/07 "Traffic Calming" published by the Department for Transport indicates whilst traffic calming measures have improved safety overall, issues and limitations that have been exposed include: Disabled occupants of vehicles, particularly those with pre-existing back conditions, can find measures, specifically but not exclusively vertical deflections (road humps), more uncomfortable and more difficult to negotiate than more able bodied persons do. However, this negative possibility must be considered against the overall background of research that indicates the overal benefit in road safety terms is undoubtably positive, with vehicular speeds reduced, the number of collisions/possibility of collisions reduced, and the severity of collisions when they do occur mitigated. Traffic calming measures can also encourage non-motorised road users, improve the local environment and reduce community severance.

7. MANAGEMENT OF RISK

Where recommendations are not accepted with regard to a number of these proposals there is the risk road safety levels and traffic management could be compromised thereby resulting in on-going public concern, negative media reporting, and reputational damage. Conversely, proposals with regard to traffic management measures

can often prove contentious and it is therefore possible some of these proposals could be subject to negative feedback/comments. In this respect, concerned parties would be provided with a thorough rationale as to the necessity for the traffic management proposal concerned.

8. BACKGROUND PAPERS

Various small scale traffic management and development associated proposals (New works). Communities, Housing & Infrastructure Committee – 28 October, 2014.

http://committees.aberdeencity.gov.uk/documents/s41564/CHI-14-012%20Various%20small%20scale.pdf

9. REPORT AUTHOR DETAILS

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Appendix 1

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (SALISBURY TERRACE/GRAY STREET LANE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Salisbury Terrace/Gray Street Lane) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Salisbury Terrace and Gray Street Lane, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

SalisburyTerrace

West side, from its junction with Gray Street Lane, north-westwards for a distance of 5 metres.

West side, from its junction with Gray Street Lane, south-eastwards for a distance of 5 metres.

Gray Street Lane

Both sides, from its junction with Salisbury Terrace, south-westwards for a distance of 5 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (AUCHLEA PLACE/AUCHLEA ROAD/SHEDDOCKSLEY ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Auchlea Place/Auchlea Road/Sheddocksley Road, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Auchlea Place, Auchlea Road and Sheddocksley Road, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

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Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Auchlea Place

Both sides, from its junction with Sheddocksley Road, westwards for a distance of 15 metres.

Auchlea Road

Both sides, from its junction with Sheddocksley Road, westwards for a distance of 15 metres.

Sheddocksley Road

West side, from its junction with Auchlea Place, northwards for a distance of 15 metres.

West side, from its junction with Auchlea Place, southwards for a distance of 15 metres.

West side, from its junction with Auchlea Road, northwards for a distance of 15 metres.

West side, from its junction with Auchlea Road, southwards for a distance of 15 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (CRAIGIEBUCKLER AVENUE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Craigiebuckler Avenue, Aberdeen, as defined in the schedule below. This proposal would effectively extend the existing prohibition of waiting restrictions on both sides of this road, running from its junction with Springfield Road, westwards by an additional 42 metres.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Craigiebuckler Avenue

Both sides, from its junction with Springfield Road, westwards for a distance of 75 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (KIRK TERRACE, CULTS, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Kirk Terrace, Cults, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Kirk Terrace, Cults, Aberdeen, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Kirk Terrace, Cults

Both sides, from its junction with Kirk Brae, south-westwards for a distance of 25 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (OAKHILL GRANGE/OAKHILL ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Oakhill Grange/Oakhill Road, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Oakhill Grange and Oakhill Road, Aberdeen, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Oakhill Grange

Both sides, from its junction with Oakhill Road, northwards for a distance of 10 metres.

Oakhill Road

North side, from its junction with Oakhill Grange, westwards for a distance of 23 metres.

North side, from its junction with Oakhill Grange, eastwards for a distance of 30 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (WELLHEADS PLACE, DYCE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Wellheads Place, Dyce, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Wellheads Place, Dyce, Aberdeen, as defined in the schedule below. The schedule below also restates existing lengths of prohibition of waiting at any time on Wellheads Place.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

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Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

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Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Wellheads Place, Dyce

West side, from its junction with Wellheads Crescent, northwards for a distance of 15 metres.

West side, from 38 metres north of its junction with Wellheads Crescent, northwards for a distance of 40 metres.

West side, from 100 metres north of its junction with Wellheads Crescent, northwards for a distance of 26 metres.

West side, from its junction with Wellheads Way, southwards for a distance of 208 metres.

East side, in its entirety.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (ADVOCATES' ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Advocates' Road, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Advocates' Road, Aberdeen, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Advocates' Road

South side, from its junction with King's Crescent, eastwards for a distance of 5 metres.

South side, from a point 26 metres east of its junction with King's Crescent, eastwards for a distance of 12 metres.

North, west and east sides in their entirety.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (CATTOFIELD PLACE, ABERDEEN) (20MPH SPEED LIMIT AND PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Cattofield Place, Aberdeen) (20mph Speed Limit and Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a mandatory 20mph speed limit on Cattofield Place, Aberdeen. The Council is also proposing to introduce associated speed cushions (road humps) on Cattofield Place. Each cushion would be established under the Roads (Scotland) Act 1984 and would be 0.075 metres in height and 1.9 metres in length. Tolerances for the construction height of a speed cushion are plus or minus 10 millimetres transversely and plus or minus 15 millimetres longitudinally. The exact positioning of each cushion can be clarified by telephoning (01224) 522308, or by calling at Marischal College (for details of this see below). All parties on Cattofield Place will receive the exact specifications by letterbox drop.

Additionally, it also proposed certain lengths of prohibition of waiting be introduced on Cattofield Place and Cattofield Square, as defined in the schedule below.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Cattofield Place

South-east side, from its junction with Cattofield Square, south-westwards for a distance of 10 metres; South-east side, from its junction with Cattofield Square, north-eastwards for a distance of 10 metres.

Cattofield Square

Both sides, from its junction with Cattofield Place, south-eastwards for a distance of 10 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (A96 GREAT NORTHERN ROAD, ABERDEEN) (REDETERMINATION OF MEANS OF EXERCISE OF PUBLIC RIGHT OF PASSAGE) ORDER 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Scotland Act 1984. The effect of the order will be to redetermine the means of exercise of the public right of passage over certain lengths of the A96 Great Northern Road (footway), detailed in the schedule below, so that these lengths of footway become cycle track to be used by persons on foot and pedal cycle only.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

A96 Great Northern Road

Western footway, from its junction with Burnett Place, northwards for a distance of 70 metres.

Eastern footway, from 6 metres south of the gable end of property No.104 Great Northern Road, northwards for a distance 10 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (URQUHART ROAD/PARK ROAD, ABERDEEN) (TRAFFIC MANAGEMENT) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Urquhart Road/Park Road, Aberdeen) (Traffic Management) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a range of traffic management measures on Urquhart Road and Park Road, Aberdeen, as defined in the schedule below. The restrictions being proposed are located in the area of the crossroads junction between these two roads and are being promoted as a result of the pending installation of signal controls at this junction.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

With the exception of pedal cycles, vehicles will be prohibited from turning left on to Urquhart Road from the length of Park Road located to the south of Urquhart Road.

With the exception of buses, vehicles will be prohibited from turning right on to Urquhart Road from the length of Park Road located to the north of Urquhart Road.

Prohibition of waiting at any time – on the north side of Urquhart Road, the existing 'double yellow' lines, running westwards from its junction with Park Road, will be extended by a distance of 28 metres (of note, the Bus Stop on this length of road will be relocated on to the length of Park Road north of Urquhart Road); on the west side of Park Road (length south of Urquhart Road) the 'double yellow' lines leading from Urquhart Road will be extended by 3 metres.

THE ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (SPRINGHILL ROAD, ABERDEEN) (ONE-WAY) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Springhill Road, Aberdeen) (One-Way) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a clockwise one-way system on the inset length of Springhill Road serving property nos. 335 to 361 Springhill Road. That is to say, vehicles will only be able to enter this length of road via its southern junction with Springhill Road, travel in a clockwise direction, and exit via its northern junction with Springhill Road.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

THE ABERDEEN CITY COUNCIL

(DISABLED PERSONS' PARKING PLACES) (CITYWIDE) (NO 1) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Disabled Persons' Parking Places) (Citywide) (No 1) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984 and its duties under the Disabled Persons' Parking Places (Scotland) Act 2009.

The effect of the order is to establish regulatory on-street parking places in the streets listed in the schedule below.

In each case, a single on-street parking place – reserved for the exclusive use of any blue badge holder – will be established on the street in question, except that, where a bracketed numeral appears after a street name, that number will refer to the number of parking places intended for that street.

The schedule also includes an off-street car park where a disabled persons' space is being made regulatory.

Full details of the proposal are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays from 6 February, 2015, to 27 February, 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department, at Marischal College, Aberdeen.

It is recommended that anyone visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone (01224 522308) to speak to one of the officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 February, 2015, to 27 February, 2015, inclusively.

Any person who submits an objection to a road traffic order should be aware that any objection made will be available to members of the Committee, available for inspection by members of the public, distributed to the press, and will form part of the agenda pack which is available on the Council's website. To that extent, however, they are redacted, with e-mail addresses, telephone numbers and signatures removed from this correspondence.

Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

Schedule

Advocates' Road; Bressay Brae; Burnbrae Avenue; Craigie Street; Deveron Road; Fairies Knowe (2); Marischal Street; Middle Brae; Raeden Crescent; Off-Street Car Park serving property Nos.1 to 25 Tarbothill Road.

Appendix 2

From:	Shirley Watt
Sent:	25 February 2015 11:35
To:	TrafficManagement
Subject:	Proposed extension of no waiting restrictions on Craigiebuckler Avenue

Dear Sir

I refer to the above proposal.

I agree that there is a need for parking restrictions in this area, but am of the view that the proposal is too restrictive for what is needed.

The problems arise during the day when there is a bus service and traffic parked for the businesses in the area. I am of the view that a lesser order extending the double yellow lines by a single yellow line, to prohibit traffic parking between 8am and 6 pm would be adequate to control the parking issues.

There is no bus service in Craigiebuckler in the evening. The hairdressing business at the beginning of Craigiebuckler Avenue is generally closed in the evenings. In the evenings, of course there is also less traffic.

I trust these comments can be taken into consideration.

Shirley Watt
37 Craigiebuckler Terrace

81 Kirk Brae

Cults

Aberdeen

AB15 9QX

14 February 2015

Dear Sirs

Proposed Prohibition of Waiting Order on Kirk Terrace, Cults

I am writing to express my objection to the proposal noted above.

I have read and understood the proposal on the city council website and whist I agree with the reasoning behind it, I firmly believe that a prohibition of waiting is not the correct solution to tackle this problem.

As a resident in the block of flats at the corner of Kirk Brae and Kirk Terrace, I park my vehicle on this street as do most of my neighbours. If there is a prohibition of waiting order imposed there will be no alternative place for these vehicles to be parked. This would lead to vehicles being parked on Kirk Brae itself or towards the bottom of Friarsfield Road, thus simply moving the problem which currently exists on Kirk Terrace.

In addition, I note with interest the proposed cost to the council of imposing this as £150. This is presumably to paint yellow lines on the road, the cost of wardens to enforce these restrictions being another extra on top, penalising residents parking at home and detracting wardens from dealing with more serious parking offences.

You will no doubt be aware of the general traffic situation surrounding the Kirk Brae, Kirk Terrace and Friarsfield Road areas, some of which will hopefully be alleviated if Friarsfield becomes "access only". The area is used as a rat run for commuters and time and time again I have witnessed cars crashing in to the recently erected traffic light barriers and even the wall outside my neighbour's property at number 79.

I would suggest to you that instead of imposing a prohibition of waiting order on the 25m stretch you intend that you consider making this stretch of Kirk Terrace one way only from Kirk Brae. This would still allow for traffic to pass freely up the terrace in the left hand lane from the brae and would allow for residents parking on the right hand side of the road.

A one off cost of installing the one way and no entry signs would be minimal.

I look forward to hearing your response.

Yours faithfully

Kathleen Stewart

From:	Teresa Harwood
Sent:	02 March 2015 16:53
To:	TrafficManagement
Subject:	Aberdeen City Council (Advocates' Road Aberdeen) (Prohibition of Waiting) Order 201(X)
Attachments:	Letter of Objection - Aberdeen City Council - Traffic Restrictions_1.PDF

Attention of Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council

We wish to object to the above proposed Prohibition of Waiting at Advocates Road for the following reason which we outlined in our last objection on 30 April 2012 sent on our behalf by Graham WJ Cooper of Ledingham Chalmers LLP, reference GC.LT 45114/0001 copy attached.

Following on from this we had a meeting with Mr Doug Ritchie on 16 April 2013 when we were advised that further spaces were to be released in Advocates Road and that we would be advised of the outcome of the Committee meeting to be held on the subject in May of 2013, but to date we have had no communication.

As you may be aware two developments are under way in St. Peter Street which has exacerbated the parking situation in this area with severe pressure being put on residents to cope with the increased demand of builders and associated trades. This Prohibition would be grossly unfair to the residents of the area leaving us with no parking in this area.

Richard,Teresa and Edward Harwood

1

ledingham chalmers

Jane MacEachran
Head of Legal & Democratic Services
Aberdeen City Council
Town House
ABERDEEN

Ref: [redacted]
Your Ref
Date: 30 April, 2012

Dear Ms. MacEachran

Mr. Richard and Mrs. Teresa Harwood
Objection to Proposal to impose Traffic Restrictions on Advocates Road, Aberdeen

We have been instructed to act on behalf of our clients, Mr. and Mrs. Harwood of 37 Kings Crescent, Aberdeen and object to the proposal to impose traffic restrictions on part of Advocates Road as detailed in the Report dated 31st January, 2012 addressed to the Environment Planning and Infrastructure Committee of the Council and which Report was prepared under Reference EPI/12/009.

I refer to Appendix 1 attached which shows our clients' house at 37 Kings Crescent hatched in black and which lies opposite the First Bus Depot which extends to the edge of Kings Crescent.

Our clients have significant problems with parking already and if this Report is implemented this will make life very difficult for them in attempting to park close to their home which they have owned for some 30 years. Although there are eight parking spaces on Kings Crescent close to our clients' house (assuming everyone parks with consideration) these are used by the owners and occupiers of numerous houses on Kings Crescent and also by First Bus drivers despite them having their own car park off Advocates Road. As a result our clients are far from guaranteed parking on Kings Crescent at any time. The position is made worse as there are parking restrictions imposed on this area of road when there are football matches and events at Pittodrie Stadium which means that should our clients continue to park during a football match they will inevitably receive a parking ticket.

Moving on to Advocates Road itself, when our clients moved into their home they were able to park along the length of Advocates Road. Appendix 1 attached shows the part of Advocates Road which our clients understand First Group have now acquired. The boundary line is clearly shown on said plan. Although there are parking spaces in the remainder of Advocates Road, First Group for some unknown reason have apparently been responsible for adding yellow lines, purporting to prevent parking right up to the edge of Kings Crescent. This is identified in the Council Report referred to above. Although the Report indicates that First Group were

[redacted]

responsible for painting these yellow lines it does not reveal either why the yellow lines were painted nor what action the Council have taken to deal with the matter. It simply says that these parking restrictions are non-enforceable which is quite clearly the position. In addition First Group have constructed a raised pavement on the north side of Advocates Road presumably also without permission. This means that there is a pavement on both sides of Advocates Road which does not appear to be consistent with First Group's stated aim of doing this for safety reasons. There is an existing footpavement along the south side of Advocates Road and my clients believe that this is sufficient for the pedestrian users. In addition the new pavement turns round a 90 degree angle at the end of Advocates Road and when pedestrians reach the mechanised barrier/gate leading to the car park they require to cross the road at that point in order to take access into the car park. Pedestrian access to the First Group car park can only be taken from the righthand side of the barrier/gate leading thereto. My clients therefore take the view therefore that for safety reasons the only footpavement that requires to be used is the original one running along the south boundary of Advocates Road. Appendix 3 incorporates a photo showing the pavement running along the south side of Advocates Road before turning at a right angle towards the First Group car park. In addition the plan attached to Appendix 4 shows the sole pedestrian entrance to the car park and of course the First Group complex lying to the east of Advocates Road and consequentially why there is no requirement for the other pavement.

The above position can clearly be seen with reference to Appendix 2 attached. My clients believe that for reasons of safety the only pavement which requires to be used is the one lying to the south of Advocates Road and by continuing along this path into the First Group compound there is no need to cross any road thereby making this a safe pedestrian route. The vehicular turn off shown at the southeast boundary of Advocates Road on Appendix 2 does not exist and is therefore misleading.

The enclosures combined demonstrate that only the southernmost footpavement is required as pedestrians using the north footpavement require to cross the access road when they arrive at the First Group barrier – as explained this does not appear to offer pedestrians a safe solution.

Moving on to these proposals themselves if they are approved when the whole of the north side of Advocates Road will be unavailable for parking and there will only be four public spaces left on the south side of Advocates Road. One of these spaces has already been reserved for a disabled resident which means that in effect only three spaces in Advocates Road will be available for public parking.

Our clients have explained to me that this is grossly inadequate bearing in mind the parking situation at Kings Crescent.

I am aware that our clients have raised this matter on various occasions both with the Council officials and elected members and they feel that they have not made any progress. They have therefore asked me to write to you recording their strong objections to this proposal which does not appear to pay any attention to the needs of residents in the area. If this proposal is to be implemented our clients will have severe problems in being able to park close to their home which is clearly an unacceptable situation.

As indicated above the position is accentuated as some First Bus drivers tend to park both in the spaces in Kings Crescent and also within the public parking spaces in Advocates Road rather than use the car park provided by First Group leading off Advocates Road. Our clients advise that there are always spare spaces in that car park and, accordingly, parking by First Bus drivers on Kings Crescent and Advocates Road cannot be justified. Is there any way of enforcing a proposition that First Bus drivers require to park within the staff car park?

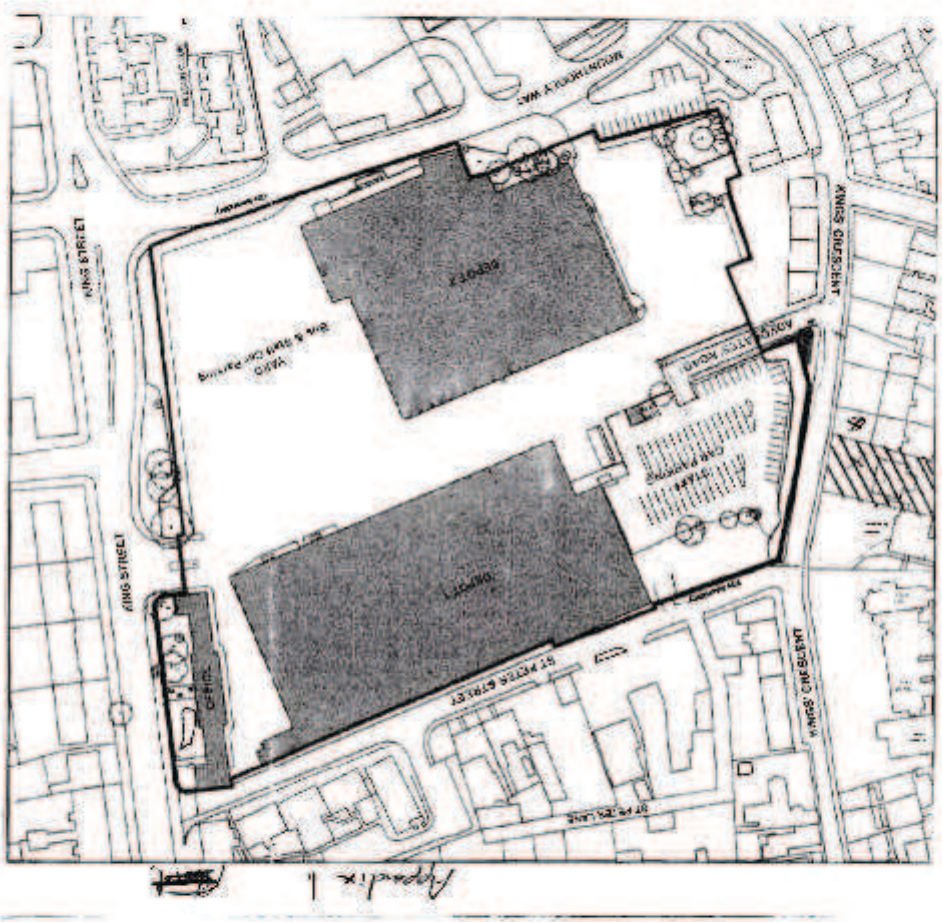
In summary and regardless of the terms of the foregoing paragraph our clients feel that their needs and requirements have been to a significant extent ignored by the Council especially over recent years and short of the application to Committee being refused they would favour that a decision on this proposal is deferred pending a full and thorough investigation into all aspects of parking in Advocates Road and Kings Crescent being carried out with the views of residents being sought as part of that exercise.

In the meantime please acknowledge receipt confirming that this letter has been received timeously and also confirming that it will be considered along with the Application. Should you require clarification on any point or wish to raise any query please get in touch with me.

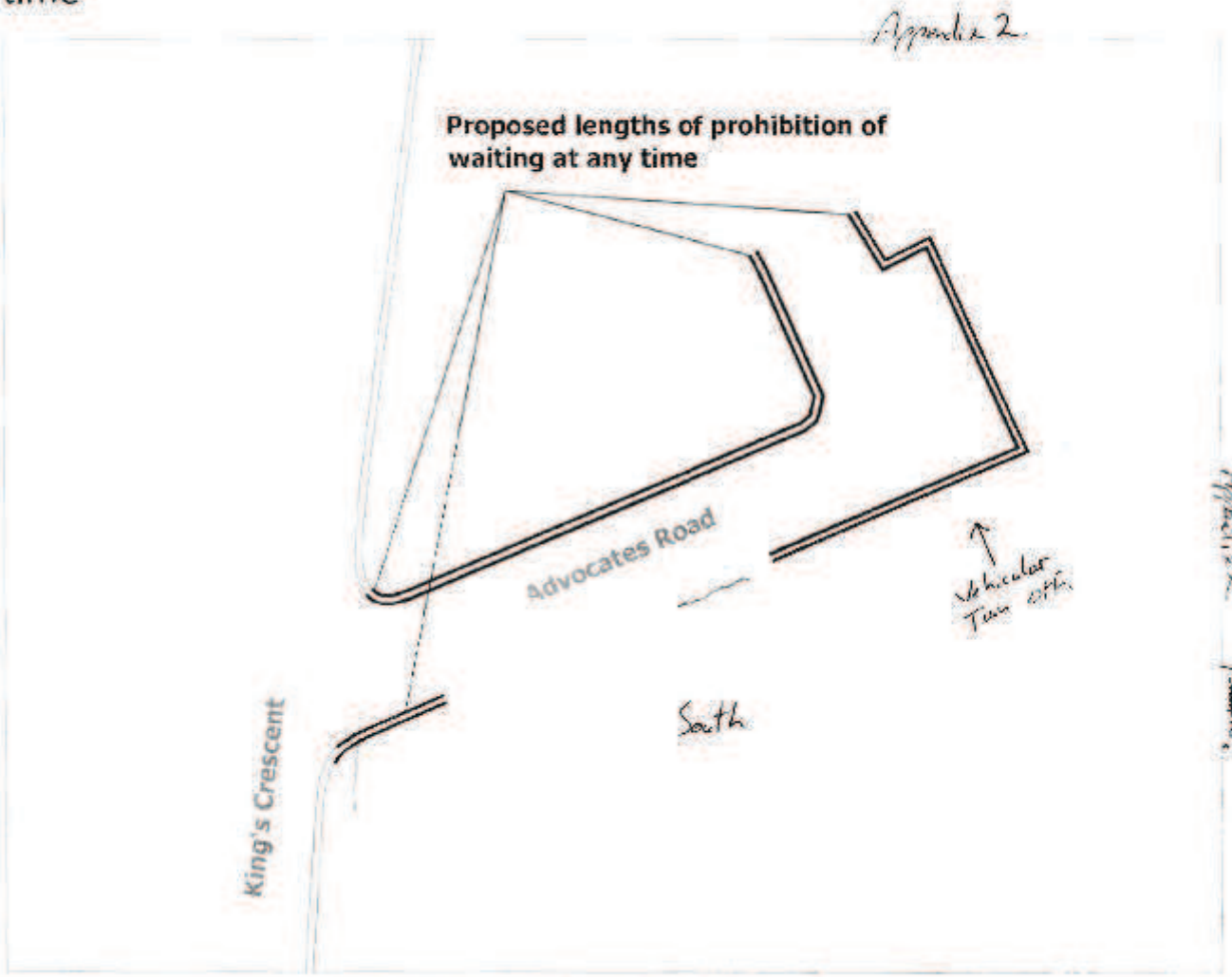
Yours sincerely

[redacted]

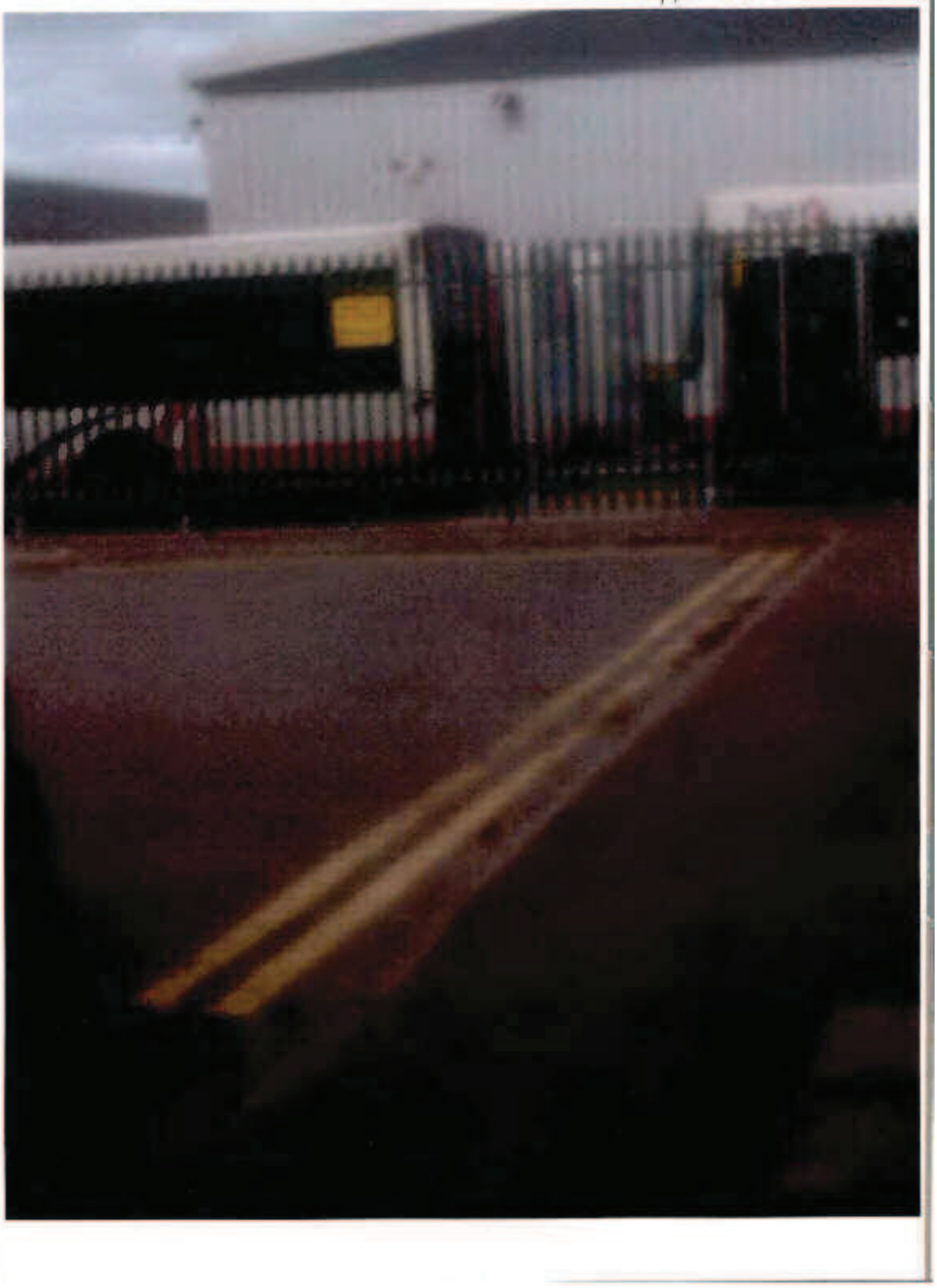
Partner – Ledingham Chalmers LLP


KING STREET
KING STREET
KINGS CRESCENT
KINGS CRESCENT
ST PETERS STREET
ST PETERS LANE
Appendix 1

Advocates Road - Proposed lengths of prohibition of waiting at any time



Appendix 3.



Appendix A

New & Used Car
Sales & Service.



W. A. GILL

Telephone [redacted]
Fax –

5, Cattofield Place,
ABERDEEN AB25 3QN
EST - 1964

Dear Sir/Madam

16 February 2015

Thank you for your letter received 13/2/15 regarding speed bumps on Cattofield Place. I wish to object to this proposal as the street in common with many in Aberdeen is and has been full of potholes and badly made up works trenches for years - SO NO NEED FOR BUMPS AS HOLES AND IMPERFECTIONS DO THE JOB!

I have had to call the Roads Department 622021 (01224) a number of times as potholes in front of my showroom keep appearing and with them large clusters of hardcore in them which shoot off vehicle tyres and hit my large showroom windows. I am forced to pick up these lumps as in the past I have had a window cracked and the council refused to pay for replacement. Having lived and worked in Aberdeen all my life and been in business for 50 years, I would like to point out, what should be obvious, that these speed bumps all over Aberdeen cause potholes themselves as cars go over them and make holes on the downside of the hump, which we as ratepayers have to pay for if and when they are repaired. The streets in our city are a disgrace.My workshop fits replacement road springs to cars dozens and dozens of times a year.

There is already a 20mph limit on Cattofield Place.

Also traffic is often diverted along Cattofield Place including ambulances when Hilton Street is often blocked so bumps would affect them.

Yours sincerely

[redacted]

William A Gill

PS When they installed the 20 in green circles with white border

PH32 [redacted]

D. PIRIE.
51 CATTOFIELD PLACE
ABERDEEN
AB25 3QQ

Dear Madam,

Although I have no objection to a 20 mph limit on Cattofield Place the disgraceful state of the pavements owing to the trees the council planted and is responsible for has forced me to write this letter. The damage caused by traffic using this road already, plus the said trees causing all kind of damage to drains etc., means that any speed cushions etc. will cause further damage to Cattofield Place.

Thanking You

[redacted]

Appendix 3

APPENDIX - Proposed Extension to Existing Waiting Restrictions on Craigiebuckler Avenue
Craigiebuckler Avenue
Springfield Road
Manse
Hall
Craigiebuckler Parish Church
43m
33m
ABERDEEN CITY COUNCIL

Appendix 4

Kirk Terrace - Proposed lengths of prohibition of waiting at any time
KIRK TERRACE
KIRK BRAE
FRIARSFIELD ROAD
25m
77 to 83
69 to 75
69.8m
67
2
32
26

Appendix 5

Advocates Road - Proposed lengths of prohibition of waiting at any time

Appendix 6

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Equality and Human Right Impact Assessment: The Form

Aberdeen City Council

EHRIA

There are separate guidance notes to accompany this form – "Equality and Human Rights Impact Assessment – the Guide." Please use these guidance notes as you complete this form. Throughout the form, **the word "proposal" refers to policy, strategy, plan, procedure, report or business case.** This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the "Completion Terminology" at the end of the form.

1:Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Various small scale traffic management and development associated proposals (Stage 3 – Public Advert) – CHI/15/108	**Date of Assessment:** 27 January, 2015
Service: Traffic Management	**Directorate:** Communities, Housing & Infrastructure
Committee Name or delegated power reference (Where appropriate): Communities, Housing & Infrastructure	**Date of Committee** (Where appropriate): 18 March, 2015
Who does this proposal affect? Please Tick ✔	Employees ☐ Job Applicants ☐ Service Users ☐ Members of the Public ☑ Other (List below) ☐

2: Equality and Human Rights Impact Assessment- Pre-screening

Is an impact assessment required?	Yes ✓	No ☐
If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).		

3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	While the majority of proposals in the report have been assessed and determined to have no adverse effects in relation to any groups or parties when considering equality and human rights; there is a proposal to install a mandatory 20mph speed limit on Cattofield Place with associated traffic calming road humps. Traffic calming 'road humps' are introduced on roads where vehicular speeds are deemed to be in excess of what is considered appropriate for the road concerned and/or where the road concerned has been subject to inappropriate volumes of traffic using the route to bypass ('rat run') congested distributor routes. Beyond reducing the speed of vehicles, number of collisions, and the severity of collisions when they do occur, traffic calming measures can also encourage non-motorised road users, improve the local environment and reduce community severance.
b- What equality data is available in relation to this proposal? (Please see guidance notes)	The Local Transport Note 1/07 "Traffic Calming" published by the Department for Transport indicates whilst traffic calming measures have improved safety overall, issues and limitations that have been exposed include: Disabled occupants of vehicles, particularly those with pre-existing back conditions, can find measures, specifically but not exclusively vertical deflections (road humps), more uncomfortable and more difficult to negotiate than more able bodied persons do. In terms of positive research and data, surveys on streets in the City that have had traffic calming 'road humps' introduced, the reduction in the 85%tile speed of motor vehicles varies from 3mph to 13mph depending on the site concerned. On average it has been in the region of an 8mph reduction. *(The 85%tile speed of motor vehicles is the speed at which 85% of the total volume of traffic recorded was travelling at or below.)*The aforementioned reduction is in keeping with research carried out by the Transport Research Laboratory in 1996 (TRL Report 215) that reviewed 250 sites in the

	UK with the average speed reduction found to be 9mph. In terms of average speed, 'road humps' have been found to be very effective at reducing average vehicular speeds to the region of 20mph. In contrast, speed reduction schemes on residential streets in the City that rely on signs alone have generally been found to have a very marginal effect, with speeds often reducing by a few miles per hour at most. Similar results were observed in a TRL study (TRL Report 363), carried out in 1998, that indicated '20mph signs alone, without associated traffic calming measures, led to speed reductions, on average, of about one mile per hour. Reducing speeds in residential areas can reduce/prevent collisions and make injuries much less severe, particularly so when considering vulnerable road users such as pedestrians, cyclists and motorcyclists. The aforementioned being verified by research carried out across the United Kingdom. Accordingly, the positive effect the reductions in speed recorded in Aberdeen City streets where 'road humps' have been installed can be considered against this background of research. In 1996, the Transport Research Laboratory reviewed 20 mph zones in Great Britain (Webster and Mackie 1996). The uncontrolled study included seventy-two 20 mph schemes and used 5 years of before data and at least 1 year of after data (the average was 30 months). The researchers found that overall collision rates decreased 61%, pedestrian collision rates decreased 63%, child pedestrian collision rates decreased 70% and overall child casualty rates decreased 67%. The London Road Safety Unit commissioned the Transport Research Laboratory to undertake a research project investigating 20 mph zones in London (Webster and Layfield 2007). The study evaluated 78 zones in an uncontrolled before and after study design with 5 years of before data and at least 1 year of after data (average was 3 years). Though the study did not have a formal comparison group, the authors were able to adjust estimates of casualty reductions to account for background trends on unclassified roads and found substantial casualty reductions in London's 20 mph zones.

Reduction in casualty frequency in 20 mph zones (adjusted) - London Study 2002

User group	All Casualties	KSI (Killed or Seriously Injured)
All road users	45%	54%
Children	42%	45%
Pedestrians	36%	39%
Pedal cyclists	21%	30%
Powered 2 wheelers	58%	79%

With regard to impact speed and the severity of injury to pedestrians a study (Ashton and Mackay, 1979) calculated impact speed distributions from at-the-scene pedestrian accidents for car and car derivatives. They found that 5 percent of fatalities occurred at impact speeds below 20mph, 45 percent occurred at less than 30mph and 85 percent occurred at speeds below 40mph. About 40 percent of pedestrians who are struck at speeds below 20mph sustain non-minor injuries, however this rises to 90 percent at speeds up to 30mph. Age effects also mean that elderly pedestrians are more likely to sustain non-minor injuries than younger people in the same impact conditions.

Of further interest is recent research published in the British Medical Journal titled 'Effect of 20mph traffic speed zones on road injuries in London, 1986-2006: controlled interrupted time series analysis". The paper found the introduction of 20mph zones was associated with a 41.9% reduction in road casualties, after adjustment for time trends. The percentage reduction was greatest in younger children and greater for the category of killed or seriously injured casualties than for minor injuries. The conclusion therefore was that 20mph zones are effective measures for reducing road injuries and deaths.

c- List the outcomes from any

There has been no negative responses received with respect to an initial consultation

consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.	carried out over this proposal. The parties consulted included the emergency services, public transport operators, Disability Advisory Group, business reprentatives, cycling groups etc. The next stage is a full public advertisement by way of press and street notices that will provide the opportunity for any individual/group to comment on/object to this proposal during a three week period in February 2015.
d- Financial Assessment If applicable, state any relevant cost implications or savings expected from the proposal.	**Costs (£)** Implementation cost £ Nil Developer funded Projected Savings £ * *Should this proposal prevent any accidents/collisions the financial savings, beyond the primary objectives of preventing physical and emotional trauma, are significant.
e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?	

This proposal advances equality of opportunity for all by creating a safer environment, particularly so for vulnerable road user groups who may be discouraged to travel by way of residential roads where high vehicular speeds / traffic volume exist.
f- How does this proposal link to the Council's Equality Outcomes?
It has links to "Pavements and footpaths that are safer and easier to use for pedestrians", "The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people", and "People who feel safe…in a city that is family friendly by night."

4: Equality Impact Assessment - Test				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?				
Protected Characteristic:	**Neutral Impact:** Please √	**Positive Impact:** Please √	**Negative Impact:** Please √	**Evidence of impact and if applicable, justification where a '*Genuine Determining Reason*'* exists** *(see completion terminology)
Age (People of all ages)		✓		Reducing speeds in residential areas can reduce/prevent collisions and make injuries much less severe, particularly so when considering vulnerable road users such as pedestrians, cyclists and motorcyclists. Traffic calming measures can also encourage non-motorised road users, improve the local environment and reduce community severance.
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓	✓	While some disabled drivers/passengers may find road humps cause some discomfort, the overall effect in terms of road safety is positive; particularly so, when considering vulnerable road users which includes disabled pedestrians.
Gender Reassignment				
Marital Status (Marriage and Civil Partnerships)				
Pregnancy and Maternity				

Equality Impact Assessment Test:				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?				
Protected Characteristic:	**Neutral Impact:** Please √	**Positive Impact:** Please √	**Negative Impact:** Please √	**Evidence of impact and if applicable, justification where a '*Genuine Determining Reason'** exists** *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)				
Religion or Belief or Non-belief				
Sex (Women and men)				
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)				
Other				

(e.g: Poverty)				

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article 2 of protocol 1: Right to education	**Yes** ☐ **No** ☑ **Evidence:**
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	**Yes** ☐ **No** ☑ **Evidence:**

Article 6: Right to a fair and public hearing	**Yes** ☐ **No** ☑ **Evidence:**
Article 8: Right to respect for private and family life, home and correspondence	**Yes** ☐ **No** ☑ **Evidence:**
Article 10: Freedom of expression	**Yes** ☐ **No** ☑ **Evidence:**
Article 14: Right not to be subject to discrimination	**Yes** ☐ **No** ☑ **Evidence:**

Other article not listed above, please state:	**Yes** ☐ **No** ☑ **Evidence:**

6: Assessment Rating:	
Please rate the overall equality and human right assessment (Please see Completion terminology)	☐ Red ☑ Red Amber ☐ Amber ☐ Green
Reason for that rating:	As highlighted, there is the possibility road humps can have a slight negative impact by causing some discomfort to disabled occupants when traversing these features, particulalry so for those with pre-existing back conditions. However, this negative possibility must be considered against the overall background of research that indicates the overal benefit in road safety terms is undoubtably positive, with vehicular speeds reduced, the number of collisions/possibility of collisions reduced, and the severity of collisions when they do occur mitigated. Traffic calming measures can also encourage non-motorised road users, improve the local environment and reduce community severance.

7: Action Planning

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Disability – possibility that some disabled occupants of motor vehicles may be subject to discomfort when traversing road humps/speed cushions	**None –** this negative possibility must be considered against the background of the many road safety/environmental benefits this proposed traffic calming scheme would bring.	Graeme McKenzie	27 Jan, 2015	

8: Sign off	
Completed by (Names and Services) :	Graeme McKenzie, Technical Officer, Communities, Housing & Infrastructure
Signed off by (Head of Service) :	

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:

Equalities Team
Customer Service and Performance
Corporate Governance
Aberdeen City Council
Business Hub 13
Second Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

9: Completion Terminology:	
Assessment Pre-screening Rating:	This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the Council. Therefore, a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.
Assessment Rating:	After completing this document, rate the overall assessment as follows: **Red:** As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise) against one or more of the nine groups of people who share *Protected Characteristics.* It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed. **Red Amber:** As a result of performing this assessment, it is evident that a risk of negative impact exists to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken. **Amber:** As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document.

	Green: As a result of performing this proposal does not appear to have any adverse impacts on people who share *Protected Characteristics* and no further actions are recommended at this stage.
Equality Data:	Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *'Equality Groups'.* Examples of *Equality Data* include: (this list is not definitive) 1: Application success rates by *Equality Groups* 2: Complaints by *Equality Groups* 3: Service usage and withdrawal of services by *Equality Groups* 4: Grievances or decisions upheld and dismissed by *Equality Groups*
Genuine Determining Reason	Certain discrimination may be capable of being justified on the grounds that: *(i) A genuine determining reason exists* *(ii) The action is proportionate to the legitimate aims of the organisation* Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.
Human Rights	The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.
Legal Status:	This document is designed to assist us in *"Identifying and eliminating unlawful Discrimination, Harassment and Victimisation"* as required by *The Equality Act Public Sector Duty 2011.* An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.

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ABERDEEN CITY COUNCIL

COMMITTEE	**Communities, Housing & Infrastructure**
DATE	**18 March 2015**
DIRECTOR	**Pete Leonard**
TITLE OF REPORT	**Garthdee – Proposed Controlled Parking Zone – Initial Statutory Consultation**
REPORT NUMBER	**CHI/15/109**
CHECKLIST RECEIVED	**Yes/~~No~~**

1. PURPOSE OF REPORT

This report deals with the comments received during the initial statutory consultation period in relation to the proposed introduction of a controlled parking zone in Garthdee in the area shown in blue of Appendix 1 of this report.

2. RECOMMENDATION(S)

It is recommended this Committee:

(i) acknowledges the contents of this report
(ii) notes the concerns of the Community Council
(iii) instructs Officers to progress to the public advertisement stage and report the results to a future committee.

3. FINANCIAL IMPLICATIONS

The implementation of the CPZ is to be financed by the Robert Gordon University (RGU) as per the legal agreement associated with the consent for the new Riverside East building at the Garthdee Campus.

The legal agreement associated with the planning permission requires the University to pay for all costs incurred by the council in relation to the implementation of a controlled parking zone in the presently uncontrolled area bounded by Auchinyell Road, Garthdee Road and the A90 South Anderson Drive. Following implementation, and annually thereafter for a period of ten years, the University has agreed to make payments of; a maximum of £2000 contribution for the administration of resident's permits, a maximum of £2000 contribution for the administration of non-residents permits and an annual payment of £13,000 in relation to the costs of enforcing the controlled parking scheme.

4. OTHER IMPLICATIONS

The current legal agreement states that implementation of the scheme (if finally approved) is required before the end of November 2015. If it is not agreed to proceed to public consultation at this time there is a concern that the implementation of the CPZ will not meet this tight deadline.

5. BACKGROUND/MAIN ISSUES

5.1 The Urgent Business Committee, on 27 November 2014, considered a report on a proposed Controlled Parking Zone (CPZ) for the Garthdee and Kaimhill area. This area is not currently covered by any formal parking restrictions. After consideration of the report, it was resolved to instruct officers to commence the initial statutory consultation process.

5.2 The initial statutory consultation process was carried out from the 11 December 2014 to the 19 January 2015. The list of statutory bodies, who were consulted during this process, is shown in Appendix 2 of this report.

5.3 Two responses to the initial statutory consultation were received. One from the Scottish Fire and Rescue Service, who had no objection to the proposals, and the other, was received from Garthdee Community Council.

5.4 The response from Garthdee Community Council is shown in Appendix 3 of this report. The letter is not a formal objection to the proposed scheme but a request for clarification in relation to the public consultation. The letter states that the "provision of permits free of charge should be made clear in the Draft Order and in the Public Notices for the Statutory Consultation."

5.5 At this time there is no decision to cover the cost of 'free residents permits', it is proposed that the public advertisement states that the cost of the permits would be advertised as £60 for a first permit and £120 for the second permit. Business permits would be advertised as £500 per permit, up to a maximum of two permits. This is in-line with the rates to be charged in all other CPZ's throughout the city from 1 April 2015. Disabled 'Blue Badge' holders would be exempt from purchasing and displaying a permit, as long as a valid 'Blue Badge' was displayed in the vehicle and that the parked vehicle is for their own use. Likewise, residents who have their own driveway and choose to utilise it, will not have to display a voucher or parking permit unless parked on-street.

5.6 The Planning and Sustainable Development Service response to the comments submitted by Garthdee Community Council is as follows;

"In response to the points raised in the submission by Garthdee Community Council dated 15 January 2015, the following points seek to outline the relationship to the relevant developments which have resulted in the consolidation of the RGU Campus at Garthdee.

Two separate planning applications have resulted in planning permission being issued at the Garthdee Campus, with both the subject of legal agreements, and planning conditions.

The first application (Ref: 98/0900) for the erection of the Faculty for Health and Food of some 13,200 square metres was granted in January 2001. It outlined the requirement for a Green Travel Plan, and contributions towards the introduction of the controlled parking zone in Garthdee. The associated legal agreement also set out that the associated time period for measuring/monitoring/reviewing the Green Travel Plan would last for a period of ten years. Further contributions towards the establishment, construction and administration of the Controlled Parking Zone were also set out within the legal agreement which would also apply for a period of ten years.

A subsequent application (Ref:091761) for the erection of a further faculty development of 35,000 square metres was granted planning permission in July 2010. Similar to the previous application, there was an identified requirement for a revised Green Travel Plan, and the new controlled parking zone, among other contributions. Again contributions towards the establishment, construction and administration of the proposed Controlled Parking Zone were also set out within the legal agreement, with a ten year period applicable.

No reference was made in either application (in either the conditions or clauses of the relevant legal agreement) that the permits would be provided free of charge. The respective planning applications set the requirements for the creation of the existing CPZ, and the proposed new CPZ. As such, the respective applications have resulted in negotiated legal agreements with ACC that meet with the requirements of planning legislation in order to mitigate against the impact of development. However, the formal arrangement for the promotion of the necessary orders, and any associated applicable charges, is a matter for the consideration of the appropriate Committee."

5.7 Given the aforementioned, it is proposed that this scheme should proceed to full public advertisement. This will provide any party with the opportunity to consider the detailed design and methods of operation associated with the CPZ.

6. IMPACT

6.1 Within the Local Development Plan (LDP) the existing Garthdee and Kaimhill areas are zoned as residential. The land upon which the RGU expansion has taken place is zoned as an existing community facility.

The Local Transport Strategy (LTS) and the Supplementary Guidance to the LDP aim to minimise single occupancy use of the private car in favour of more sustainable modes of travel. The aim of introducing a CPZ is to protect on-street residential parking, to discourage patrons of the RGU from using private vehicles and to reduce the volume of traffic on the distributor roads leading to the campus and on the residential streets surrounding the campus. The implementation of the proposed CPZ is considered to adhere to these policies.

6.2 The content of the report meets with the Local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.

6.3 The proposals are in line with the Council's Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

6.4 The contents of this report link to the Community Plan vision of creating a "sustainable City with an integrated transport system that is accessible to all".

The projects will contribute to the delivery of the Smarter Mobility aims of Aberdeen – *The Smarter City*: "We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking", and "We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions."

6.5 This project supports the 5 year Corporate Business Plan which includes an aim of delivering a fully integrated transport network to support movement and economic growth.

7. MANAGEMENT OF RISK

Where the recommendations of this report are not accepted there is the risk that road safety levels and traffic management could be compromised, thereby resulting in on-going public concern, negative media reporting, and reputational damage.

If it is not agreed for the implementation of the CPZ to go ahead at this time, there would be a point in the future that it could not be realistically expected that the Robert Gordon University cover the cost of a CPZ scheme. If at this point the issue of parking becomes a greater problem for the residents, any work carried out would become a burden on the council's budget. To implement the scheme would also take a minimum of nine months, due to the legal processes involved.

This proposal however could prove contentious and it is therefore possible that it could be subject to negative feedback and/or

comments. In this respect, concerned parties would be provided with a thorough rationale as to the necessity of the proposal.

8. BACKGROUND PAPERS

Report presented to the Urgent Business Committee 27 November 2014
http://committees.aberdeencity.gov.uk/documents/s42585/Garthdee%20CPZ.pdf

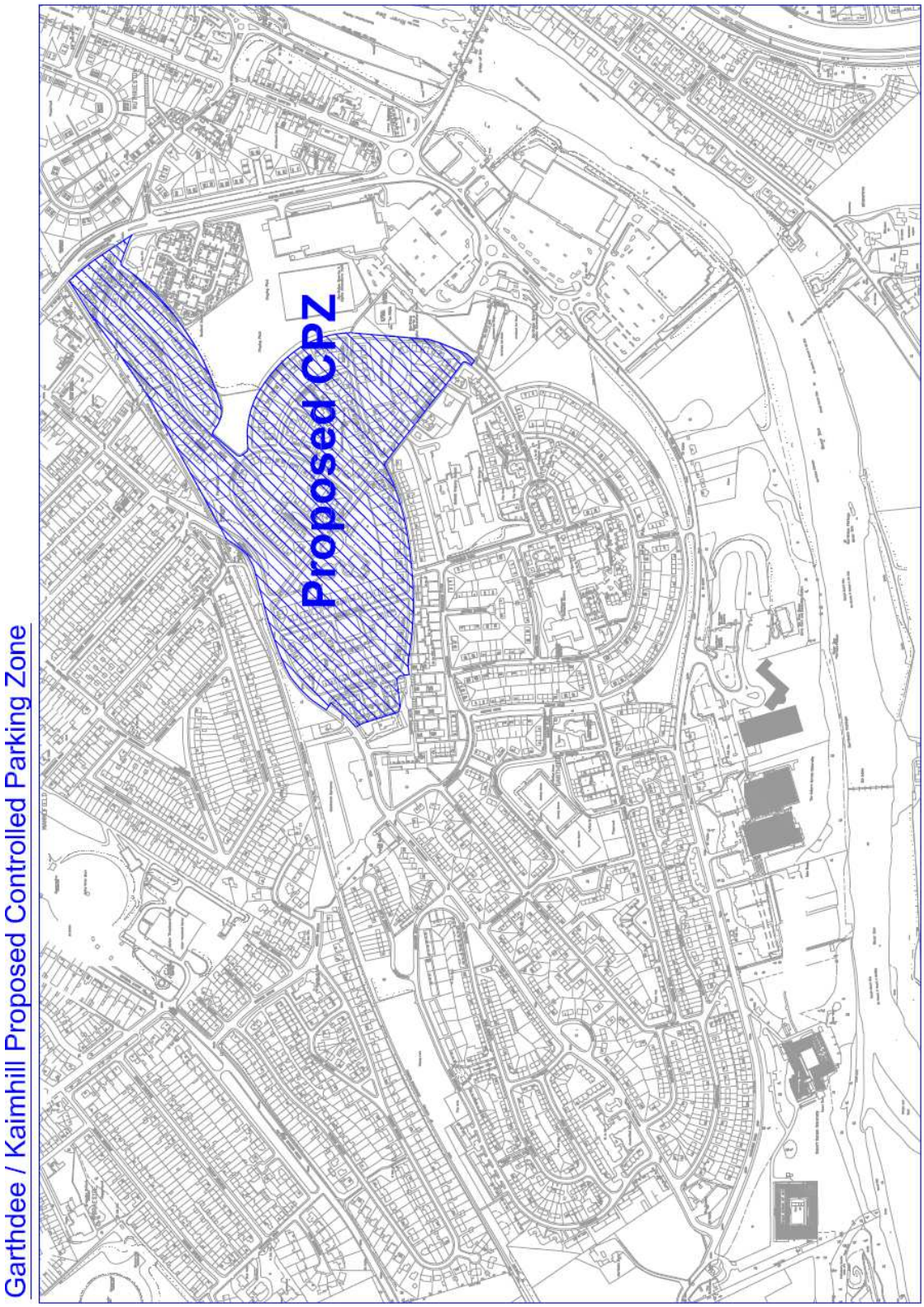
Minute of Urgent Business Committee 27 November 2014
http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=334&MId=3576&Ver=4

Legal agreement dated 23 July 2010 between Aberdeen City Council and Robert Gordon University in relation to the consent to planning application P091761.

9. REPORT AUTHOR DETAILS

Katherine Duncan
Technical Officer
Traffic Management Team
Communities, Housing and Infrastructure
Tel. (01224) 522319
E-mail kathduncan@aberdeencity.gov.uk

Appendix 1



Garthdee / Kaimhill Proposed Controlled Parking Zone

Appendix 2

Consultee	Response
Police Scotland	Consulted 11 December 2014. No response.
Garthdee Community Council	Consulted 11 December 2014. Response 15 January 2015
Scottish Ambulance Service	Consulted 11 December 2014. No response
Stagecoach Bluebird	Consulted 11 December 2014. No response.
Public Transport Unit	Consulted 11 December 2014. No response.
Disability Action Panel	Consulted 11 December 2014. No response.
Scottish Fire & Rescue Service	Consulted 11 December 2014. No objection.
First Aberdeen Ltd	Consulted 11 December 2014. No response.
NESTRANS	Consulted 11 December 2014. No response.
Aberdeen Business Association	Consulted 11 December 2014. No response.
Road Haulage Association	Consulted 11 December 2014. No response.
Aberdeen Cycle Forum	Consulted 11 December 2014. No response.
Grampian Cyclists Touring Club	Consulted 11 December 2014. No response.
Councillor Neil Cooney	Consulted 11 December 2014. No response.
Councillor Gordon Townson	Consulted 11 December 2014. No response.
Councillor Ian Yuill	Consulted 11 December 2014. No response.
Councillor Angela Taylor	Consulted 11 December 2014. No response.

Appendix 3

GARTHDEE COMMUNITY COUNCIL,
C/O 81, Inchbrae Drive,
ABERDEEN
AB10 7AJ

15 January 2015

Katherine Duncan
Traffic Management and Road Safety
Business Hub 10
Second Floor South
Marischal College
Broad Street
Aberdeen
AB10 1AB

Dear Ms Duncan,

Thank you for the invitation of 11 December 2014 for Garthdee Community Council to submit comments on the proposal to extend the existing Controlled Parking Zone in the Garthdee/Kaimhill area of Aberdeen. At the meeting of 13 January 2015 I was mandated to submit this response on behalf of the Community Council.
Community Council note that this is a proposal for the amendment of the Garthdee/Kaimhill Controlled Parking Zone (Zone Y) to extend it to cover the whole of that area bounded by Auchinyell Road, Garthdee Road and the A90 (South Anderson Drive) and NOT a proposal for a new Controlled Parking Zone.
The Community Council offer support in principle to this long overdue proposal, which should have been implemented before the Riverside East Buildings of RGU were occupied, but subject to Exemption Permits being made available to Residents free of charge. This provision of Permits free of charge should be made clear in the Draft Order and in the Public Notices for the Statutory Consultation.
The basis for free of charge permits is as follows:-

- The Garthdee/Kaimhill CPZ was first proposed in an insert of 30 March 2000 to a Report of 4 November 1999 on the Planning Application 98/0900 for the original development of the Garthdee Campus of RGU. It proposed a phased development of the CPZ to be implemented as evidence suggested the need for extensions. The phases were to be funded by RGU as the generator of parking pressures which necessitated the CPZ. This current proposal appears to be the next phase of the originally presented commitment.
- A memorandum from Roads Section, dated 12 March 2010, in response to consultation on Planning Application P091761 for RGU's Riverside East development says: "*I would ask that a condition be attached to any approval, if given, that the existing CPZ be extended to include the uncontrolled road area bounded by Auchinyell Road, Garthdee Road and the A90 Anderson Drive. The applicant would be required to fund the CPZ extension, including all associated costs, and this would require to be included within a legal agreement.*"

- Development Management Sub-Committee of 18 March 2010 resolved to approve the application subject to Condition 27 "*That the development hereby approved shall not be occupied unless a scheme for the extension of the Garthdee Controlled Parking Zone (CPZ), to include the uncontrolled area bounded by Auchinyell Road, Garthdee Road and the A90 (South Anderson Drive), has been submitted to and approved in writing by the local planning authority. The agreed (CPZ) scheme shall thereafter be implemented in full prior to the occupation of the development and with all costs borne by the applicant unless otherwise agreed in writing with the planning authority."* The same sub-Committee resolved to "*authorise the Head of Planning and Sustainable Development to withhold release of the approval Notice pending the conclusion of a binding legal agreement in terms satisfactory to the Head of Legal and Democratic Services and under which the applicants will agree to meet the costs of an extension of the existing Controlled Parking Zone arrangements for Garthdee in order to extend over the whole of the area bounded by Garthdee Road, South Anderson Drive and Auchinyell Road, which extended area shall operate on a basis which reflects the terms of the existing Section 75 planning agreement in place between the Council and the University."* [Note this original agreement provided for Residential Exemption Permits to be provided to residents free of charge and so, as Committee resolved, it should be replicated in this case.]
- The RGU Garthdee Campus Masterplan adopted by Aberdeen City Council as Supplementary Planning Guidance to the Statutory Development Plan says "*As a result the extension of the time period of the 'free-for-residents' CPZ (with the period to be determined through consultation with the Local Authority) is a key principle of the Masterplan."* [Section 6]

Thus, provision having been made for RGU fully to fund the extended CPZ, any charge made on residents for the provision of Residential Exemption Permits would be unlawful and not allowed under the Road Traffic Regulation Act 1984. As was found in the High Court by Lady Justice Lang: "*section 122 of the 1984 Act was not intended to authorise a local authority to raise a levy on parking permit holders, pursuant to section 45(2)(b), to fund any project which met the objects set out in section 122. Such an intention was not expressly stated nor could it be implied. The 1984 Act was not a revenue raising or taxing statute. It did not authorise the authority to use powers to charge local residents for parking in order to raise surplus revenue to defray other road transport expenditure and reduce the need to raise income from other sources, such as fines, charges and council tax. That purpose was not authorised under the 1984 Act."* [Regina (Attfield) v Barnet London Borough Council [2013] EWHC 2089 (Admin); [2013]WLR(D) 303]

Please acknowledge receipt of this response.

Yours sincerely,

Bill Lonsdale

Bill Lonsdale
Garthdee Community Council

Cc Paul O,Connor MBE Chair Garthdee Community Council

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Parking Issues around Hill of Rubislaw office developments (Business Case & Preliminary Design)
REPORT NUMBER	CHI/15/110
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

At its meeting of 28 October 2014 elected members considered a report by the director of Communities, Housing & Infrastructure (C,H&I) which gave officers' recommendations as to the progression of proposals for controlled parking measures in the area around the Hill of Rubislaw complex. Elected members instructed officers to;

- proceed with the detailed design of option 4, put together a business case for its justification, and report back to a future Committee meeting on the findings of the above detailing financial costings, and requesting permission to commence the legal process;

- subject to the above, remove Royfold Crescent from CPZ X, and include it within the design of the proposed Hill of Rubislaw zone;

- subject to the above, add the streets to the east of Anderson Drive included within the area of consultation to CPZ X, and;

- as part of the ongoing dialogue with the businesses at the Hill of Rubislaw, to instruct officers that they fund the administration, enforcement and management costs of the additional parking restrictions.

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Note the content of this report, and appended Business Case & preliminary design;

2. Note that the £30,000 budget for the initial phase of the project is included within the Roads renewal Capital budget for 2015-2016, and;

3. Instruct officers to commence with the legal process, and report back to a future Committee with the results of the initial phase consultation

3. FINANCIAL IMPLICATIONS

Contributions for the funding of the administration, enforcement, and management costs of the CPZ are being sought from the businesses based at the Hill of Rubislaw complex. In the event that contributions are not received, or there is a shortfall, funding to cover these costs will require to be allocated.

4. OTHER IMPLICATIONS

The detailed implications are as per the appended Business Case.

5. BACKGROUND/MAIN ISSUES

The preliminary design for the proposed CPZ is illustrated in the attached plans. Where 'Residents Only/Pay&Display' parking are proposed, the design largely follows the conventional 60/40 split in terms of the provision of each form of parking bay. It is noted that where footway crossings e.g. driveway accesses, are in place, parking will not be permitted although at this stage of the design process the precise location of such accesses have not been recorded. The attached plans therefore provide indicative plans as to officers' recommend parking mix.

It is further noted that where 'Priority Parking' is proposed, the finalised layout will be dependent upon the location of residents who wish for access to a 'Priority Parking' space. This too will be determined during subsequent consultation/design stages.

With regard to potential financial contributions from the companies based at the Hill of Rubislaw complex, officers have written to, and await response from the relevant companies.

6. IMPACT

Links to existing Plans/Policy are detailed in the appended Business Case.

7. MANAGEMENT OF RISK

Identified risks are detailed in the appended Business Case.

8. BACKGROUND PAPERS

Report EPI/13/123; Area Around Hill of Rubislaw – Parking Review presented to Enterprise, Strategic Planning and Infrastructure Committee on 29 August 2013.

Report CHI/14/013; Parking Issues around Hill of Rubislaw office developments presented to C,H&I Committee on 28 October 2014

9. REPORT AUTHOR DETAILS

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Project Name	Hill of Rubislaw CPZ	Date	18 March 2015
Author	Andrew Diansangu	Version	3

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1. Background

1.1 Current Situation

The proposed area for the introduction of controlled parking lies to the west of Anderson Drive, and is bounded by and includes King's Gate, Springfield Road, Springfield Avenue, Rubislaw Park Road, Rubislaw Park Crescent, & Viewfield Road. The proposals also include the introduction of controls in the streets to the east of Anderson Drive which would provide an extension to the current Controlled Parking Zone (CPZ) X.

The area is adjacent to the existing CPZ X, and surrounds the businesses located at the Hill of Rubislaw complex. This has resulted in the area being exposed to commuter parking to the detriment of the residents within the area and to some extent to a number of businesses within the area.

The introduction of the proposed controlled parking area will provide a control measure for the commuter parking problem that residents are encountering throughout the day and free up space for providing short term parking for the businesses.

The business case and pro-forma are to request members to approve the project to proceed to commencement of the legal process.

1.2 Business Need

The Roads Scotland Act (1984) compels Roads Authorities to ensure the safety of all users of its network.

The Local Transport Strategy commits Aberdeen City Council to 'continue to extend CPZs to areas where residential amenity is affected by commuter parking or where there is public support, recognising that this can further discourage parking of non-priority users'. The Local Development Plan defines this as 'the attributes which create and influence the quality of life of individuals or communities'.

Local, Regional, and National Transport Strategies promote the introduction of measures designed to encourage a mode shift to sustainable transport

1.3 Impact of Not Doing It

To do nothing would potentially result in Aberdeen City Council neglecting its duty of responsibility of care to road users.

To not implement the project as recommended would potentially be seen as Aberdeen City

Council not actively working towards achieving the environmental/sustainable transport aims & objectives of the Transport Strategies.

2. Objectives

The purpose of the project is to maintain residential amenity in the area around the Hill of Rubislaw complex where high volumes of commuter parking are currently experienced.

From a business perspective, the cost of implementing/operating the CPZ is estimated to exceed the projected revenue generated by pay parking, and sale of residents parking permits.

The key objective of re-establishing residential amenity will be measured by way of residents' feedback. Implementation of parking restrictions throughout will also allow enforcement of dangerous/obstructive parking by City Wardens. (as detailed further in section 7)

The successful delivery of the project will encourage active travel and car sharing as an alternative to travel by single occupancy personal car. The extent of this impact will be measured in partnership with the companies based at the Hill of Rubislaw.

3. Strategic Fit

3.1 Smarter Governance	This work aligns with the aim to '…encourage and support citizens to participate in the development, design and decision making of services to promote civic pride, active citizenship and resilience.'
3.2 Smarter Living	This work is policy neutral in this respect.
3.3 Smarter People	This work is policy neutral in this respect.
3.4 Smarter Environment	This work aligns with the aims to '…design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.' and '…provide a clean, safe and attractive streetscape…'
3.5 Smarter Economy	This work is policy neutral in this respect.

3.6 Smarter Mobility	This work aligns with the aim to '…provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.'
3.7 Single Outcome Agreement	This work will assist in the delivery of the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in).
3.8 Strategic Infrastructure Plan	This work is policy neutral in this respect.
3.9 Partnership Working	Local business financial contributions are being sought, and if secured would result in resource efficiency in this respect
3.10 Other Existing Programme Vision	This work will assist delivery of the 5 year Corporate Business Plan, in particular the Enterprise, Planning and Infrastructure Directorate's aims to *Protect and enhance our high-quality, natural and built environment* and *Support the delivery of a fully integrated transport network*. It will also support the environmental/sustainable aims of the National, Regional, and Local Transport Strategies.

4. Scope

4.1 Products and Services

The project will have a positive effect on the residential environment in terms of re-establishing residential amenity currently eroded by extensive commuter parking.

Road safety for all road user groups will be improved by controlling where parking can be safely accommodated.

4.2 Areas Affected

Delivery of this project will require an estimated 350 hours of Technical Officer (G11) staff time (based on similar previous projects). With the potential delivery of a further 2 CPZs during the same period, this may necessitate the procurement of additional staff in order to ensure all existing Traffic Management & Road Safety responsibilities continue to be met.

The area covered by the proposed CPZ houses some 1250 residences and businesses, with the Hill of Rubislaw complex itself a major oil & gas sector employment centre.

Projected costs detailed within cover all associated costs for materials, and man hours to undertake installation.

4.3 Out of Scope

The successful delivery of this project will result in fewer single occupant personal car journeys being undertaken during peak hours, thus benefiting the entire road network.

5. Options Appraisal

5.1 Option 1 – Do Nothing / Do Minimum	
Description	Do minimum would entail officers proposing the implementation of measures solely designed to improve road safety e.g. 'At any time' waiting restrictions at junctions
Expected Costs	Implementation costs of this option are estimated at £45,000. Re-lining every 5yrs is estimated to cost £43,000 Replacement signage every 10yrs is estimated to cost £7,000
Expected Benefits	There are no expected measurable benefits of this option. The expected immeasurable benefit of this option is mitigation against accident risk.
Risks Specific to this Option	This option does not address the problem of commuter parking, and does not address environmental/sustainable transport aims of the Local & Regional Transport Strategies.
Viability	This option is considered viable only if a CPZ is not progressed.
Other Points	n/a.

5.2 Option 2	
Description	This option would entail officers progressing with the implementation of a 'hybrid' CPZ with an inner core element of 'Pay & Display'/'Residents' only parking, and an outer core

	element of 'Priority Parking'. To minimise associated costs, and in recognition of advances in payment technologies, this option would not include the installation of on-street 'Pay & Display' meters.
Expected Costs	Implementation costs of this option are estimated at £130,000. Re-lining every 5yrs is estimated to cost £50,000 Replacement signage every 10yrs is estimated to cost £50,000.
Expected Benefits	Key measureable benefits would be improved journey times, improved residential amenity, and increase in active travel journeys i.e. walking/cycling. Potential linked benefits to the above would be lower emissions, reduced congestion, and improved personal health. As implied benefits, these are not stated as key benefits of this option. An additional immeasurable benefit would be mitigation against accident risk. Income would also be generated by sale of Residents permits, and on-street parking charges. This option avoids the need for visually intruding on-street meters, and would reduce street furniture clutter in relation to a metered CPZ.
Risks Specific to this Option	Visitors of residents without access to a telephone or internet enabled device would be limited to parking by way of displaying a voucher (Books of visitors' vouchers would be available for purchase by residents living within the CPZ from Marischal College). There would be no other alternative means of pay parking for other persons.

	Availability of mobile phone coverage throughout the proposed zone has not been investigated. Signal 'blackspots' could therefore potentially impact on access to cashless payment mediums. Consultation with the businesses at the Hill of Rubislaw complex would ensure this information be relayed to the commuters that would represent the majority of users of 'Pay & Display' facilities. Press releases, and online information would inform the wider public.
Viability	Both Transport Scotland, and the Department for Transport permit the implementation of CPZs without on-street meters. There is currently no local policy regarding the provision of on-street meters, but a proposed policy devised by the Community Safety Team recommends that any space be located within 120m of a meter, with at least one meter desirable on any street. Consideration would be given to turnover/income of any location, avoidance of forcing customers to cross busy streets in order to use the nearest meter, and the visibility of meters.
Other Points	Meterless parking has successfully been implemented in other parts of the UK such as the London borough of City of Westminster.

5.3 Option 3	
Description	This option would entail officers progressing with the implementation of a 'hybrid' CPZ with an inner core element of 'Pay & Display'/'Residents' only parking, and an outer core element of 'Priority Parking'. A minimal number of on-street parking meters would be installed in line with proposed Aberdeen City Council policy. To minimise costs associated with cash collection, handling, and processing, and the associated risks of vandalism, on-street meters would accept electronic payments only.

Expected Costs	Implementation costs of this option are estimated at £205,000. Re-lining every 5yrs is estimated to cost £50,000 Replacement signage every 10yrs is estimated to cost £50,000. Replacement meters would cost in the region of £5,000 per machine.
Expected Benefits	Key measureable benefits would be improved journey times, improved residential amenity, and increase in active travel journeys i.e. walking/cycling. Potential linked benefits to the above would be lower emissions, reduced congestion, and improved personal health. As implied benefits, these are not stated as key benefits of this option. An additional immeasurable benefit would be mitigation against accident risk. Income would also be generated by sale of Residents permits, and on-street parking charges.
Risks Specific to this Option	n/a
Viability	In respect of there being the option to pay for parking on-street, this option maintains the status quo of what operates elsewhere within Aberdeen City.
Other Points	Currently where on-street meters are in place throughout the city the machines accept cash as a method of payment. This has led to issues when new coins are introduced.

5.4 Recommendation
It is recommended that funding be allocated to deliver the project as per option 2. This option fulfils the project specific aims and objectives of improving residential amenity and road safety around the Hill of Rubislaw complex, contributes towards wider strategy aims, and represents best value in terms of the options that fulfil this brief.

Following adoption of this recommendation, officers would proceed with the detailed design of the scheme, and commencement of the required Traffic Regulation Order (TRO) process. This would entail extensive stakeholder consultation with future reports presented to the Communities, Housing & Infrastructure committee. Due to the scale of the project and the number of stakeholders affected, the length of the legal process, and the weather window during which time the CPZ can be implemented, it is estimated that the project would take in the region of 18 months to deliver.

6. Benefits

ID	Benefit Name	Description	Benefit Owner	How Measured / KPI Ref.	Baseline Measure and Date	Expected Improvement and Date	Related Project Actions	Risks to Realisation
1	Improved residential amenity	Regulating parking in the proposed CPZ will afford residents the opportunity to access their homes safely	C,H&I	Residents' feedback		Spring/Summer 2016	Parking controls	Significant changes to proposed design
2	Increased active travel journeys	The introduction of parking charges in conjunction with Travel Plans implemented by the companies based at the Hill of Rubislaw complex are projected to lead to an increase in the number of trips undertaken by foot/bicycle	C,H&I & Hill of Rubislaw companies	Travel surveys		Autumn/Winter 2016	Parking Controls & Work Travel Plans	Lack of employees wishing to walk/cycle
3	Increased public transport journeys	The introduction of parking charges in conjunction with Travel Plans implemented by the companies based at the Hill of Rubislaw complex are projected to lead to an increase in the number of trips undertaken by public transport	C,H&I & Hill of Rubislaw companies	Travel surveys		Autumn/Winter 2016	Parking Controls & Work Travel Plans	Lack of employees wishing to travel by Public Transport Availability of Public Transport services

7. Project Costs

7.1 Project Cost Summary

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Revenue Expenditure							
Permit administration		1,125	1,500	1,500	1,500	1,500	
Zone enforcement		27,750	33,000	33,000	33,000	33,000	
Total (A)		25,875	34,500	34,500	34,500	34,500	163,875
Revenue Receipts							
Residents Permits		33,000	44,000	44,000	44,000	44,000	165,000
Business Permits		10,500	14,000	14,000	14,000	14,000	52,500
P&D/Paybyhone		12,750	17,000	17,000	17,000	17,000	63,750
Total (B)		56,250	75,000	75,000	75,000	75,000	281,250
Capital Expenditure							
Design, consultation, TROs, contract preparation (to be funded from existing 'Roads' budgets)	30,000						30,000
Implementation		100,000					100,000
Re-lining						50,000	50,000
Total (C)	30,000	100,000				50,000	180,000
Grand Total (A+C-B)	+30k	+43.75k	-40.5k	-40.5k	-40.5k	+9.5k	+62.6k

7.2 Source of Project Costs

Implementation costs are compiled based on average materials costs applied to a preliminary design.

Permit administration, and zone enforcement costs are estimated from previous years costs associated with the operation of the RGU CPZ.

Design, consultation, TRO, and contract preparation costs are based on equivalent costs of implementing other CPZs.

7.3 External Capital Funding

	Costs covered	Amount available	Fixed sum or proportion? *(£ or %)*	Source of funding	Certainty *("C" if certain, "P" if potential)*
1					
2					
3					
4					

7.4 Revenue Funding

	Costs covered	Amount available	Fixed sum or proportion? *(£ or %)*	Source of funding	Certainty *("C" if certain, "P" if potential)*
1	Zone administration/enforcement costs		100%	Hill of Rubislaw businesses	P
2					
3					
4					

If this business case will also be used to make a Capital Request then the following sections must be completed.

7.5 Total Capital Requested
How much is being requested from the Capital Programme? £100,000 is requested from the Capital Programme, with provision of the £30,000 Year 1 costs from within current Roads budgets.

7.6 Revenue Costs

	Revenue Cost (per annum)	Existing Cost	New Cost	Revenue Funding	+/-
1	Staff	0	£34,500		+£34,500
2					
3					
4					

Receipts from 'Pay & Display'/residents permits is estimated to be in the region of £75,000 per annum (as detailed in section 7.1).

7.7 Additional Capital Required

	Additional Cost	Details including approx cost and responsible Service	When would this be required?
1	Technical Officer (G11)	Communities, Housing & Infrastructure £5,000	Throughout (approximately 350hrs)
2	Appointment of consultancy	Communities, Housing & Infrastructure £15,000	Throughout

7.8 Potential Capital Receipts

	Surplus Asset	Potential Value
1	If this project were to proceed, list any assets that would become surplus to your Service requirements. Also include their potential value.	n/a

7.9 Future Capital Savings		
	Capital Savings	**Potential Value**
1	If this project were to proceed would there be any savings in Capital terms? Please list the savings and their potential value.	n/a

7.10 Other Financial Information

Businesses based at the Hill of Rubislaw cannot be compelled to contribute financially to the running of the CPZ as no legal agreement to this effect is in place. The companies have been approached to request whether they would wish to make such a contribution.

8. Procurement Approach

It is proposed that the implementation of the CPZ will be done in-house, utilising existing staff/equipment resources within Roads Maintenance. Should their commitments not allow for the programming of this project within their works, the contract would be put out to tender.

9. Key Risks

Description	Mitigation
The proposed implementation of the CPZ may meet with objection during the consultation process.	Early stakeholder involvement in the form of an informal consultation

	exercise indicates an overall majority support the introduction of measures. Through further consultation, officers would discuss proposals with objectors, and other interested parties, potentially amending the preliminary design as required.

10. Time

10.1 Time Constraints & Aspirations

It is estimated that the project will take some 18 months to implement following confirmation of funding.

10.2 Key Milestones

Description	Target Date
Detailed design	May 2015
Contracts prepared	Dec 2015
TROs in place	Spring 2016
Scheme implemented	Spring/Summer 2016

11. Governance

Include any plans around the ownership and governance of the project such as what form the project board will take. Also identify the people in the key project roles in the table below.

Role	Name
Project Sponsor	Communities, Housing & Infrastructure
Project Manager	Doug Ritchie
Other Project Board	Engineer/Technical Officer

Roles	

12. Resources

An accredited engineer is required to oversee the management of the project, and contract preparation. This role will be fulfilled by an existing member of the Traffic Management team.

A Technical Officer (G11) will be required to prepare contract documents, and TRO's, carry out detailed design, and hold consultations. This may require that additional staff resources are taken on board in order to ensure the section's general Road Safety & Traffic Management obligations are still met. It is estimated that this component will equate to 350 hours of staff time.

Should the project be outsourced to a consultancy, this would add an estimated £15,000 to the cost of delivery

13. Environmental Management

The implementation of the project will result in CO2 emissions from plant required to install materials. All plant and materials will conform to BSI standards.

Waste materials will be recycled where possible, and disposed of at landfill where this is not.

Upon implementation, the project will contribute towards improved air quality, and reduced noise pollution by way of reducing the numbers of single occupancy personal cars in the area, and on the wider road network.

14. Stakeholders

Local Elected Members – Councillors have been involved to date in discussions between officers, businesses at the Hill of Rubislaw complex, and members of the public regarding proposals. Through the consultation process that would follow commencement of the project, Councillors would continue to be involved.

Members of Public – Residents meetings have to date been held with a couple of groups to discuss their views on parking issues in the area. An informal consultation delivered by means of letter drop, and taking the form of a questionnaire to every household further sought their views, and resulted in a response rate of 39%. Through the consultation process that would follow commencement of the project, residents would continue to be involved. This will take the form of public meetings, press releases, public reports and

direct consultation.

Local Businesses – Meetings have been held between officers, Local Elected Members, and businesses at the Hill of Rubislaw complex to discuss problems related to the development, and 'soft measures' to help alleviate these problems. Local businesses were also included within the informal consultation described above. Through the consultation process that would follow commencement of the project, businesses would continue to be involved. This will take the form of public meetings, press releases, public reports and direct consultation.

15. Assumptions

It is assumed that the final design of the CPZ will differ somewhat from the preliminary design following further stakeholder consultation. Objection to the introduction of any measures is also likely to be received from those on the periphery of the proposed zone with those areas currently being largely unaffected by commuter parking problems.

It is assumed that should funding for the implementation of the proposed Hill of Rubislaw CPZ be allocated, it shall be elevated to 'Priority 1' on the list of areas previously identified as approved (subject to funding) for the implementation of control measures. This site was not previously identified on the list.

16. Dependencies

Should CPZs be progressed for the Palmerston and RGU areas during the same period, additional staff resources may be required as detailed above. In lieu of additional staff resources the project may be required to be outsourced in order to meet projected timescales for delivery, or delayed until such time as it can be accommodated within existing resource constraints.

17. Constraints

Local businesses/residents are likely to object to the idea of paying to park outside their premises.

Businesses based at the Hill of Rubislaw complex may express concern that the implementation of a CPZ would result in a loss of staff who seek employment opportunities where free parking is available in the vicinity of the workplace.

18. ICT Hardware, Software or Network infrastructure

Description of change to Hardware, Software or	EA Approval	Date

Network Infrastructure	Required?	Approval Received
None		

19. Document Revision History			
Version	**Reason**	**By**	**Date**
2	Amendments made after discussions with Director, prior to consultation	AD	11/2/15
3	Amendments made after comments from Legal	AD	20/2/15

Project Management Toolkit - Options Scoring

Project Name:	Hill of Rubislaw CPZ

Criteria	Weighting	Option 1 - Do Minimal	Option 2 - Meterless CPZ	Option 3 - Metered CPZ	Option 4 - option name
		Score 0 - 5 (high = good)	Score 0 - 5 (high = good)	Score 0 - 5 (high = good)	Score 0 - 5 (high = good)
Scope	30	3	5	5	
Cost	20	5	4	3	
Benefits	30	1	5	4	
Viability (inc Risk)	20	3	4	5	
Weighted score:		**56**	**92**	**86**	**0**
Overall ranking:		**3**	**1**	**2**	#N/A

Hill of Rubislaw site

KEY

= Hill of Rubislaw Site

= Area of Influence

= Area to be added to Zone X

= Area to be removed from Zone X

= 'At Any Time' waiting restrictions

= Timed waiting restrictions

= Shared use 'Pay & Display' parking

= 'Residents Only' parking

= 'Priority Parking' zone

= 45 minute max stay parking

= 2hr max stay 'Pay & Display' parking

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

COMMUNITIES, HOUSING & INFRASTRUCTURE
Road Safety and Traffic Management Team
Business Hub 10, Level 2 South, Marischal College, Aberdeen
Telephone (01224) 522305

Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CONSULTATION

Title.
STREET BY STREET RESULTS

Drawn (init./date)	File Location
AYD 14/10/2014	
Checked (init./date)	Drawing No.
Scale & sheet size 1:5000 A3	



KEY

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Description.		

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Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CPZ

Title.
MORNINGFIELD ROAD & MORAY PLACE

Drawn (init./date)	File Location
AYD 14/10/2014	
Checked (init./date)	Drawing No.
Scale & sheet size NTS A3	



KEY

- = Hill of Rubislaw Site
- = Area of Influence
- = Area to be added to Zone X
- = Area to be removed from Zone X
- = 'At Any Time' waiting restrictions
- = Timed waiting restrictions
- = Shared use 'Pay & Display' parking
- = 'Residents Only' parking
- = 'Priority Parking' zone
- = 45 minute max stay parking
- = 2hr max stay 'Pay & Display' parking

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

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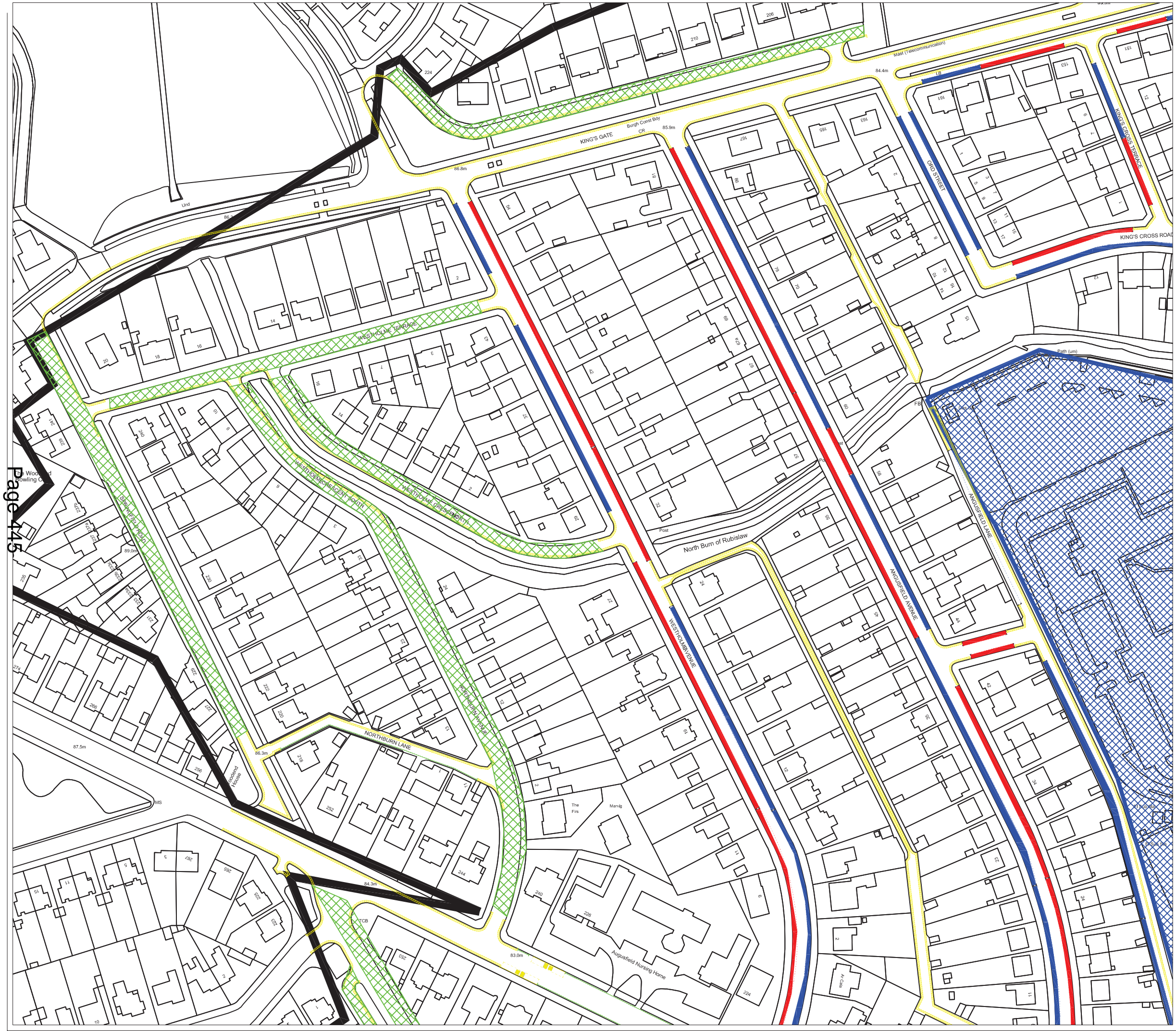
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Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CPZ

Title.
CARNEGIE CRESCENT, CARNEGIE GARDENS, ANDERSON DRIVE, KING'S GATE, KING'S CROSS ROAD, KING'S CROSS AVENUE, KING'S CROSS TERRACE & ROSEWELL DRIVE

Drawn (init./date)	File Location
AYD 14/10/2014	
Checked (init./date)	Drawing No.
Scale & sheet size NTS A3	



Page 445

KEY

- = Hill of Rubislaw Site
- = Area of Influence
- = Area to be added to Zone X
- = Area to be removed from Zone X
- = 'At Any Time' waiting restrictions
- = Timed waiting restrictions
- = Shared use 'Pay & Display' parking
- = 'Residents Only' parking
- = 'Priority Parking' zone
- = 45 minute max stay parking
- = 2hr max stay 'Pay & Display' parking

Rev.	Drawn (init./date)	Checked (init./date)
Description.		

ABERDEEN CITY COUNCIL

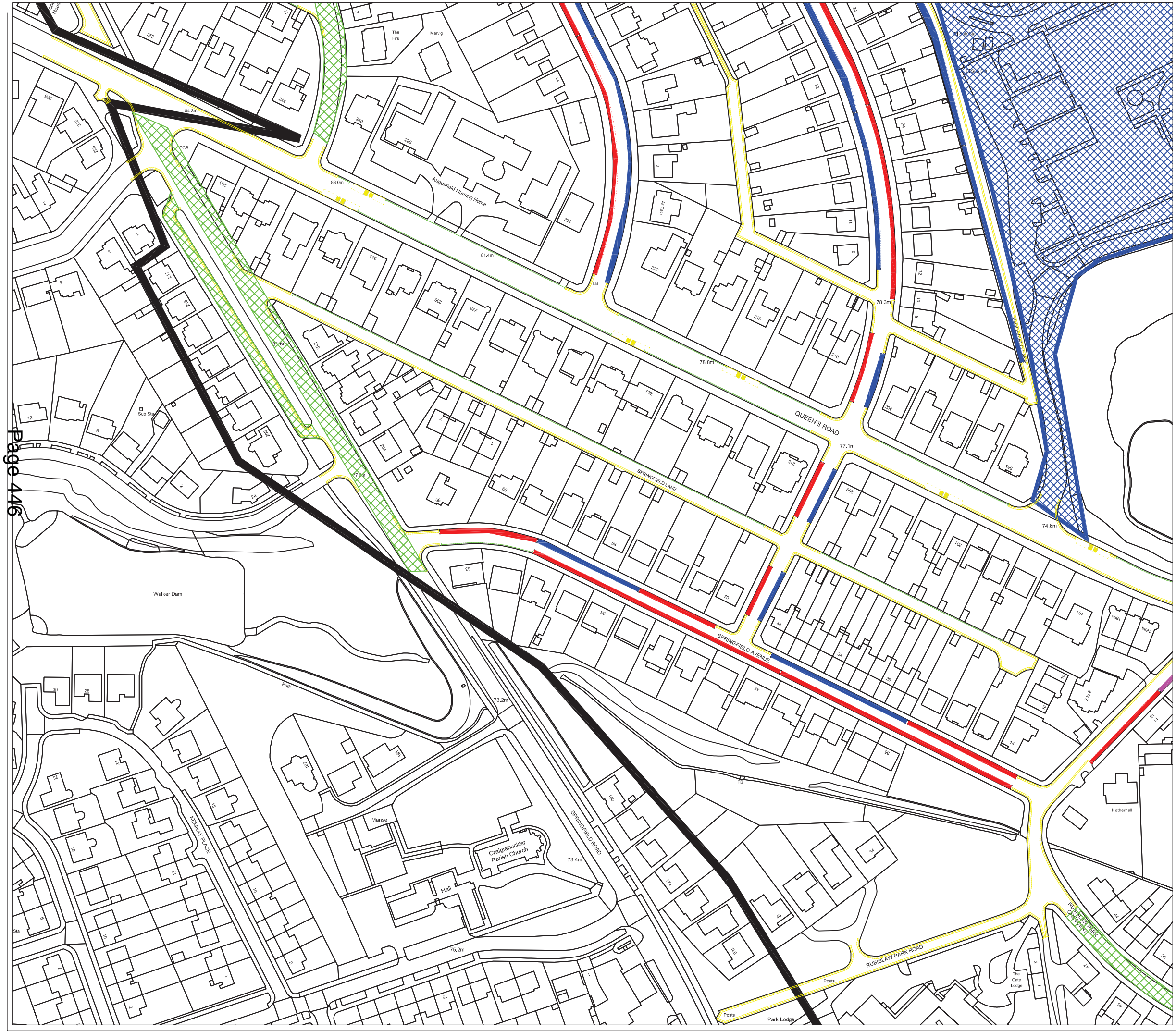
COMMUNITIES, HOUSING & INFRASTRUCTURE
Road Safety and Traffic Management Team
Business Hub 10, Level 2 South, Marischal College, Aberdeen
Telephone (01224) 522305

Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CPZ

Title.
ORD STREET, KING'S GATE, ANGUSFIELD LANE, ANGUSFIELD AVENUE, ANGUSFIELD PLACE, WESTHOLME AVENUE, WESTHOLME TERRACE WESTHOLME CRESCENT, NORTHBURN AVENUE, NORTHBURN LANE, SPRINGFIELD ROAD

Drawn (init./date)	File Location
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ABERDEEN CITY COUNCIL

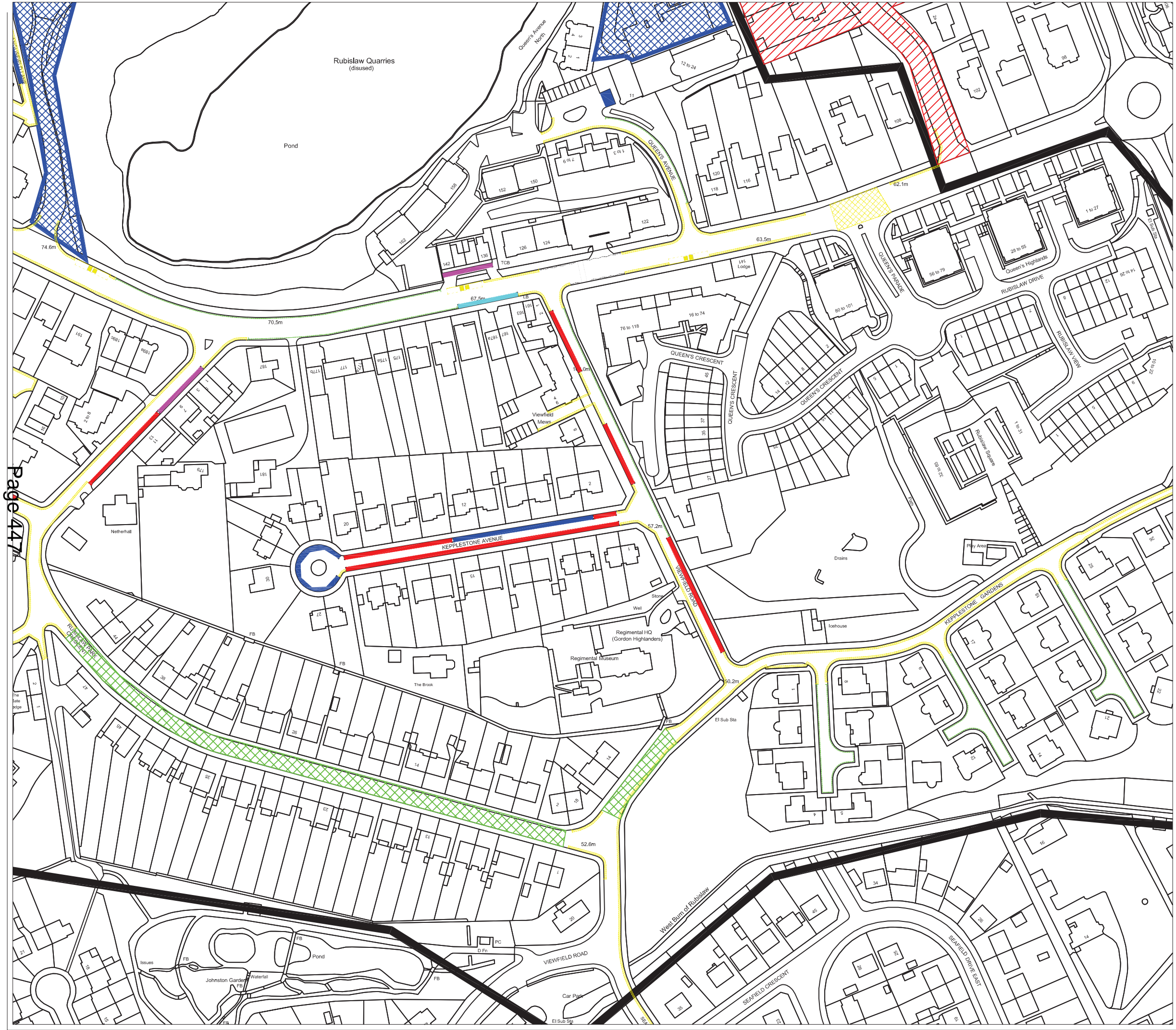
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Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CPZ

Title.
ANGUSFIELD LANE, ANGUSFIELD AVENUE, WESTHOLME AVENUE, NORTHBURN AVENUE, QUEEN'S ROAD, SPRINGFIELD ROAD, SPRINGFIELD AVENUE, SPRINGFIELD LANE, RUBISLAW PARK ROAD, RUBISLAW PARK CRESCENT

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Description.		

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Client.
ABERDEEN CITY COUNCIL

Project.
HILL OF RUBISLAW CPZ

Title.

QUEEN'S AVENUE, QUEEN'S ROAD, RUBISLAW PARK ROAD, RUBISLAW PARK CRESCENT, VIEWFIELD ROAD, KEPPLESTONE AVENUE, KEPPLESTONE GARDENS

Drawn (init./date)	File Location
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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Review of Wayfinding Pilot Scheme
REPORT NUMBER	CHI/15/111
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report has been prepared in response to the Full Council 5th March 2014 where the Council resolved:

(i) to provide up to 50% of the capital costs capped at £50,000 of the wayfinding scheme outlined at appendix B to the report, and that this be met from the City Centre Regeneration Fund; and
(ii) to instruct officers to report to the appropriate committee on the suspended letter sign scheme outlined at paragraph 5.3.3 of the report once Aberdeen Inspired had completed all necessary preparatory work on the scheme.

The report details the outcome of the pilot scheme following its implementation in November 2014.

At this time there is no update on the suspended letter sign as the preparatory work is currently being undertaken by Aberdeen Inspired.

Subject to the Members agreement that the pilot has been completed successfully, this report also requests that the Committee agree to the scheme being taken forward for full implementation within the City Centre as detailed in Section 5 below.

It is recommended that the signs are cleaned on a weekly basis to maintain their clarity and visual presence on street. It is anticipated that this frequency can be reduced in sheltered or quieter locations however this will be determined following implementation. The annual cleaning cost, based on weekly cleaning of all totems, is estimated as £19k. This will be an ongoing revenue burden to the Council as will ad hoc repairs to the totems and the review and updating of the map sections as described below in Section 3.

2. RECOMMENDATION(S)

It is recommended that this Committee:

a) note the outcome of the review of the pilot scheme;
b) instruct officers to progress the implementation of the full scheme if 50% funding from the City Centre Regeneration Fund and 50% from Aberdeen Inspired, as outline in Section 3 below, is secured; and
c) acknowledge that the cleaning and ongoing maintenance of the signs will result in an ongoing revenue burden for the Council and ask officers to investigate options to help deliver this funding.

3. FINANCIAL IMPLICATIONS

The following is a breakdown of the actual scheme costs for the pilot scheme and the estimated full scheme costs.

Pilot Scheme – Four totems
Whilst the initial estimate for these works (preparation of prototype totems, and construction and implementation of four pilot totems) was £100,000 with costs to be met jointly by Aberdeen Inspired and Aberdeen City Regeneration Fund, the actual cost of implementing the pilot was £33,908 with ACC's contribution being £16,954. Due to the innovation of the signs it was impossible to accurately determine the cost of the units.

Costs were incurred as spare panels were purchased for the signs. These would enable any damaged panels to be replaced as quickly as possible minimising risk to the public and the public image of the signs. Spares cost £2620 with Aberdeen Inspired bearing 50% of the costs.

Cleaning costs for the pilot totems are being funded by an existing budget until end March 2015. A budget for the future cleaning costs of the totems has not yet been identified. These costs are estimated to be £1352 per annum. This is based on a weekly cleaning regime as has been carried out to date.

Full Scheme
The full scheme has been estimated on the basis of 46 standard totems, 7 slim totems, 6 identification signs and 3 directional signs being provided. The totems are based on the format used in the pilot scheme with the exception of the identification signs which are suspended signs. The full scheme costs include for the replacement of the pilot signs as there are design refinements proposed for the final signs based on the outcomes of the pilot phase, it is important that the final scheme looks consistent and presents the best option for the City Centre.

An estimated cost for design improvements, product design improvements and implementation support has been received from the designer of the signs. These costs are estimated at £45,000.

The estimated cost of implementing the full scheme is £564,000.

It is also highly recommended that spare panels are created at the same time. This cost is estimated at £36,000. The further engraving of these panels would be £225 per totem and would be required as and when totem panels require to be replaced. An implementation cost would also be incurred depending on the final supplier chosen and sensitivity of the location the following examples have been given by the supplier of the pilot scheme e.g. daytime installation estimated at £500 per shift or Sunday installation estimated at £700 per shift.

Changes to the panels are unlikely to be required on a regular basis as the locations chosen are all on footpaths with safe areas around them for pedestrians to gather. The estimate below allows for 50% of the map panels to be replaced each year, this will ensure that any changes to the City Centre as a result of development and the City Centre Masterplan are recorded and represented timeously. Map prints are estimated at £80 per totem.

The cleaning costs for the full scheme i.e. 56 totems, is estimated at £18,928 per annum based on weekly cleaning.

These estimates are based on the costs provided for the pilot plus contingencies. Due to the variation in the volume of signs between the pilot and the full scheme, it may be that economies of scale will reduce the overall costs however there will also be additional costs incurred should another contractor be employed and a new prototype sign needs to be created.

Aberdeen Inspired have again stated their willingness to fund 50% of the final scheme. Risks are attached to this funding, please see Section 7 below.

The full scheme costs are summarised in Table 1 below

Table 1: Final Scheme Wayfinding

Totems/ signs (a)	Spare panels plus engraving (b)	Total **capital** costs for year of implementation (a)+(b)=(c)
£564k	£36k	£619k

An additional £45k is estimated revenue cost of design support for the final scheme.

Engraving panels (e)	Cleaning (f)	Replacement maps vinyls (g) (vinyls	Total **revenue** cost of on-going for maintenance per

		plus installation)	annum (c)+(d)+(e)=(g)
£6k	£19k	£5.5k	£30.5k

The totems have been designed for a 25 year lifespan subject to on-going maintenance and updating of data.

4. OTHER IMPLICATIONS

Legal support will be required to support officers with the financial and design agreements between Aberdeen Inspired and ACC.

The implementation of the full scheme would necessitate the removal of the various existing wayfinding signs and schemes currently present within the City Centre. Many of these signs are expected to be replaced by the new totems however there will be some additional work required to ensure that existing schemes are cleared.

5. BACKGROUND/MAIN ISSUES

5.1 Review of the Pilot Scheme

The pilot signs were installed at four locations in early November 2014. The installation was successfully achieved in two parts, firstly the foundations were installed by the Roads Service acting a sub-contractor to the Sign Manufacturer and then the signs fitted into the foundations during a separate visit by the sign manufacturer.

A design change was identified following implementation. It is recommended that the current galvanised steel frame is replaced with a precision aluminium and steel frame to ensure that the frame tolerances are minimised. This has no additional associated costs.

As reported in the bulletin to this Committee in January 2015 a public survey was carried out before and after implementation of the wayfinding pilot scheme. The surveys concluded that 88% of respondents thought the new totems were an improvement on the previous signs and 92% believed the totems would improve navigation around the city centre. 94% of respondents thought the signs easy to read and understand.

With regards to the maintenance of the pilot signs, no damage incidents have occurred at the time of writing. The locations of the signs were chosen as regular pedestrian or tourist locations and therefore would attract attention. These locations are remote from vehicular traffic. No damage has been sustained by the signs as a result of the varying weather conditions however no extreme weather events have occurred during the assessment period.

One design change is proposed to assist with the use of the signs in wet conditions; this is to use of self-cleaning glass to repel water and assist run off.

A weekly cleaning regime has been in place since the signs were installed and this is working well. No significant vandalism has been identified and the signs remain fresh and clear. It is recommended that a weekly cleaning regime is maintained however it is likely that this could be reduced in more sheltered or less busy locations.

5.2 Final Scheme Implementation

Following the implementation of the pilot scheme no significant issues were identified with the signs and public support was measured as supportive of the totems.

Final scheme costs have been estimated based on the pilot scheme costs and these are identified in Section 3 above.

A bid has been made to the City Centre Regeneration Fund to fund 50% of the costs of the final scheme. This will not consider the ongoing maintenance costs of the scheme. Aberdeen Inspired have confirmed their willingness to pay the remaining 50% of the implementation of the final scheme.

It was proposed to bid for Bus Lane Enforcement Funding however the timescales for agreement of this expenditure means that Aberdeen Inspired could not commit the match funding.

The cost of finalising the design of the totems and supervising the development of the tendering and construction process is estimated at £45k based on the current design company continuing in this role. This cost was covered solely by Aberdeen Inspired during the pilot scheme. Whilst this did not create any significant problems during the pilot phase, it would be important for ACC to have the leading role in the final scheme development and implementation as ACC will ultimately have the maintenance responsibility. 50% of the design and support costs are therefore included within ACC bids for funding.

5.3 Remedial Works following Pilot Scheme

If the final scheme does not go ahead it is recommended that the pilot signs are removed and the footpaths reinstated. This will reduce any confusion for visitors from having a range of wayfinding signs presented to them around the City.

The estimated cost of repairing the footpaths in these locations is £8k. This cost would only be incurred if the final scheme is not progressed.

6. IMPACT

The contents of this report link to the Community Plan vision of creating a sustainable City with an integrated transport system that is accessible to all.

This project contributes to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: We will develop, maintain and promote road, rail, ferry and air links from the city to the UK and the rest of the world. We will encourage cycling and walking, and We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

The project identified in this report will assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in). The listed projects will also assist delivery of the 5 year Corporate Business Plan, in particular the Enterprise, Planning and Infrastructure Directorate's aims to Protect and enhance our high-quality, natural and built environment and Support the delivery of a fully integrated transport network.

This report may be of interest to members of the public as it concerns the city centre transport network which has the potential to affect all members of the travelling public particularly those travelling by public transport.

7. MANAGEMENT OF RISK

There is a risk that any delay in progressing the implementation of this scheme may result in the loss of the 50% funding from Aberdeen Inspired, due to their timescales for bidding to be retained as the Business Improvement District management body.

There is a risk to the reputation of the scheme if a budget for cleaning and maintenance in future years is not identified.

Should Aberdeen Inspired be appointed to the BID again following January 2016 then they have suggested that they would be willing to fund 50% of the cleaning budget of the totems.

8. BACKGROUND PAPERS

Reports

"Aberdeen City Centre – Wayfinding Project" - Full Council, 5 March 2014
http://councilcommittees/documents/s36108/Wayfinding%20Project.pdf

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	**Communities, Housing and Infrastructure**
DATE	**18 March 2015**
DIRECTOR	**Pete Leonard**
TITLE OF REPORT	**Footway Crossing Extension (Appeal Against Refusal) - 46 Newburgh Crescent, Bridge of Don**
REPORT NUMBER:	**CHI/15/112**

1. PURPOSE OF REPORT

This report advises Members of the appeal against officers decision to refuse the application to extend the existing driveway at 46 Newburgh Crescent, beyond the maximum length permitted in the current Roads Consent Policy.

2. RECOMMENDATION(S)

That the Committee:

Reject the application for an extension to the existing driveway at 46 Newburgh Crescent, where the length requested exceeds that specified in the Footway Crossing Regulations which were approved by the Policy and Strategy Committee on 27 September 2005.

3. FINANCIAL IMPLICATIONS

If the Committee choose to allow the application there would be no financial implications as the applicant would be liable for all costs involved in the construction of the driveway and associated footway crossing.

4. OTHER IMPLICATIONS

There is a risk that by approving an extension to a footway crossing which is out with the maximum permitted length set out in the approved policy document that a precedent will be set. This will make it difficult to refuse similar applications in the future.

Extending the footway crossing to the front of 46 Newburgh Crescent would be detrimental to general on-street parking provision as well as having the potential to lead to road safety risks. Wide sections of footway crossing cause uncertainty for pedestrians and also increase the likelihood of vehicle conflict with pedestrians and other road users due to vehicles reversing. An increased risk of flooding of the property, due to the lower kerb height is also a consideration.

5. BACKGROUND / MAIN ISSUES

At its meeting of 27 September 2005, the Policy & Strategy Committee resolved to approve a revised Roads Consent Policy for the assessment of footway crossings (driveway) applications. The revised policy aims to highlight the road safety issues caused by a proliferation of footway crossings and addresses the regulations which allow Officers to permit footway crossings in a consistent manner by adhering to the constraints of this policy. The section relevant to this case is as follows –

- ***A footway crossing may be widened to a maximum of 5 metres if necessary to accommodate more than one off-street parking space, or at the discretion of Road Officers.***

This report also sets out the 'Refusal Appeal Process' which states that "where the Local Member strongly supports the introduction of a driveway or an on-street disabled parking space, where there has been a refusal made in terms of Road Consents standards and policies, that a report on the matter be presented to committee for final determination"

5.1 APPLICATION FOR CONSIDERATION – 46 NEWBURGH CRESCENT

This application is within the ward of Councillor Muriel Jaffrey, Councillor Willie Young, Councillor John Reynolds, Councillor Sandy Stuart and this appeal has been requested from the resident of 46 Newburgh Crescent to extend the existing single footway crossing to 7 metres which is greater than the maximum permitted length of footway crossing of 5 metres. As required by the approved policy this report has been requested by Councillor W. Young to go before the Communities, Housing and Infrastructure Committee for a final decision.

Approval was given to extend the existing single (3 metre) footway crossing to a double (5 metre) footway crossing and the request to extend the footway crossing to 7 metres was refused, as it did not meet with the current policy. A compromise was suggested to the resident that the 5 metre length of dropped kerbs could be centred to the property, this would have allowed 3 cars to park side by side in the driveway. As the kerb height would have been required to be raised adjacent to the garage for this layout to be permitted, this was not accepted by the applicant.

In his defence the resident of 46 Newburgh Crescent requested that 6no. driveways were investigated on the street as he believed them to be in contravention to the policy. It should be noted that applicants are advised not to compare existing crossings as they may have been constructed prior to the current policy being adopted. Four out of the six footway crossings appear to have been carried out by contractors who did not have the appropriate council consents.

These driveways will be taken forward through the unlawful driveway process as it is an offence under section 56 of the Roads (Scotland) Act 1984, for any work to be carried out in the footway without prior consent from Aberdeen City Council. The owners will be contacted as and when resources permit.

The fifth footway crossing was found not to be in contravention of the criteria.

The sixth crossing was granted approval in 2011 by Council Officers for the work to be carried out on the footway crossing and to move an associated lighting column. Although the work carried out did not meet the current criteria and comprises of a length of 6.3 metres of dropped kerbs, it is of the understanding that there were good reasons at the time to go ahead with the work which is outlined as follows:

1. The lighting team were restricted to the final position that the lighting column could be moved to, given the public utility services in the footpath and the proximity of the BT manhole cover.
2. The consequence of item 1 above required a larger area of footpath to be reinstated; hence it was widened back to the existing MH cover.
3. In the vast majority of cases, the purpose of a property owner widening his driveway is to extend the existing footway crossing to allow two vehicles to park side by side. In this case, the owner cannot park a vehicle in the middle of his footway crossing due to the location of his front door. It was considered reasonable that due to the issues with the lighting column, this would allow the owner to park a total of two vehicles within his property.

5.2 The Traffic Management and Road Safety Team deal with a number of applications on a yearly basis to extend their footway crossings over the 5 metre length. Permitting a 7 metre footway crossing would set a precedence within the city and would mean that future applications would be difficult to reject. The current policy has been set out to strike a balance between road safety, on-street parking provision and the provision of residential driveways and officers are keen to enforce these regulations in order to maintain fairness for all applicants.

6. IMPACT

The recommendations of the report meet with the local community plan objectives to continually improve road safety and maximise road accessibility for pedestrians and all modes of transport.

The recommendations are in line with the Council's Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

An Equality and Human Rights Impact Assessment is not required as this report does not affect a specific user group and is in-line with the current Roads Consent Policy approved by Policy and Resources Committee, 27 September 2005.

7. MANAGEMENT OF RISK

Where the recommendations of this report are not accepted there is the risk that road safety levels and traffic management could be compromised and approval of footway crossings which do not meet with policy become the norm, thereby resulting in on-going public concern, negative media reporting, and reputational damage.

8. BACKGROUND PAPERS

Amendment to Roads Consent Policy – Conditions of Driveways, 27 September 2005, Policy and Resources Committee.
http://committees.aberdeencity.gov.uk/acc_data/committee%20reports/cs_pol_r5a_050927.pdf

Minute of 27 September 2005, Policy and Resources Committee – Article 22
http://committees.aberdeencity.gov.uk/Data/Policy%20and%20Strategy%20Committee/20050927/Minutes/SubIndex$Minutes.pdf

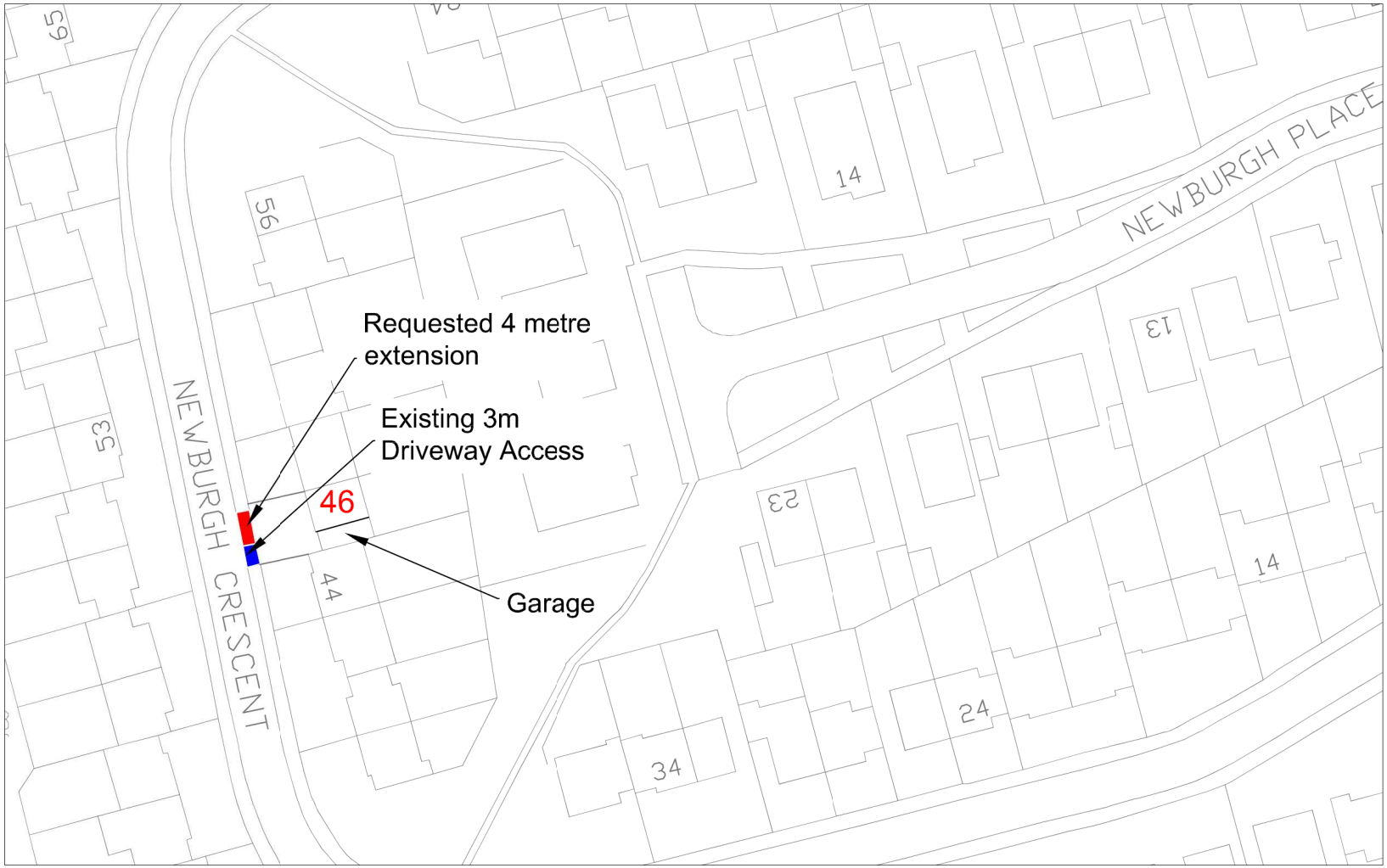
Footway Crossing Regulations -
http://www.aberdeencity.gov.uk/web/files/roads/driveway_regulations.pdf

9. REPORT AUTHOR DETAILS

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APPENDIX 1

DRIVEWAY ACCESS (FOOTWAY CROSSING) - 46 NEWBURGH CRESCENT



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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Infant Cremation Commission Report and Recommendations
REPORT NUMBER:	CHI/14/079
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report provides an update of the actions carried out by Aberdeen City Council following Lord Bonomy's Infant Cremation Commission (ICC) Report and Recommendations published on 17 June 2014. The report also seeks approval of a Policy Statement relating to the Cremation of Babies and Infants for Aberdeen City Council which is one of the recommendations in the ICC report.

2. RECOMMENDATION(S)

That the Committee:

(i) Notes the contents of the report.
(ii) Approves the Policy Statement relating to the Cremation of Babies and Infants (see Appendix 3)
(iii) Approves the commencement of discussions between Aberdeen City Council and parents affected by the cremation of babies at Aberdeen Crematorium with regard to local memorials as per ICC recommendation No.55.

3. FINANCIAL IMPLICATIONS

Cremations of children, babies and non-viable foetuses are at present done at no charge to the Applicant for Cremation. The additional procedures now undertaken to ensure recovery of ashes will have an additional resource

implication. All changes undertaken to date have been carried out within the existing revenue budget. At this stage the full financial impact on the council's budgets is unknown.

4. OTHER IMPLICATIONS

The Service is currently reviewing all procedures and updating paperwork, processes and software applications to ensure compliance with best practice and the ICC recommendations.

5. BACKGROUND/MAIN ISSUES

On 16 April 2013 the minister for Public Health, Michael Matheson, announced in Parliament the creation of an independent Commission, chaired by the Rt Hon Lord Bonomy, to examine the policies, practices and legislation related to the cremation of infants in Scotland.

Lord Bonomy's Infant Cremation Commission Report was published by the Scottish Government on 17 June 2014 and provided national recommendations for future improvements. The Report contains 64 recommendations, including a number for Scottish Government as well as those directly involved in the cremation of babies and infants, primarily the NHS, Funeral Directors and Cremation Authorities.

Of these 64 recommendations, 36 are not for Aberdeen City Council to specifically action. Of the remaining 28 where Aberdeen City Council have direct responsibility for; 14 have been completed; 9 are awaiting statutory forms, legislation or further guidance from the ICC's working parties; and 5 are being worked on at present by ACC officers.

Background
Lord Bonomy visited Aberdeen Crematorium on 15 November 2013 and recommended that officers visit Seafield Crematorium in Edinburgh which had a high success rate in recovering infant ashes. Officers visited Seafield Crematorium on 21 November 2013 and were shown their processes which included the use of a metal tray, removal of the tray from the insertion end (instead of the ashes recovery end as in double ended cremators) and positioning techniques developed to aid recovery.

On 25 November 2013 Aberdeen Crematorium implemented these new processes for still born, small infants and non-viable foetuses in a wooden coffin as per Seafield Crematorium's procedures. NHS Grampian were informed that this new process would be used for non-viable foetuses/pregnancy losses (up to and including 23 weeks and 6 days gestation) if placed in a wooden coffin and that parents require to be informed that this new procedure can be chosen which may recover cremated remains. To date, these new processes have recovered ashes from all these

cremations. The health and safety risks involved in handling an extremely hot tray have been addressed and the processes and risk assessments approved by ACC's Health and Safety section. We will continue to assess these procedures to ensure the safest possible process is used.

The use of these techniques has now been extended to include all non-viable foetuses received from NHS Grampian. There is no requirement now for a wooden coffin to be provided as our improving processes and techniques can recover ashes from any type of coffin. Parents of non-viable babies have a choice of either individual or shared cremations as well as the alternative of burial. Where parents have chosen shared cremations, the ICC has advised that if cremated remains are recovered they should be scattered in the relevant Crematorium's Garden of Remembrance and parents advised accordingly.

In May 2014, the ICC also advised ACC to visit other Crematoriums in order to review procedures and share best practice. On 13 May 2014 ACC officers visited Inverness Crematorium and on 20 May 2014 officers visited Craigton Crematorium and South Lanarkshire Crematorium. Aberdeen Crematorium's cremation procedures met all best practice shown on these visits.

Main Issues
The Service is currently undertaking a review which covers all procedures, paperwork, processes and software applications to ensure compliance with the ICC recommendations.

A summary action plan of the 14 outstanding ICC recommendations that Aberdeen City Council have responsibility to address and implement are shown in Appendix 1.

Appendix 2 provides a table of all 64 ICC recommendations along with the Scottish Governments response, timescale and Aberdeen City Council's response.

Policy Statement Relating to the Cremation of Babies and Infants
The ICC Report under Recommendation No.11 states "that each Cremation Authority should publish a policy statement" relating to the cremation of babies and infants. The report also recommended that a working group be set up that included the two main cremation associations ie the Institute of Cemetery and Crematorium Management (ICCM) and the Federation of Burial and Cremation Authorities (FBCA) to develop a model policy statement. This model policy statement has been drafted and sent to all Cremation Authorities on 19 November 2014 with blank sections for each Cremation Authority to finalise as required. Aberdeen City Council's Policy Statement Relating to the Cremation of Babies and Infants has been completed and is shown in Appendix 3. The Committee is asked to approve this Policy Statement.

Local Memorial
ICC Recommendation No.55 states "Where invited to do so by affected parents, local councils / authorities should facilitate discussion for plans for

local memorials". Aberdeen City Council has received a request to commence discussions for a local memorial by a parent affected by the cremations of babies at Aberdeen Crematorium. It is recommended that Aberdeen City Council commence discussion with affected parents.

6. IMPACT

The report relates to the Single Outcome Agreement and the Council's policy statement, Aberdeen: The Smarter City.

Our Vision is for Aberdeen to be an ambitious, achieving, smart city. We will ensure all citizens are encouraged and supported appropriately to make their full contribution.

Public – This report is likely to be of interest to the public as it deals with crematorium issues that have been the focus of media coverage over the last 24 months.

The content of this report is not relevant to the Equality Act 2010 public sector general duty as completing the recommendations is considered to impact all.

7. MANAGEMENT OF RISK

Following through the recommendations set out in this report should ensure that any risk associated with the crematorium remains at an absolute minimal level and that there is an improved service provided to our customers.

8. BACKGROUND PAPERS

Report of the Infant Cremation Commission June 2014
http://www.scotland.gov.uk

9. REPORT AUTHOR DETAILS

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Appendix 1

The following is a summary action plan of the 14 outstanding ICC Recommendations that ACC has responsibility to address and implement:-

ICC Recommendation	ACC Action	Target Date
11 & **12** Publish a Policy Statement and distribute	Approve Policy Statement and provide to Funeral Directors and NHS.	31 March 2015
19, 22, 23, 32 Statutory Application Forms	Await statutory forms and legislation As legislation and statutory forms may take some time to implement, we have updated our current application forms as per ICC Recommendations where possible.	Await statutory forms and legislation
30 & **31** Guidance on sensitive disposal is to be issued	Await Guidance	Awaiting guidance
33 Medical certificate for all non-viable babies	Await legislation. Already procedure for single at ACC but not for shared cremations.	Awaiting legislation
34 Contractual arrangements with NHS	An agreement has been drafted between NHS and ACC with regard to cremations. The agreement describes each organisation's responsibilities and will now be finalised and implemented taking into consideration all ICC recommendations.	31 March 2015
35 Additional entries required to Cremation Register from future legislation	ACC has implemented but awaits legislation to finalise	Awaiting legislation
41 Notice issued confirming the disposal of cremated remains	Awaiting clarification from legislation. ACC has added a request notice to current application for cremation forms for non-viable babies.	Awaiting legislation
53 Review all publications to ensure accurate information	Application for Cremation Forms updated, information sheets on infant cremations available, policy statement to be approved, web pages to be reviewed and updated.	31 March 2015
55 Where invited to do so by affected parents, local councils should facilitate discussion for plans for local memorials	Commence discussions with affected parents on their wishes for an appropriate local memorial.	Awaiting approval

Appendix 2

This following table shows each individual recommendation along with the Scottish Governments response, timescale and ACC's response.

Recommendation	Government Response	Timescale	**ACC Response**
1 In legislating, devising policy, drafting information and guidance documents, and making arrangements for and conducting baby cremations, the baby and the interests of the family should be the central focus of attention. Parents and families should be given time and space to reach the correct decision for them. Arrangements should be in place at each hospital for ongoing contact with parents, particularly mothers, where that contact is necessary. **(11.34)**	Accepted. The Government endorses recommendation 1 as a fundamental principle of practice in this area.	All organisations involved in infant cremation, or in supporting bereaved parents should adopt this principle immediately. All hospitals dealing with bereaved parents should ensure arrangements are in place to support on-going contact with parents where necessary. This Recommendation will be monitored by the National Committee proposed at Recommendation 57.	Complete. Accepted and principle adopted
2 The FBCA in the course of their "critical friend" visits to crematoria and the ICCM in their self-assessment questionnaire should address specifically the conduct of baby cremations and recovery of ashes. **(5.6)**	This is primarily for the FBCA and ICCM, but the Scottish Government supports this recommendation. FBCA and ICCM will be expected to amend practice in this way. Both FBCA and ICCM were represented on the Commission and have committed to taking forward recommendations.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. Both organisations will be expected to confirm when training programmes will be updated to the National Committee and this will be included within the National Committee Action Plan.	Not for ACC to action. But will support additional checking mechanisms
3 The "ashes" which the Cremation Authority is obliged to give into the charge of the person who applied for the cremation if he so desires should be defined in legislation as "all that is left in the cremator at the end of the cremation process and following the removal of any metal". That should not preclude the applicant from consenting in advance to the removal of metals, such as coffin nails and artificial joints, and their separate disposal, including as part of a metal recycling scheme. **(7.21)**	Accepted. Legislation will be amended to reflect this definition. Government will consider whether or not existing powers can be used to amend the 1935 Regulations, but that is not likely to be possible in relation to non-viable foetuses (which are not currently regulated for the purposes of cremation), and so would only be a partial response.	If this amendment can be made to the 1935 Regulations using existing powers this will be done by April 2015 at the latest. If primary legislation is required the new Burials and Cremations Bill will set out the necessary provisions. A consultation on the bill will be published by the end of 2014. (Even if the 1935 Regulations can be updated immediately, that will be a temporary arrangement until the new Burials and Cremations Bill replaces the 1935 Regulations.)	Complete. Accepted and principle adopted.

4 Cremation Authorities should review their practices immediately to ensure that, in dealing with the "ashes" following cremation, they proceed on the basis that the "ashes" are as defined in the foregoing recommendation. **(7.21)**	This is for Cremation Authorities and the ICCM and FBCA, but Scottish Government supports the recommendation.	Cremation Authorities should proceed on this basis immediately – it is not necessary to await legislation. The National Committee proposed at Recommendation 57 will monitor practices, and this approach will also be included in the Code of Practice in recommendation 61.	Complete
5 The Scottish Government should inform their counterparts in England and Wales and Northern Ireland about the changes in legislation in Scotland to enable them to consider clarification of the definition of "ashes" in identical terms. **(7.23)**	Accepted. Scottish Ministers will write to counterparts in the three UK Governments reflecting this point and the work of the Commission more generally.	Scottish Ministers will write to counterparts by the end of June 2014.	Not for ACC to action.
6 All Cremation Authorities at whose crematoria ashes are not always recovered should liaise with a crematorium or crematoria where ashes are recovered more regularly to share their experiences and information about their respective practices in order to identify changes in practice that should be introduced immediately with a view to increasing the prospects of recovering ashes. **(8.13)**	This is for Cremation Authorities but Scottish Government supports the recommendation and expects all Cremation Authorities to take immediate steps to ensure practices are adopted to increase the potential for ashes to be recovered.	The implementation of this recommendation will be monitored by the National Committee proposed in Recommendation 57. Cremation Authorities will be expected to report at the first meeting of the National Committee on their progress towards implementation of this recommendation.	Complete
7 The Cremation Authorities which have rejected the use of trays for baby cremations on health and safety grounds should urgently consider, in light of the experience of others, the introduction of a local protocol to allow trays to be used in a way that will expose no one to undue risk. **(8.14)**	This is for Cremation Authorities but Scottish Government supports the recommendation. And expects all Cremation Authorities not currently using baby trays to look at this as a matter of urgency.	The implementation of this recommendation will be monitored by the National Committee proposed in Recommendation 57. The use of baby trays will be included in the Code of Practice proposed in Recommendation 61. Cremation Authorities will be expected to report at the first meeting of the National Committee on their progress towards implementation of this Recomm.	Complete
8 As an urgent interim measure, the ICCM and the Federation of Burial and Cremation Authorities (FBCA) should form a joint working group, which should also include two lay persons nominated by the Scottish Government and a representative of Facultatieve Industries Ltd, to consider the various practices and techniques currently employed in baby and infant cremation in full-scale cremators with a view to identifying those practices which best promote the prospect of recovery of ashes inclusive of baby remains and compiling guidance for cremator operators. The working	Recommendations 8, 9 and 10 are for ICCM and FBCA but Scottish Government supports the recommendation. The Scottish Government will support the establishment of such a working group, and will provide any assistance necessary to ICCM and the FBCA to take this work forward. The Scottish Government will work	The Working Group will be established as a priority over the summer of 2014. In due course the Working Group will become a sub-group of the National Committee recommended in recommendation 57, once that Committee is established.	Complete for single cremations. Cremation Practice Guidance provided on 19/11/14 and ACC following this guidance.

group should identify aspects of the cremation process which could conceivably be changed or improved and into which research ought to be commissioned by the Scottish Government. The working group's endeavours may be assisted by the fact that the majority of cremators in use in Scotland are produced by the same manufacturer, Facultatieve Technologies Ltd. **(8.36)**	with affected parents to identify two lay members for this group.		
9 Following completion of its work in **8** above, that working group should also consider the operating systems and other features of the cremators in use in Scotland and the practices currently employed with a view to identifying those aspects of the cremation process which could conceivably be changed or improved and into which research ought to be commissioned by the Scottish Government. That should include the practice of cremating babies at the end of the working day and overnight with the cremator operating and monitoring equipment switched off in a way that will cause no material environmental damage and satisfies SEPA that it should be permitted, with a view to increasing the prospects of recovering ashes. **(8.36 and 8.39)**	As above.	As above.	Not for ACC to action.
10 That working group should consider and advise whether, in light of experience in England and Ireland, and having regard to their efficiency in recovering ashes and the costs of installation and operation, the Scottish Government should commission research into the design and development of small-scale cremators. **(8.40)**	As above.	As above.	Not for ACC to action.
11 Each Cremation Authority should publish a policy statement, which should include a commitment to the sensitive treatment of the baby throughout and to respecting the wishes and needs of parents and families, and also set out the Authority's policy on ashes. To ensure clarity and consistency the ICCM and the FBCA should form a joint working group to develop a model policy statement reflecting best practice and allowing for local variation as appropriate. **(8.44)**	This is for Cremation Authorities and the ICCM and FBCA, but Scottish Government supports the recommendation and expects Cremation Authorities to respond to this recommendation as a priority, based on advice from ICCM and FBCA. The Scottish Government will support any joint discussions between ICCM and FBCA that may be necessary.	The Scottish Government can see no reason why such policy statements cannot be published swiftly. Cremation Authorities will be expected to have appropriate policy statement in place by the end of August 2014. Cremation Authorities will report progress against this recommendation to the first meeting of the National Committee. The subject of policy statements will be included in the Codes of Practice in recommendations 29 and 61.	**ACC to Action.** Policy Statement at Committee on 18/3/15 for approval

12 Funeral directors and healthcare staff should include appropriate extracts from the Cremation Authority policy in information and guidance material given to families. **(8.45)**	Accepted. Funeral directors and the NHS should ensure the policy statements of relevant Cremation Authorities are included within information and guidance as soon as possible.	The NHS and Funeral Directors should ensure materials are updated as soon as policies are published by Cremation Authorities. The implementation of this recommendation will be monitored by the National Committee proposed in Recommendation 57, and the first meeting of the Committee will consider progress against the implementation of this recommendation.	**ACC to Action.** ACC will ensure the Policy Statement is passed to NHS & Funeral Directors once approved.
13 The cremation of non-viable babies should be the subject of legislative regulation. **(9.4)**	Accepted. Legislation will be amended to reflect this recommendation.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Not for ACC to action. ACC will review subject to legislative changes
14 Appropriate forms of application for cremation should be prescribed for each of three categories of cremation of babies and infants: (a) stillborn baby; (b) shared cremation of non-viable babies; and (c) individual cremation of a non-viable baby. **(9.7, 9.23, 9.40, 9.42 and 9.44)**	Accepted. Legislation will be amended to reflect this recommendation and separate statutory forms will be prescribed.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Not for ACC to action. – await statutory forms. ACC have added as many of the recommendations as possible to our current Application Forms.
15 On each form of application for cremation there should be a clear warning, in terms appropriate to that form, that ashes may not be recovered, with provision for the applicant to acknowledge having read that warning. In the case of (b) shared cremations the warning should also state that any ashes recovered will either be scattered or interred, and specify which, at the crematorium. **(9.10, 9.24, 9.40, 9.44)**	Accepted. Legislation will be amended to reflect this recommendation.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete, added to our current Application for Cremation Forms although statutory form to be produced.
16 In the context of their introduction of a new death certification process, the Scottish Government should review the currently prescribed content of cremation application Form A to ensure that only essential questions are incorporated into the new prescribed forms for (a) and (c). **(9.18, 9.24 and 9.44)**	Accepted. Form A will be reviewed as part of the implementation of the Certification of Death (Scotland) Act 2011.	Implementation of the new death certification process is planned for April 2015.	Not for ACC to action. ACC will adopt forms when they become available

17 All forms of application prescribed should be designed by the Scottish Government with simplicity and clarity in mind, and all Cremation Authorities, Health Boards and other healthcare providers should be required to use the forms so prescribed and designed. **(9.14 and 9.16)**	Accepted. Forms will be designed on this basis.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Not for ACC to action. ACC will adopt forms when they become available
18 The forms prescribed for (a) and (c) should contain a question requiring the applicant to specify how the ashes should be dealt with following the cremation. The options available should include retention for a defined period pending a final decision and also later extending the period of retention. **(9.10, 9.24 and 9.44)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete, added to our current Application for Cremation Forms although statutory form to be produced.
19 There should be provision in forms for (a) and (c), or on a separate form, for the applicant to authorise a representative, such as the Funeral Director, to collect the ashes. Where the Funeral Director is the person authorised, the form should also provide for the consent of the applicant to the Funeral Director returning the ashes to the crematorium in the event that the applicant does not collect them from the Funeral Director or give the Funeral Director instructions as to their disposal within a defined period. **(9.11)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action.** Awaiting statutory forms
20 There should be a specific legislative provision that the cremation should not be authorised to proceed if the application does not contain a clear direction as to how the ashes should be dealt with. **(9.12)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete, ACC have implemented this recommendation although this will be a specific legislative provision.
21 Where ashes are left in the care of the crematorium on the basis that they will be collected, or to await further instructions within a defined period, the Cremation Authority may not scatter or inter them unless 14 days' notice of their intention to do has been given to the applicant. **(9.13)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete, although this is also to be included in legislation

22 The forms prescribed for (a) and (c) should be completed and signed by the applicant personally, and the applicant's signature should be witnessed by a person who is not a member of the applicant's family and has no part in the arrangements for the cremation. (**9.9, 9.10, 9.21 and 9.44)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action.** Awaiting statutory forms and legislation
23 It should be provided in legislation that those entitled to apply for cremation are: (i) in the case of (a) and (c) the nearest relative as defined by section 50 of the Human Tissue (Scotland) Act 2006; and (ii) in the case of (b) a person authorised by the Medical Director of a Health Board or other healthcare provider, and that an application presented by a different person should be accepted only on cause shown, which should be recorded in the register referred to below. **(9.19, 9.20 and 9.42)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action.** Awaiting legislation
24 Senior Cremation Authority staff should be responsible for the scrutiny of all cremation application forms to satisfy themselves that the applicant is entitled to make the application as mother, nearest relative or on cause shown. There should be legislative provision that, if the Cremation Authority is not satisfied of the applicant's entitlement to apply, then authority for the cremation to proceed may be refused. **(9.20)**	Accepted. This provision will be included when legislation is updated.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete, Procedure in place and further legislation will be implemented.
25 Legislative provisions similar to those in Regulation 20 of the 2008 Regulations (England and Wales) should be introduced requiring appropriate certification of a stillbirth. **(9.22)**	Accepted. Legislation will be updated to reflect this.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Not for ACC to action. ACC will implement the legislation
26 The duty of Cremation Authorities as to the handling of ashes set out in Regulation 17 of the 1935 Regulations should be extended to apply to stillborn and non-viable babies. **(9.25)**	Accepted. Legislation will be updated in this way.	The recommendation proposes amendments to existing secondary legislation. If possible the Government will make these amendments by the end of 2014/15. If not the Burials and Cremations Bill will address this point.	Not for ACC to action. ACC will implement the legislation.

27 The provisions of Regulations 13 and 15A of the 1935 Regulations should be amended to apply to stillborn children. **(9.26)**	Accepted. Legislation will be amended as recommended.	The recommendation proposes amendments to existing secondary legislation. If possible the Government will make these amendments by the end of 2014/15. If not the new Burials and Cremations Bill will address this point.	Not for ACC to action. ACC will implement the legislation.
28 NHS Scotland should review the provision of the facility of hospital-arranged cremation throughout Scotland with a view to making consistent provision in all Health Boards. **(9.32)**	Accepted. The Scottish Government endorses this recommendation and will work with Health Boards to ensure this is implemented.	Given that these arrangements may depend on contractual arrangements, Health Boards will be expected to have consistent provision in place by the end of April 2015. The National Committee proposed in Recommendation 57 will provide oversight on progress against this recommendation, and will consider this at the first meeting of Committee.	Not for ACC to action. ACC will assist NHS when required
29 The Scottish Government should establish a working group comprising representatives of Health Boards, Funeral Directors, Cremation Authorities and miscarriage and child bereavement support organisations to consider evolving practices in the arrangement and conduct of shared cremations and to draw up a code of practice setting down minimum standards for shared cremations. **(9.35)**	Accepted. A working group will be established to consider these issues.	The National Committee proposed in Recommendation 57 will take on this action. This code of practice could be incorporated into overarching Code of Practice proposed at Recommendation 61 below.	Not for ACC to action. ACC to consider involvement on this group
30 The 2012 CMO and CNO Guidance on sensitive disposal should be reviewed and consideration should be given to revising it to take account of the comments made in Section 9. **(9.36 to 9.39)**	Accepted. The CMO/CNO Guidance will be updated.	A new CMO/CNO letter will be issued in summer 2014, which will an interim guidance while the work of the National Committee is in progress.	**ACC to action** Awaiting Guidance
31 Annex C to the CMO and CNO Guidance should be revised to: (i) set out specifically the options for disposal explained to the mother above the space for her signature; (ii) state that ashes may not be recovered following cremation, and that any which are recovered will be scattered or buried at the crematorium; and (iii) state specifically that the standard procedure to be followed where the mother declines to discuss disposal is cremation along with others. **(9.40 and 9.41)**	As above.	As above.	**ACC to action** Awaiting Guidance
32 The form of application for (b) should state that each mother has authorised the hospital to arrange a shared cremation, and that such authorisation is held in hospital records. **(9.40)**	Accepted. This approach will be included in the updated form.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to action** Awaiting statutory forms

33 Each application for cremation of a non-viable baby should be accompanied by a medical certificate that the pregnancy loss occurred before 24 weeks and showed no signs of life. **(9.42)**	Accepted. This requirement will be included in legislation.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action** Await legislation. Already procedure for single at ACC but not for shared cremations.
34 Cremation Authorities, Funeral Directors and Health Boards should review the contractual arrangements in place for shared cremations in light of ICCM guidance contained in Section 6 to satisfy themselves that the respective responsibilities of the parties are so defined as to ensure that such cremations are carried out in a dignified and sensitive manner. **(9.48)**	Accepted. The Scottish Government supports this recommendation. Such cremations should be carried out in accordance with the code of practice, which will be developed as per Recommendation 29 above.	Cremation Authorities, Funeral Directors and Health Boards should be taking steps immediately to ensure arrangements are dignified and sensitive. Arrangements can be further reviewed/updated once the code of practice as proposed in Recommendation 29 is produced.	**ACC to Action** In progress - preparing NHS contractual arrangements at present
35 Each Cremation Authority should be required by legislation to record the cremation of each deceased baby, stillborn baby and non-viable baby carried out by the Cremation Authority in a register or registers comprising prescribed columns, every one of which must be completed, including in particular, if the ashes were scattered or buried, the date and their location and, if collected, the date and by whom. **(10.4 and 10.5)**	Accepted. This requirement will be set down in legislation.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action** ACC has implemented but awaits legislation to finalise
36 The Cremation Register should be a public document and the Scottish Government should make legislative provision to that effect, subject to any restrictions necessary in the interest of privacy and to comply with data protection requirements. **(10.6)**	Accepted.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Not for ACC to action ACC to make provision subject to legislation
37 Each Health Board and other healthcare providers should maintain a register of authorisations in which the crematorium at which the baby was cremated is recorded in a way that will ensure traceability of the link between the baby and the ashes. **(10.8)**	Accepted. This does not need to be a legislative requirement – although we will consider including a provision in new legislation – and the NHS should put in place arrangements for such registers immediately.	If this is enshrined in legislation this would be via the Burials and Cremations Bill, to be introduced in 2015. However Health Boards needs not wait for that and can established registers immediately. The National Committee proposed in Recommendation 57 can provide oversight of this work to ensure a consistent approach, and this issue will be included in the Code of Practice proposed at Recommendation 61.	Not for ACC to action

38 Since responsibility for preserving important records relating to hospital arranged cremations lies with the hospital or other healthcare provider, a working group comprising Health Board representatives and a representative from the private healthcare sector, chaired by a Scottish Government official, should be appointed by the Scottish Government to review hospital record-keeping practice in all hospitals and other healthcare providers in relation to documents relevant to baby and infant cremations with a view to identifying best practice to be applied across Scotland. **(10.9)**	Not shown in Scottish Government's Summary of Recommendations?	Not shown in Scottish Government's Summary of Recommendations?	Not for ACC to action
39 The registers kept by Cremation Authorities, Health Boards and other healthcare providers should be preserved indefinitely. All forms of application, certificates and other official documents relating to a cremation should be preserved for a minimum of 50 years. **(10.10 and 10.11)**	Accepted. Although the recommendation does not explicitly state that these requirements should be statutory, it may be appropriate to make this a legislative requirement. If so primary legislation would be the appropriate mechanism.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	Complete. Arrangements in place to keep for 50 years. Currently 17 years Application Forms in store. Future data storage systems to be investigated
40 The Scottish Government should form a working group drawn from Cremation Authorities and providers of software to crematoria to review the available facilities for electronic processing and storage of cremation documents and records, to consider and recommend appropriate improvements to achieve the objects of the recommendations of this Commission, and to consider what additional features and facilities the software manufacturers should be invited to develop, all with a view to ensuring that the systems in use by Cremation Authorities are as efficient and secure as possible. The working group should also consider and advise on the appropriate requirements for back-up systems. Having regard to the importance of keeping records secure, the working group should also consider and advise whether additional security measures are necessary and what back-up storage systems should be provided. **(10.12)**	Accepted.	This working group can proceed as a sub-group of the National Committee proposed in Recommendation 57. Rather than specifying a specific end-date for this work the Government would ask the National Committee to consider establishing this working group on an on-going basis given the likelihood that IT systems will continue to evolve.	Not for ACC to action

41 In the case of deceased and stillborn babies, on completion of the entry by recording the ashes location or collection and the date thereof, the Cremation Authority Registrar should be required to send a notice to the applicant confirming which occurred and, if scattered or interred, where that was, along with an extract of the full register entry. In the case of the individual cremation of a non-viable baby the Registrar should issue such a notice and extract on request and the form of application should provide for such a request to be made. **(10.13)**	Accepted. Although not explicitly stated within the recommendation this will be best be secured via a legislative requirement.	This will require primary legislation, and will be part of a new Burials and Cremations Bill. We will publish a consultation on this new bill by the end of 2014.	**ACC to Action** Awaiting clarification from legislation. ACC has added a request notice to current application for cremation forms for non-viable babies.
42 The ICCM and FBCA should review their respective technical training programmes in accordance with the requirements identified in Section 11. **(11.12 to 11.16)**	This is for ICCM and FBCA but Scottish Government supports the recommendation.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. Both organisations will be expected confirm when training programmes will be updated to the National Committee and this will be included with the National Committee Action Plan detailed below.	Not for ACC to action
43 The FBCA should review all published guidance documents to provide clear and fully informed guidance on the prospects of ashes being recovered based on knowledge of skeletal maturity rather than gestational age alone. **(11.14)**	This is for the FBCA but Scottish Government supports this recommendation.	The FBCA will be expected to update all published guidance documents which are in use in Scotland as a priority. The FBCA will be asked to confirm to the National Committee which materials will be updated. The issue of Guidance documents will be addressed in the Code of Practice in recommendation 61.	Not for ACC to action ACC to review procedures subject to future guidance
44 The ICCM and FBCA should each introduce into their respective technical training programmes provision requiring the trainee technician and his mentor to attend and undertake, in the course of the training period and at a crematorium identified by the Institute or the Association as excelling in the conduct of baby and infant cremations, a full day of training in the conduct of baby and infant cremation on two separate occasions. The trainee should be required to satisfy the examiner of his knowledge and understanding of the methods and techniques of the conduct of baby and infant cremations that enhance the prospects of recovering ashes. **(11.16)**	This is for the ICCM/FBCA but Scottish Government supports this recommendation.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. Both organisations will be expected confirm when training programmes will be updated to the National Committee and this will be included with the National Committee Action Plan detailed below. The issue of training will be included in the Code of Practice at Recommendation 61.	Not for ACC to action. To be incorporated into ACC in-house training. Review refresher training for staff

45 The ICCM should revise their management training scheme to include an element dealing with baby and infant cremation and to make that a compulsory part of study for the certificate in cremation management. **(11.18)**	This is for the ICCM but the Scottish Government supports this recommendation.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. The ICCM will be expected confirm when training programmes will be updated to the National Committee and this will be included with the National Committee Action Plan detailed below.	Not for ACC to action. Need to check standards and qualifications from both FBCA and ICCM
46 The person with direct management responsibility for the operation of a crematorium should hold either a qualification in crematorium management or the FBCA certificate of competence to operate cremators or the ICCM intermediate certificate for crematorium technical operations. **(11.19)**	Accepted. This will be included in the Code of Practice in recommendation 61.	There may be value in making this a regulatory requirement and the Scottish Government will give this further consideration in preparing the Burials and Cremation Bill. Meantime Cremation Authorities will be expected to ensure those with direct management responsibility have appropriate qualifications.	Complete - Senior Staff hold qualifications and future staff will be trained and fully qualified.
47 The FBCA should develop and introduce a training programme for continuing professional development. **(11.20)**	This is for FBCA but the Scottish Government supports this recommendation.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. The FBCA will be expected confirm when training programmes will be updated to the National Committee and this will be included with the National Committee Action Plan detailed below.	Not for ACC to action To review training of staff once FBCA have developed programme
48 Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised where there is a possibility that ashes will not be recovered and reminded of the availability of the option of burial. **(11.24 and 11.34)**	Accepted. This should be part of the Code of Practice proposed in Recommendation 61.	The National Committee proposed at Recommendation 57 will take forward the work to develop the new Code of Practice in recommendation 61	Complete. Advice provided in the updated application for cremation forms and Funeral Directors have been informed that they require to advise clients
49 All providers of training programmes for Funeral Directors should review them in the light of any legislative changes affecting the cremation of non-viable and stillborn babies and associated administrative procedures. **(11.26)**	Accepted. This is primarily for Funeral Directors but Scottish Government supports this recommendation.	The National Committee proposed at Recommendation 57 will have oversight of both of these recommendation and representatives of Funeral Directors in Scotland be expected confirm progress to the National Committee.	Not for ACC to action

50 All providers of training programmes for Funeral Directors should devise modules designed to give Funeral Directors an understanding of the cremation process, the effect it has and the prospects of recovering ashes in baby and infant cremations. **(11.26)**	Accepted. As above, this is primarily for Funeral Directors but the Scottish Government supports this recommendation.	These actions will be reflected in the National Committee Action Plan detailed below.	Not for ACC to action Although we have shown Funeral Directors our new processes to dispel any perceived continuing bad practice. Suggest annual refresher.
51 Each Health Board, as part of continuously improving the quality of the service, should identify staff who will have responsibility for communicating with families about arrangements for disposal and liaising with Funeral Directors and crematoria and, as part of their continuous professional development, arrange for their further education and training in the necessary skills, including developing their communication skills, improving their understanding of the roles and responsibilities of colleagues, and providing an appreciation of the capabilities of modern cremation equipment and contemporary cremation practice and the effect of cremation on babies and infants. **(11.35)**	Accepted. The Scottish Government will work with NHS Scotland and the relevant Royal Colleges to ensure appropriate training is available and undertaken.	The National Committee proposed at Recommendation 57 will have oversight of this recommendation and representatives of NHS Scotland will confirm when training arrangements are in place. This will be reflected in the National Committee Action Plan detailed below. This recommendation will also be addressed in the Code of Practice in recommendation 61.	Not for ACC to action specifically although NHS Grampian representative has been shown our new processes
52 Health Boards should support staff in initiating the formation of local multi-disciplinary working groups comprising all with a role in dealing with the fate of the baby from hospital to crematorium to exchange information, knowledge, understanding, practice and experience, as well as promoting joint training programmes, with the aim of ensuring that all involved are familiar with the facilities available and practices followed locally. **(11.36)**	Accepted. This is primarily for Health Boards but the Scottish Government supports such an approach and would expect all Health Boards and other organisations to establish local multidisciplinary groups.	The formation of such groups will be overseen by the National Committee proposed at Recommendation 57, but work towards the establishment of such groups can progress immediately. The operation of such groups should be seen as good practice and will be included in the Code of Practice proposed at Recommendation 61.	Not for ACC to action specifically although ACC will support and assist NHS with local practices

53 Health Boards, organisations providing advice, support and guidance to grieving families such as SANDS UK and the Miscarriage Association, Funeral Directors, the ICCM and FBCA, and any other body providing advice, support and guidance to grieving parents and families should review all publications dealing with cremation that are likely to be distributed to, or seen by, the public to ensure that they include accurate information that is expressed clearly and consistently, including in particular information about the prospects of recovering ashes, and that they contain a reminder of the availability of the option of burial. **(11.37)**	Accepted. This is for the relevant organisations to take forward but the Scottish Government supports the recommendation. It is important that consistent and accurate information is provided to bereaved families.	Organisations should begin updating materials as a priority in light of the findings of the Infant Cremation Commission, and the National Committee proposed at Recommendation 57 will oversee this. Regular review of guidance and publications will be included in the Code of Practice proposed at Recommendation 61.	**ACC to Action** Application for Cremation Forms updated, information sheets on infant cremations available, policy statement to be approved, web pages to be reviewed and updated as required
54 The Scottish Government should establish a working group comprising a representative from each Health Board and chaired by a Scottish Government official to review all guidance documents and information leaflets in use over all Health Boards and private healthcare providers, including those compiled by, or in conjunction with, bodies such as SANDS and the Miscarriage Association, relating to management of pregnancy loss and infant bereavement and arranging disposal, with a view to ensuring consistency in that guidance and information, and endeavouring to reduce the proliferation of different documents in use. **(11.38)**	Accepted.	This work will be taken forward by the National Committee proposed at Recommendation 57, either within the Committee itself or via a subgroup established for this purpose. This will be reflected in the National Committee Action Plan detailed below.	Not for ACC to action
55 Where invited to do so by affected parents, local councils / authorities should facilitate discussion for plans for local memorials. **(12.7)**	This is for Local Authorities but Scottish Government supports the recommendation and expects all local authorities to support requests for local memorials.	No specific timescale – this is a matter for local authorities. But where there is an appetite for a local memorial this should be prioritised.	**ACC to Action** Commence discussions with affected parents on their wishes for an appropriate local memorial.

56 The Scottish Government should form a working group, to include representatives of affected parents and bereavement support groups to consider whether there should be a national memorial dedicated to the babies whose ashes were mishandled or mismanaged and, if so, the form that it should take. **(12.8)**	Accepted. This group will be established as a subgroup of the National Committee proposed at Recommendation 57. The Scottish Government will support the development and maintenance of any national memorial.	This work will be included within the National Committee Action Plan as detailed below. The Government will establish such a group before the end of 2014.	Not for ACC to action
57 The Scottish Government should establish a National Committee with responsibility for baby and infant cremations. **(13.4)**	Accepted.	The National Committee will be established and will hold its first meeting no later than autumn 2014. The National Committee will be asked to produce an Action Plan to set out how it will take forward the various recommendations made by the Infant Cremation Commission. That report will provide timescales for all actions and for reporting to Ministers.	Not for ACC to action
58 The National Committee should be chaired by a senior Scottish Government official. Its membership should be drawn from authorities, organisations, professions and other bodies with a role in baby and infant cremation, and should include representation from groups or organisations representing affected parents and providing bereavement support. **(13.5)**	Accepted.	The National Committee will be established and will hold its first meeting no later than autumn 2014. The National Committee will be asked to produce an Action Plan to set out how it will take forward the various recommendations made by the Infant Cremation Commission. That report will provide timescales for all actions and for reporting to Ministers. First report expected to be no later than 12 months from the first meeting of the National Committee.	Not for ACC to action

59 The National Committee should have power to establish working groups of its membership, with co-opted members where appropriate, to consider specific recommendations from this report. Each of the working groups recommended above would be sub-groups of the National Committee. It would be open to the National Committee to assign to one working groups the tasks assigned in more than one recommendation, for example recommendations relating to technical matters and cremation technology could be dealt with by a professional sub-group reporting back to the full Committee. The National Committee should also have the power to establish working groups to consider other issues identified by the National Committee and to report back to the National Committee. (13.6)	Accepted. Responses elsewhere in this table identify where particular recommendations can be taken forward via specific subgroups.	The FBCA will be expected to update all published guidance documents which are in use in Scotland as a priority. The FBCA will be asked to confirm to the National Committee which materials will be updated. The issue of Guidance documents will be addressed in the Code of Practice in recommendation 61.	Not for ACC to action
60 The National Committee should report to Scottish Ministers annually on progress against the recommendations made by this Commission. That annual report should be published on the Scottish Government website. **(13.7)**	Accepted. In producing its Action Plan the National Committee will identify when its first report will be provided to Ministers	The National Committee proposed at Recommendation 57 will have oversight of this recommendation. Both organisations will be expected confirm when training programmes will be updated to the National Committee and this will be included with the National Committee Action Plan detailed below. The issue of training will be included in the Code of Practice at Recommendation 61.	Not for ACC to action
61 The National Committee should, as a priority, develop a national Code of Practice for baby and infant cremation. Such a Code, which should be informed by the recommendations of this Commission, should set down the minimum requirements for organisations to adhere to when supporting bereaved parents and families through the baby and infant cremation process, and seek to identify best practice to be followed by all bodies involved in baby and infant cremation. The Code of Practice should include general principles and guidance as well as specific technical and operational guidance for Cremation Authorities, Health Boards and Funeral Directors, with a view to achieving consistently high standards of practice among all with a role in baby and infant cremation. **(13.8)**	Accepted. An overarching Code of Practice for all organisations involved in infant and baby cremation will be a welcome development. The Code of Practice should be the first priority for the National Committee. The Code of Practice can also take account of issues of training, good practice and Recommendation 29 relating to a code of practice for shared cremations.	The National Committee will identify timescales for the development of a Code of Practice within its Action Plan.	Not for ACC to action ACC to implement agreed Code of Practice

62 The Code of Practice should be a live document that is not only responsive to developments, but also instrumental in promoting improvements, in practice, technology, policy and legislation. The National Committee should therefore continue to monitor developments in all aspects of activity related to baby and infant cremation and review the Code annually to ensure that it reflects contemporary standards and best practice. **(13.9)**	Accepted.	The National Committee will review the Code of Practice on an annual basis.	Not for ACC to action ACC to promote developments and actively share and spread best practice.
63 Scottish Ministers should appoint an independent Inspector to monitor working practices and standards at crematoria, provide feedback to Cremation Authorities on how they are performing and to report to the Scottish Ministers as required. The independent Inspector should have authority to investigate complaints from the public about working practices and standards at crematoria, to adjudicate upon these complaints and report findings to the Scottish Ministers. The role of the Inspector should be extended to the funeral industry in respect of which there is no current provision for inspection. **(13.10 and 13.11)**	Accepted. The Scottish Government welcomes the suggestion of independent Inspector for crematoria and recognises that this function could extend beyond those issues relating only to infant cremation. Some inspection powers already exist within the 1935 Cremation Regulations and consideration will be given to whether or not these are sufficient to enable an Inspector to be appointed during 2014.	If an Inspector of crematoria can be appointed during 2014 under existing powers this will be done. But the Burials and Cremations Bill, will set out provisions to put an inspector of crematoria and the funeral industry on a firm footing. We will publish a consultation on this Bill by the end of 2014. No powers exist for an Inspector of the funeral industry and that will require primary legislation.	Not for ACC to action
64 The Scottish Ministers should keep the cremation and funeral industries under review and should consider whether further regulation of either is required. **(13.13)**	Accepted. The Scottish Government will consider further the benefits of additional regulation of the cremation and funeral industries, and may consult on this ahead of the Burials and Cremation Bill.	This Recommendation will be kept under review by the Scottish Government.	Not for ACC to action To review subject to further regulation

Appendix 3



Policy Statement Relating to the Cremation of Babies and Infants.

Aberdeen City Council, as the Cremation Authority for Aberdeen Crematorium wishes it to be known that it considers the interests of the bereaved family and the baby or infant left in our care to be the central focus of our attention. This will be reflected in all of our administrative and operational practices and procedures.

Definition of 'ashes'

Whilst our employees might use the terms 'ashes' and 'cremated remains' we deem these to be one and the same and defined as '*all that is left in the cremator at the end of the cremation process and following the removal of any metal'*. There might be a small number of cases where there are no ashes remaining at the end of the cremation process. If this is the case our staff will contact the Applicant for Cremation and advise them of this.

Minimising the loss of ashes during cremation

We have developed an approach to the cremation of babies and infants that is designed to minimise the loss of ashes. This includes the use of a cremation tray designed to retain ashes where practicable, and the maintenance of operational conditions that will minimise the loss of any ashes during the process of cremation.

Our staff will be vigilant during the cremation process and adjust operational conditions when necessary in order to protect the ashes of babies and infants and minimise any loss. We will adhere to our identification procedure that guarantees that the ashes resulting from individual cremations returned to parents are those of their babies.

Shared cremations

Where a shared cremation has been chosen by parents, and hence ashes are not individually identifiable, we will take the same care throughout the cremation process and will scatter/bury the ashes within the garden of remembrance. The location will be recorded for future reference.

Disposal of Ashes

In relation to the disposal of ashes in the case of a private cremation, this Cremation Authority will only act upon the written instruction of the parent who is acting as the Applicant for Cremation.

In the case of shared cremations we will only act on the written instruction of the designated person at the relevant hospital, who is acting as the Applicant.

Record-Keeping

All cremations of babies and infants will be registered at the crematorium, with all forms and documents being retained for a minimum of 50 years as per the guidance provided in the ICC report of 17 June 2014.
If ashes are scattered or buried within the grounds of the crematorium the final resting place will be registered along with any details of any person authorised by the applicant to remove/collect the ashes.
The policy of this Cremation Authority is designed to provide an audit trail from the receipt of initial funeral instructions to the final disposal of ashes, either by collection from the crematorium or by scattering or burial within the confines of the Gardens of Remembrance.

Questions or Queries

If you have any questions or queries about the cremation of your baby, you can speak to the Crematorium Manager on Tel: 01224 740722

Aberdeen City Council
Aberdeen Crematorium

Date: 18 March 2015

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Environmental Noise Action Plan Update
REPORT NUMBER	CHI 15-094
CHECKLIST COMPLETED	Yes/~~No~~

1. PURPOSE OF REPORT

a. Advise the committee on the proposed Noise Management Areas and Quiet Areas in the Aberdeen Agglomeration.
b. Update the committee on the Status of the Aberdeen Agglomeration Noise Action Plan.

2. RECOMMENDATION(S)

It is recommended that the Committee:

a. Approves the 14 Noise Management Areas and 3 Quiet Areas in relation to round two of the noise mapping process.
b. Instruct relevant officers within the Communities, Housing and Infrastructure Service to implement the Noise Action Plan and report annually on progress during the period 2015-2018.

3. FINANCIAL IMPLICATIONS

The Scottish Government has currently not made any financial provisions available to local authorities to undertake the new duties.

Implementation of the Noise Action Plan may have significant financial implications that cannot be specified at this time. Progress on the Action Plan is subject to availability of resources in the context of council policies and through the development management process. Future reports containing detailed project costs will be referred to the relevant Committees as they become available.

4. OTHER IMPLICATIONS

There are no other implications associated with this report.

5. BACKGROUND/MAIN ISSUES

Noise Action Planning is a Scottish Government led initiative and was developed to support the adoption of EC Directive 2002/49/EC. The Scottish Government transposed this Directive in the Environmental Noise (Scotland) Regulations 2006.

The objectives of the Directive are to:

- Determine the noise exposure of the population through noise mapping
- Make information available on environmental noise to the public
- Establish Action Plans based on the mapping results, to reduce levels where necessary, and to preserve environmental noise quality where it is good.

Details of the legislation and the assessment process are available on the Scottish Government website at www.scottishnoisemapping.org

The Aberdeen Agglomeration Noise Action Plan was submitted to the Scottish Government in March 2014 and is available to view at http://www.scottishnoisemapping.org/public/action-planning_END_2.aspx

The Aberdeen Agglomeration Noise Action Plan identified Candidate Noise Management Areas (cNMAs) and Candidate Quiet Areas (cQAs).

Strategic noise maps were created by acoustic consultants on behalf of the Scottish Government using noise prediction modelling software. The maps are based on an assessment of noise exposure in a given area to identify areas of loud noise and combine these with areas of high population density to identify cNMAs. cQAs are identified by areas of low noise on the strategic maps and combining this with minimum area covered.

In the second round of noise mapping the strategic maps identified 22 cNMAs and 6 cQAs. (Aberdeen was not involved in the first round as the inclusion criteria did not apply). A map of cNMAs and cQAs is produced in Appendix 1.

The candidate areas have been assessed by officers in the Environmental Health section to verify the modelled data. Following this assessment the following areas in Tables 1 and 2 have been

recommended for progression to Noise Management Areas or Quiet Areas.

Table 1: Noise Management Areas

Proposed NMA Location	cNMA Reference
Auchmill Road at Newton Terrace	1
North Anderson Drive at Clifton Road	2
Great Northern Road near Smithfield Lane	3
King Street at Don Street	4
North Anderson Drive at Mastrick Road	5
North Anderson Drive at Laburnum Walk	7
King Street at Mealmarket Street – excluding Little John Street and Mealmarket Street	8
King Street at St Clair Street	9
Union Street at Dee Street	10
Rennies Wynd, Wapping Street, Carmelite Street, Trinity Street, Guild Street	11
Market Street, Union Street, Neitherkirkgate	13
Palmerston Road, Market Street	17
Victoria Road at Walker Road	18
A90 at Holburn Street	19

Table 2: Quiet Areas

Proposed Quiet Area	cQA Reference
Seaton Park	3
HazelHead Park	5 & 6

The cNMAs that are not listed for progression to NMAs were discounted as the fieldwork and review of the strategic noise maps did not fully reflect information gathered from the site visits.

The King Street at Mealmarket Street, cNMA 8, does not include Little John Street or Mealmarket Street in the NMA, as the fieldwork and review of the strategic noise maps did not reflect information gathered from the site visits.

The cQAs listed for progression to QAs are areas where environmental noise quality is good and require protection against an increase in noise.

If Committee support the NMAs and QAs being submitted to the Scottish Government the noise mitigation plan 2013 to 2018 detailed in the Noise Action Plan will require implementation with respect to the NMAs. Any future decisions or actions that could impact on environmental noise will need to take into consideration the preservation of QAs.

There are two rail candidate noise management areas in Aberdeen. Nationally, rail cNMAs within agglomerations will not progress to NMAs in this round due to the validity of input data relating to rolling stock in the strategic noise maps. Strategies at a national level are being implemented to reduce rail noise.

6. IMPACT

Corporate – This report is linked to the improvement in health and the environment for the people in Aberdeen and a reduction in health inequalities. In terms of 'Aberdeen the Smarter City' the report relates to the commitment to promote sustainable living and a sense of well being by reducing exposure to environmental noise.

Public – The report is likely to be of interest to the public due to the health effects of transportation noise. An Equality and Human Rights Impact assessment is not required for this report as these matters have been addressed nationally by the Scottish Government. Any future proposals made in relation to actions to improve environmental noise may require specific impact assessment in relation to Equality and Human Rights.

7. MANAGEMENT OF RISK

In declaring any noise management areas care will be required in both defining the area and making it clear to the public the extent of the obligations and proposed actions.

The Environmental Noise Directive has no defined targets. With regard to NMAs and QAs in Aberdeen, the Council will be responsible for managing and reducing environmental noise where appropriate to do so. Actions will need to be discharged within recognised budgetary constraints, on a prioritised basis and will be required to be integrated where possible into planned maintenance and incorporation into future plans and strategies.

Noise Management Areas and Quiet Areas are detailed in the proposed Local Development Plan and proposed Supplementary Guidance.

8. BACKGROUND PAPERS

Enterprise, Strategic Planning and Infrastructure Committee report, Environmental Noise Mapping and Action Planning, EPI 13/196, 12 November 2013.

Aberdeen Agglomeration Noise Action Plan (http://www.scottishnoisemapping.org/public/action-planning_END_2.aspx)

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing, and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Environmental Health and Trading Standards Food and Feed Regulatory Service Plan 2015/2016 including Review of the 2013/2014 Service Plan
REPORT NUMBER:	CHI/15/101
CHECKLIST COMPLETED	YES

1. PURPOSE OF REPORT

The Food Standards Agency's 'Framework Agreement' requires local authorities to prepare a service plan and annually review their performance against it. In contrast to Food, there is no such requirement for Feed, however, the Food Standards Agency(FSA) does set out on an annual basis what the priorities for the coming year will be in respect of feed enforcement.

The report presents to the Committee a revised Food and Feed Regulatory Service Plan (Appendix A) for approval by the Committee which also contains an improvement plan for the forthcoming year.

At this time it is impossible to predict accurately the number of food businesses that will be operating in the City or the number of hygiene interventions required for each category of business in 2015/2016; however following examination of the figures for the last few years it can be assumed that there will be a slight increase in intervention numbers due to the emergence of new catering businesses.

The review of performance against the 2013/2014 Food Safety Service Plan is also presented to the Committee.

2. RECOMMENDATION(S)

1. That the Committee approves in principle the maintenance and development of food and feed regulatory services necessary to satisfy the requirements of the Food Standards Agency Framework Agreement

2. That the Committee approves the Food and Feed Regulatory Service Plan 2015/2016.(Appendix A)

3. That the Committee notes the Review of the 2013/2014 Food Regulatory Service Plan.(Included in Appendix A)

3. FINANCIAL IMPLICATIONS

Currently the service as proposed within the Regulatory Service Plan can be provided within the existing budget.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

Food and Feed enforcement services provided by Aberdeen City Council are located in the Environmental Health and Trading Standards Service, a city-wide service within Communities, Housing and Infrastructure. The majority of food enforcement work takes place within the Commercial Section of this Service, with a number of enforcement officers having a dual role being qualified to enforce both food and health and safety law.

With respect to the animal feed registration enforcement, colleagues in Aberdeenshire Trading Standards have in the past agreed to carry out this work on behalf of Aberdeen City Council . They have officers who meet the competency requirements laid down by the FSA, requirements city officers cannot meet because there are an insufficient number of visits to be carried out in the City that would allow city staff meet the experience element of the FSA competency requirements. Indeed, the FSA recently consulted with local authorities as to what shape this enforcement requirement should take because several city authorities in Scotland face the same limitations as Aberdeen City. We await the outcome of their deliberations.

Also, the number of Feed Registration visits required to be done in the City is insignificant compared to those in Aberdeenshire and can fairly easily be absorbed into their workload.

Local authorities are required by the Food Standards Agency's 'Framework Agreement on Official Feed and Food Controls by Local Authorities to prepare a Service Plan and review their performance against it on an annual basis.

The FSA sees the Service Plan as an important part of the process to ensure national priorities and standards of food enforcement are addressed and delivered locally. Service plans also:

a. Focus debates on key delivery issues;

b. Provide an essential link with financial planning;

c. Set objectives for the future, and identify major issues that cross service boundaries; and

d. Provide a means of managing performance and making performance comparisons.

The FSA suggest a common format for Food and Feed Regulatory Service Plans which should assist local authorities in performance reviews under the Best Value regime.

The FSA has a key role in overseeing local authority food and feed enforcement activities and is proactive in setting and monitoring standards and auditing local authorities' enforcement activities in order to ensure these are effective and undertaken on a consistent basis. Powers to enable the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999. It should be noted that the FSA has default powers by virtue of any order made by ministers under section 42 of the Food Safety Act to discharge the duties of an authority in its place.

Aberdeen City Council, as a 'food authority', is subject to routine audit by the Food Standards Agency. The results of audits are published on the Agency's web-site. The FSA has powers to require an action plan after audit which authorities must implement within a specified period.

6. IMPACT

Corporate

The work of the Environmental Health and Trading Standards Service contributes to making Aberdeen a highly successful City which is a great place to live, work and visit.

1. Links to the 5 year Corporate Business Plan

The Service has a flexible, skilled and motivated workforce who makes best use of the financial resources available, delivering improvement in the specific service priorities in the most cost effective manner

2. Links to Community Planning Single Outcome Agreement 2013

This Food and Feed Regulatory Service Plan contributes to making Aberdeen an attractive, clean, healthy and safe place to live and work; a City that is welcoming to business and values its business community

3. Links to Aberdeen- the Smarter City

The Service Plan also has links with the visions contained within Aberdeen- the Smarter City. The Service assists with the promotion of Aberdeen as a great place to do business and visit and works with partners to promote the city as a place to export from.

Public

This report may be of interest to the public as it details how the food safety regulatory service is provided within the City. The Public are aware that there is the potential to contract food poisoning after consuming food made in premises that do not comply with food hygiene legislation.

7. MANAGEMENT OF RISK

Failure to provide a Food Regulatory Service Plan and associated implementation of that plan is a failure to comply with the Framework Agreement and would be classed as a "hazard risk" in accordance with the Enterprise Risk Management model. This could potentially damage the reputation of the Council as well as putting the citizens of Aberdeen at risk if food businesses are allowed to operate unchecked. Ultimately the Food Standards Agency has default powers by virtue of any order made by ministers under section 42 of the Food Safety Act to discharge the duties of an authority if it is considered that the authority has not been discharging its obligations satisfactorily under the Act. The powers also allow the Agency to recover any reasonable expenses incurred by them from the defaulting local authority.

8. BACKGROUND PAPERS

Food Standards Agency's (FSA) 'Framework Agreement on Official Feed and Food Controls by Local Authorities

9. REPORT AUTHOR DETAILS

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Appendix A — 2015/2016 Food Regulatory Service Plan including the Review of Performance against the 2013/2014 Food Regulatory Service Plan

ABERDEEN CITY COUNCIL

ENVIRONMENTAL HEALTH AND TRADING STANDARDS
FOOD AND FEED REGULATORY SERVICE PLAN

2015/2016

Introduction

Definition of the Statutory Food Regulatory Function

In January 2006 European Legislation came into force which applies directly to food businesses in the UK. The Food Hygiene (Scotland) Regulations 2006 provide the framework for the EU legislation to be enforced in Scotland.

The principle objective of the general and specific hygiene rules is to ensure a high level of consumer protection with regard to food safety.

An integrated approach is necessary to ensure food safety from the place of primary production up to and including placing the items on the market.

The legislation falls into two broad areas of 'Food Standards' and 'Food Safety'.

Food Standards relates to issues of description, labelling and composition of food. This legislation is aimed at ensuring that consumers are not misled and can make informed choices founded on basic information contained in labelling or advertisements about the type and composition of food for sale.

Food safety relates to the safety of food supplied for human consumption at all points after harvesting/slaughter. The term applies both to the condition of the food itself and to the conditions under which it is handled prior to consumption. Local Authorities have a statutory role in the enforcement of legislation that is intended to ensure the hygienic handling of food and the safety of the final product in terms of its wholesomeness and fitness for consumption.

The term 'enforcement' is not restricted to the use of legal sanctions to achieve the aims of the legislation. 'Enforcement' is also taken to include:

1. The provision of advice about the application and interpretation of legislation.
2. The provision of advice about best practice.
3. Encouragement of food businesses to achieve compliance and adopt good practice through awareness raising, promotion, education and provision of feedback.
4. Raising the awareness of consumers about safe food handling practices and about how to interpret labelling and descriptions of food in order to make informed choices.
5. Partnership arrangements with the business and voluntary sectors and other agencies.

Formal enforcement options include:

1. The use of enforcement notice procedures to require improvements to safety controls or prohibit or limit any dangerous operations.
2. The power to seize or detain unfit food.
3. In certain cases the regulation of activities through a system of prior approval.
4. Reporting matters to the Procurator Fiscal with a view to instigating prosecution.

The circumstances under which these options are judged appropriate are set out in the Food Safety Enforcement Policy

The actions associated with enforcement are concerned with the monitoring of food safety and food standards performance through the following:

1. Intervention and audit of food handling and manufacturing operations and processes.
2. Investigation of consumer complaints.
3. Sampling of food.
4. Investigation of issues passed on by other food authorities or the Food Standards Agency.
5. Investigation of cases of food-borne disease.
6. Review of guidance issued to businesses in the light of technical or legislative developments.

The term *food business* used in this report includes food provided by the voluntary sector, public sector and non-profit making organisations.

The Council also offers a service providing export certification for food manufactured or processed in the City in appropriate cases.

Key Partnership Agencies

The Food Standards Agency (FSA)[1] oversees the enforcement process relating to both food standards and food safety in order to ensure that good practice is promoted and employed consistently between authorities. The FSA also has powers to direct food authorities in the conduct of enforcement activities and to implement ministerial directives. One major area of joint involvement with food authorities is in the co-ordination and dissemination of 'Food Alerts'. These are divided into three categories:

1. Food alerts for action where food in the supply chain is considered to be unfit
2. Product Withdrawal
3. Product Recall

The FSA issues a 'Product Withdrawal Information Notice' or a 'Product Recall Information Notice' to let local authorities and consumers know about problems associated with food. 'Food Alerts for Action' provide local authorities with details of specific action to be taken on behalf of consumers and are often issued in conjunction with a product withdrawal or recall by a manufacturer, retailer or distributor.

[1] It is worthy of note that as of 1st April 2015 the Food Standards Agency Scotland will become Food Standards Scotland- an independent body .At this point it is envisaged that they will have a similar role in the hierarchy of food safety enforcement to the previous Agency with the exception of a more involved role in official controls at Approved premises.

A Product Withdrawal Information Notice and /or Product Recall Information Notices are issued where a solution to the problem has been put in place – the product has been, or is being, withdrawn from sale or recalled from consumers, for example.

These warnings are issued to Food Authorities via e-mail. They are also distributed through a secure on-line communications network ('EHC Net').

The *Meat Hygiene Service* (MHS) is an executive arm of the FSA and is responsible for the enforcement of food safety regulations at licensed slaughter-houses, meat cutting establishments and catering butchers. The objective of the MHS is to provide an integrated traceable system of controls on fresh meat from the slaughter-house to the wholesale outlet. Local authorities are generally responsible for all other aspects of enforcement in Scotland Enforcement of the Regulations in cold stores was handled by the MHS but under the new Regulations this has transferred to Local Authorities.

Grampian Health Board and the Local Authorities within Grampian have a responsibility for the prevention and control of infectious disease including food poisonings. A local Infectious Disease Incident Plan, has been produced and outlines in detail the roles and responsibilities shared by the various organisations included within the plan; this is reviewed periodically. The Health Board provides a designated medical officer (Consultant in Public Health Medicine (Communicable Disease/Environmental Health) to the Local Authority who has powers on behalf of the Local Authority to exclude individuals, who present a public health risk, from work or school.

1. Service Aims and Objectives

Aims and Objectives

The aim of the Food Service is to protect public health, consumer interests and consumer confidence with respect to the safety, composition, description and labelling of food. This aim is pursued through a mix of interventions that include:

a) Intervention, partial intervention, audit; both programmed preventative visits and also visits in response to complaints and enquires.

b) Verification, to ensure specified requirements have been fulfilled at establishments

c) Education, which includes advice given during interventions as well as the provision of education, training and the general promotion of food safety and food standards issues.

d) Intelligence, which includes the gathering of information through food sampling, monitoring technological/legislative changes and inter-authority/ agency communication.

The main objectives of these enforcement approaches are:

Improvement in hygiene practices and standards within food premises.

The prevention of the causes and spread of food-borne infections.

The removal of unsafe food from the food chain.

The prevention of illegal and unfair trading practices.

A set of written procedures is in place detailing the way in which the Service is provided. These procedures will be reviewed and updated as necessary.

The full scope of the service provided by Aberdeen City Council is set out in Section 2.3.

Linkage to Corporate Aims and Objectives

1.1 Business Plan

The Service has a flexible, skilled and motivated workforce who make best use of the financial resources available, delivering improvement in the specific service priorities in the most cost effective manner

1.2 Links to Community Planning Aberdeen Single Outcome Agreement 2013

This Food Regulatory Service Plan contributes to making Aberdeen an attractive, clean, healthy and safe place to live and work; a City that is welcoming to business and values its business community.

1.3 Links to Aberdeen- the Smarter City

The Service Plan also has links with the visions contained within Aberdeen- the Smarter City. The Service assists with the promotion of Aberdeen as a great place to do business and visit and works with partners to promote the City as a place to export from.

2. Background

2.1 Profile of the Local Authority

Aberdeen City Council is a mainly urban port authority with a population of approximately 225,000. The City is the main port for the oil industry within Europe and retains a significant, if diminishing, fishing industry.

A moderate fish processing business sector exists however the authority is no longer served by a fish auction market. There is also a major manufacturing dairy and meat products factory within the City. Additionally, the City has a diverse catering sector producing a wide range of traditional and ethnic meals, the majority of which are contained within the city centre area. The City also has a thriving airport and seaport.

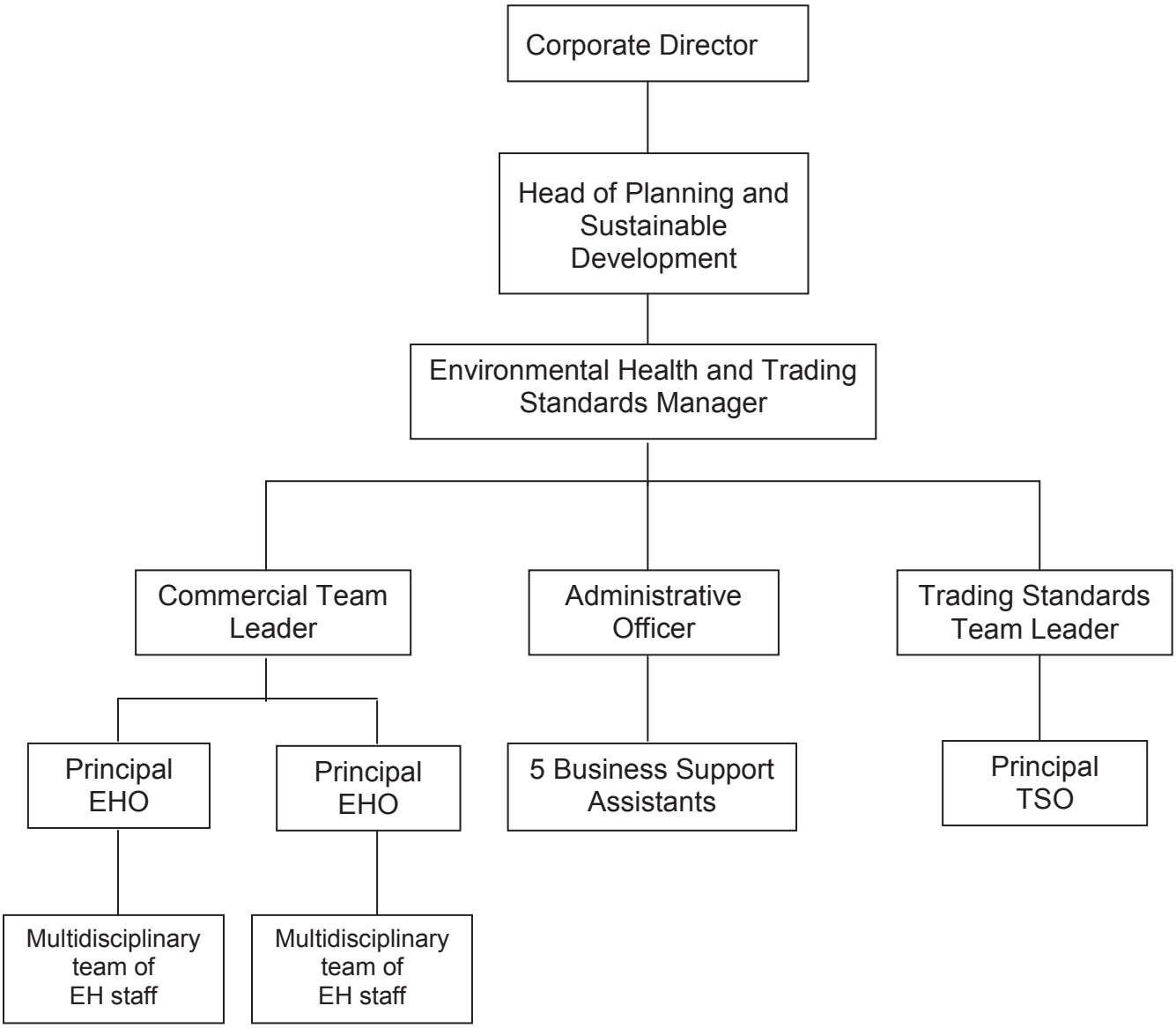
2.2 Organisational Structure

2.2.1 The Food Regulatory Service

The food regulatory service is provided from within the Environmental Health Commercial Section of the Communities, Housing and Infrastructure Service

by a mix of staff that includes Environmental Health Officers, Authorised Officers and administration staff. A number of the staff have joint responsibility for both food enforcement and enforcement of Health and Safety at Work. The section also has responsibilities for port health work, liaison with the Licensing Board and Licensing Committee and for liaison over planning and building warrant applications with a view to providing advice on environmental health issues that may be involved. Control of feedingstuffs falls within the responsibility of the Trading Standards Section

The Service structure is detailed below:



Feed Enforcement and Animal Feed Registration

Enforcement of the Agriculture Act 1970 and the animal feed registration requirements of the FSA is a Trading Standards function.

In 2013-14 no complaints were received by the Service concerning animal feed registrations, animal feed or pet food- this is reflective of the situation in previous years.
Additionally, there are no Intelligence reports on this subject matter logged on the national Trading Standards intelligence database, MEMEX.

The Trading Standards Service will continue to contribute to the SCOTSS Quality sub-group and the national and regional sampling plans they develop regarding feed and fertilizer.

With regard to businesses in the city there appeared to be some inconsistency with those who are registered under the Animal Feed regime and ostensibly similar businesses who are not. To address this the Service carried out a project within the City during 2013-14 to identify those businesses who should be registered and encouraged them to do so.

With respect to the animal feed registration requirements stipulated by the FSA, colleagues in Aberdeenshire Trading Standards have in the past agreed to carry out this work on behalf of Aberdeen City Council. They have officers who meet the competency requirements laid down by the FSA, requirements city officers cannot meet because there are an insufficient number of visits to be carried out in the city that would allow city staff meet the experience element of the FSA competency requirements. Also, the number of Feed Registration visits required to be done in the city is insignificant compared to those in Aberdeenshire and can fairly easily be absorbed into their workload.

Ultimately, the work required to be done by this Service with regard to Animal Feed Registration is laid down by the FSA on an annual basis.

2.2.2 **Committee Structure**

The Following Committees operate within Aberdeen City Council:

Audit, Risk and Scrutiny Education and Children's Services
Finance, Policy and Resources
Communities, Housing and Infrastructure
Social Care, Wellbeing and Safety
Petitions
Planning Development Management
Licensing
Appeals
Corporate Health and Safety
The bulk of food related matters are reported to the Communities, Housing and Infrastructure Committee. When appropriate, food related matters may

also be reported to the Finance Policy and Resources or the Audit, Risk and Scrutiny Committees.

2.3 Scope of the Food Service

The authority has a responsibility for the provision of food law enforcement protection services covering approximately 2000 food businesses. Table 1 illustrates the number and type of food businesses within Aberdeen City.

At this time it is impossible to predict accurately the number of food businesses that will be operating within the City in 2015/2016 however looking at the figures for the last few years it can be assumed that there will be a slight increase in the number of caterers.

Table 1: Number and Type of Food Businesses within Aberdeen City

Food business Type	Premises	
	1 April 2013	1 April 2014
Primary Producers	4	4
Manufacturers & Packers	61	60
Importers/Exporters	1	1
Distributors/Transporters	41	40
Retailers	445	457
Restaurant & Caterers	1487	1520
Total	2039	2082

The principal responsibility is the intervention and audit of these premises, however there is also responsibility to investigate food complaints relating to the safety or standards of food sold from these establishments. This includes a responsibility to investigate, where appropriate, on behalf of other enforcement agencies under the Home Authority Principle.

Additionally, the authority has responsibility for co-ordinating a monitoring and surveillance programme for foods produced in the area.

Many of the staff carrying out food safety interventions also have responsibilities for inspecting premises under health and safety legislation as detailed in Section 2.2. As an urban authority there is little involvement in feedingstuffs controls as explained above.

The Service utilises Aberdeen Scientific Services, also based within the Council, to analyse and examine food samples.

2.4 Demands on the Food Service

2.4.1 Food Premises Profile

The number of approved fish processing premises is a particular feature of demand in the area. In addition requests for export certificates for fishery products are a complementary aspect of the overall international trade in fish and fish products. The City also contains a high concentration of large 'superstore' retail outlets which serve a significant number of consumers beyond the Aberdeen City boundary.

The City has a comparatively small number of major manufacturers outside the fish processing sector.

All local authorities have responsibility for imported food controls to ensure that food imported into Great Britain from outside the EU is safe and complies with EU and UK requirements. Significant amounts of food of non-animal origin will not have been physically checked at ports of entry and products of animal origin may be illegally imported. Resources are therefore allocated to this area during routine interventions.

2.4.2 Approved/Licensed Premises

Establishments producing products of animal origin have to adhere to specific health rules and require approval under specialist legislation.
Currently there are 43 approved premises in the City . These are categorised as follows:

Fishery products	39	premises
Dairy products	2	premises
Meat products	4	premises

*One business in the City is approved in all three categories.

2.4.3 Primary Production

Regulation EC 852/2004 on Hygiene of Foodstuffs applies to primary producers of food and is executed and enforced in Scotland by the Food Hygiene (Scotland) Regulations 2006. Primary production is the rearing or growing of primary products including harvesting, milking and farmed animal production prior to slaughter.

The frequency of primary production food hygiene inspections undertaken is determined by risk assessment as described in Annex 10 of The Food Law Code of Practice (Scotland). Membership of a recognised farm assured scheme is factored into the risk assessment as it may help the business to comply with hygiene requirements.

The primary production enforcement regime applies only to land based agricultural activities; arable, horticulture and livestock including farmed game. It does not include dairy, egg, fish or shellfish production. Due to the small

number of these establishments in the Aberdeen area only 5 require to be inspected annually. These inspections are funded by the Food Standards Agency.

2.4.4 Service delivery points

The staff of the service are based at Marischal College, Broad Street. The general philosophy is that the service is taken to the client in relation to intervention of businesses or public contact to pick up food that is subject of complaint. The planning and licensing liaison services are based at Marischal College for the purposes of most meetings with clients (or more usually their agents), with field visits as necessary.

The Service can be accessed by businesses and public by telephone or in person at Marischal College between the hours of 8:30am and 5:00pm Monday to Friday. Telephone calls made outside these hours will be recorded by the telephone answering service. At weekends and evenings an Environmental Health duty officer is on standby for emergencies. The Service can also be accessed at any time via e-mail, although e-mails will only be accessed by the service staff during office working hours.

2.5 Enforcement Policy

The Food Safety Enforcement Policy was last reviewed in 2013 to take account of legislative changes.

3. Service Delivery

3.1 Food Premises Interventions

The requirement to carry out periodic inspections of food premises using a risk based approach is derived from EC Regulations 882/2004 and the Framework Agreement on Food Law Enforcement in respect of legislation relating to Scotland.

Standards of food hygiene and safety for businesses in the European Community are set out in the EC Regulation 852/2004 on the Hygiene of Foodstuffs. These contain both structural and operational requirements that apply to all food businesses. Additional requirements for food businesses that must obtain approval in relation to the production of products of animal origin are contained in EC Regulations 853/2004.

Codes of Practice issued under Section 40 of the Food Safety Act 1990 and Regulation 6 of the Official Feed and Food Controls (Scotland) Regulations 2006, together with associated practice guidance and industry guides assist enforcement authorities in performing their duties. The Food Law Code of Practice (Scotland) was last revised in 2014to reflect current policy on enforcement and economic circumstances to ensure that intervention, and enforcement action taken by officers is effective, consistent and proportionate.

Interventions

Interventions are defined within the Code of Practice as activities that are designed to monitor, support and increase food law compliance within a food establishment. They include, but are not restricted to official controls, which are defined at Article 2(1) of Regulation 882/2004.

Methods for carrying out tasks described as official controls are specified in Article 10 of Regulation 882/2004.

These Include:-

- Monitoring,
- Surveillance,
- Verification
- Audit,
- Inspection
- Sampling and Analyses

Non-official controls are:-

- Education, advice and coaching
- Information and intelligence gathering

The majority of official controls are undertaken unannounced. However in some circumstances an appointment may be necessary. For example if the business is a domestic premises or successive attempts to gain access have been unsuccessful.

3.1.1 **Frequency of Interventions**

Interventions will take place at a frequency determined by an interventions risk rating assigned at the last inspection/intervention. This date can be bought forward if a problem has been identified (e.g. through a complaint investigation, notification of an issue from another authority, poor sampling result etc) Dependent upon the gravity of the problem the intervention rating may be reconsidered along with the appropriateness of the next planned intervention

All interventions should be planned so that they are carried out no later than 28 days after the due date.

Food premises are inspected at intervals ranging between 6 months and 2 years, depending on a national risk rating system which is required to be followed by all food authorities. An alternative enforcement strategy may be used for very low risk premises.

The projected number of programmed interventions due for 2014-2015 is 706 for food safety (Table 2) and 350 for food standards (Table 3). Approximately 50% of premises will require one or more revisits following a food hygiene intervention. It is important to note that these figures exclude some of the category C risk rated premises as these have been removed from the

inspection programme. Once visited and assessed C rated premises will then be placed back in the inspection programme; this could be at a different rating than before . In addition the actual number of interventions required could vary slightly from the forecast at the beginning of each year due to changes in risk ratings during the year.

3.1.2 Control of Cross Contamination Strategy

In February 2011 the Food Standards Agency published guidance on the Control of Cross Contamination in response to the serious outbreaks of E coli O157 in Scotland in 1996 and Wales in 2005.

The guidance was developed for use by food businesses and clarified the steps required to control the risk of food becoming contaminated and detailed the steps to be taken to protect customers. It was also to be used by local authority food law enforcement officers when inspecting those businesses.

Although E coli O157 is the key focus of the guidance, the measures outlined will also assist in the control of other pathogenic bacteria such as campylobacter and salmonella.

In order to assist local authorities in implementing the Control of cross contamination guidance, a Cross Contamination Initiative Strategy was developed by the Scottish Food Enforcement Liaison Committee and agreed by The Food Standards Agency in Scotland to allow Scottish local authorities to engage with medium risk food businesses outwith the annual planned food intervention programme.

The strategy allowed local authorities to focus resources on addressing cross contamination controls until 31st March 2015. During this time the frequency of planned interventions of high risk food premises and manufacturing establishments requiring approval remained unchanged.

As a result of this strategy both high and medium risk rated food businesses were subject to focused inspections dealing primarily with the control of cross contamination and once an initial inspection was carried out the business was re-visited repeatedly until compliance with food law was achieved.

Low risk and unrated food businesses were only subject to reactive interventions during the initiative strategy period unless resources dictated otherwise. This meant that some of these businesses fell overdue for inspection during the implementation period. However premises presenting a greater risk to the public were being targeted.

Due to the sheer volume of premises removed from the annual programme (in excess of 800 businesses) coupled with staffing shortages which were further exasperated by a major food fraud investigation it was not possible to complete all inspections within the timeframe of the Strategy.
As of the 1st April 2015 those businesses removed from the work programme that have not been visited will be included in the 2015/2016 schedule. This will result in additional inspections that require to be carried out within the year. However due to a revision of the rating banding in the Food Law Code of

Practice (Scotland) 2014 the classification of approximately 240 of these businesses has changed from medium risk to low risk. As always high and medium risk premises will be inspected as a priority with lower risk premises being addressed when resources allow.

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Table 2: Number of business due for food hygiene Interventions in 2014/2015

Risk category	Inspection Frequency	Number of premises
A	6 months	16
B	12 months	151
C	18 months	Currently excluded 320 Included 217
D	24 months	96
Not risk rated	N/A	96
E	Alternative Enforcement Strategy every 3 years	126
Overdue from previous year		4
Total		706

The table above illustrates the number of businesses that were due for food hygiene interventions in the last financial year.

At this time it is impossible to predict accurately the number of food hygiene interventions required for each category of business within the City in 2015/2016 however following examination of the figures for the last few years it can be assumed that there will be a slight increase in intervention numbers due to the emergence of new catering businesses.

Our aim is to hit 100% of Category A and B premises on or before the due date for intervention.
Category C premises will be dealt with as described in 3.1.2.

Low risk food hygiene interventions, Category D premises, and low risk food standards interventions will be carried out when competing service demands allow. Work will be prioritised firstly by the risk and secondly by the length of time the intervention has been overdue. Category E premises requiring food hygiene interventions and Category C premises due a Food Standards intervention will be tackled by an Alternative Enforcement Strategy (AES) in the form of a telephone questionnaire that will be undertaken by the Administration Team.

UK Food Hygiene legislation was updated in January 2006 providing officers with a set of European Regulations and The Food Hygiene (Scotland) Regulations 2006.

This legislation sets out the duty of food business operators to produce food safely.

Another key feature of this legislation is the requirement of most food businesses, including caterers, to establish, and document, food safety management procedures (FSMP) based on the application of Hazard Analysis Critical Control Point (HACCP) principles.

Table 3: Number of business due for food standards intervention in 2013/2014

Risk category	Inspection Frequency	Number of premises
A	12 months	16
B	24 months	114
C	Alternative Enforcement Strategy every 5 years	98
Not risk rated		132
Total		350

At this time it is impossible to predict accurately the number of food standards interventions required for each category of business within the City in 2015/2016 however following examination of the figures for the last few years it can be assumed that there will be a slight increase in intervention numbers due to the emergence of new catering businesses.

To maximise the use of existing staffing resources, interventions of different types will be carried out at a single visit, where practicable. For example, food hygiene and food standards interventions will be, wherever possible, synchronised. However, savings made through this type of rationalisation have to be carefully balanced against the cost of bringing a programmed action to an earlier date and hence increasing the overall frequency of interventions.

3.2 **Food and Feedingstuffs Complaints/Service Requests (Including Food Hygiene Complaints)**

The trend over recent years has been for a year on year increase in the number of food related complaints received. Based on previous years it is anticipated that there will be in the region of 600 service requests received in 2015-2016.

Our aim is to ensure all food complaints/service requests are evaluated on receipt by the Principal EHO (Food) or in her absence the Commercial Team

Leader or other Commercial Team Principal EHO. The decision making process for action on a given complaint is informed by the documented food complaints procedure of the Commercial Section and the Service's Food Safety Enforcement Policy. Handling food complaints is a resource intensive process and action in relation to individual complaints will be proportionate to risk. Complainants are informed of the proposed course of action and also of the progress and outcome of their complaint.

Control of Feeding stuffs is the responsibility of the Trading Standards Service and the complaint investigation policy is contained within the Trading Standards Service Plan.

3.3 Home Authority Principle and Primary Authority Scheme

The food safety and food standards service procedures fully acknowledge the home authority principle and Primary Authority Scheme. In cases where a designated home authority exists, they will be contacted prior to taking formal enforcement action in order to assess best enforcement practice in relation to the issue at hand.

From April 2009, Food Authorities in England had the choice to become the Primary Authority for a food business operator that has establishments in more than one Local Authority area. Scottish Authorities have been advised to treat Primary Authorities as if they were the "Home Authority"

Home Authorities are also informed of food complaints both as an aid to Aberdeen City's enforcement assessment and in order to ensure that the relevant home authorities are able to gain the fullest picture of the food safety/standards performance of their partner businesses.

The Service procedures also acknowledge the duty of Aberdeen City Council to respond to requests for originating authority reports from any food authority whose investigations have led to a point where a manufacturer or supplier within Aberdeen should require to be included in the overall investigation.

Aberdeen City Council is not formally registered as a home authority for any of the businesses producing food within in its area. However, the City Council acts as originating authority for any such businesses. The current policy is to investigate all Home/Originating Authority referrals thoroughly in order to fully meet the requirements of the referring authority. On average this authority receives less than 10 such referrals per year and so this is not particularly demanding of resources. This level of service will be maintained.

3.4 Advice to Businesses

The service provides advice, through the planning liaison service, to potential business start-ups or when significant refurbishment is being considered.

The bulk of additional advisory work is carried out during interventions and visits. The dual capabilities of some staff on both food hygiene and food standards aspects also assists by enabling advice on any aspect of food regulation to be provided at any food regulatory visit regardless of the specific purpose of that visit.

The Service also provides advice on request to both businesses and consumers. Over the past few years the number of enquiries from businesses and the public relating to food safety has increased. Enquiries relating to food standards have also increased. On this basis the service can expect to receive approximately 200 food safety enquiries and 20 food standards enquiries in the forthcoming year.

3.5 Food Intervention and Sampling

This Service actively participates in a food sampling programme which is coordinated by Aberdeen Scientific Services. This involves taking routine surveillance samples as well as participating in both national and regional surveys.

Programmed sampling does not include formal sampling, which is required where formal enforcement action is anticipated, and is usually in response to prior information from investigation of a complaint, or failure of an informal sample taken by an enforcement officer.

Environmental Health Officers and Authorised Officers assisted by members of the admin team carry out sampling.

The Council provides food analytical services and bacteriological examination services through Aberdeen Scientific Services, which is accredited to all the necessary standards. Aberdeen Scientific Services also acts as the Council's Appointed Food Examiner. This Service has a Service Level Agreement with this organisation to perform analysis of the bulk of food samples. From time to time, other appropriately accredited laboratories may carry out specific analyses.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

The food regulatory service has a number of staff appropriately trained to deal with potential or actual cases or outbreaks of food poisoning and food borne disease. The Service has adopted the Health Board's Infectious Disease Incident Plan. Where issues of public health dictate, staff will be diverted from pro-active intervention and sampling work and from lower priority response work.

The Service has out-of-hours arrangements via a 'duty officer' stand-by system. The availability of staff for drafting in over holiday periods cannot be guaranteed but it is statistically unlikely that insufficient staff would be available due to the number of staff potentially available and the number likely to be required at short notice. The Service also holds a list of out of hours contact details for its food enforcement staff, which can be utilised in situations where there is a serious threat to public health requiring an immediate response.

The food regulatory service currently carries out field investigations of food related infectious disease in all cases where it is judged by Environmental

Health staff or the Health Board's designated Consultant in Public Health Medicine that a particular food premises is implicated. Around 70 alleged cases of food poisoning are reported to the Service every year, but not all warrant detailed investigation.

The Service also investigates sporadic cases confirmed as suffering from a food borne diseases such as salmonella and dysentery where no particular food premises are implicated.

3.7 **Food Safety Incidents**

The Food Regulatory Service is advised of Food Alerts (FA), Allergy Alerts, Product withdrawal and Product recall information via e mail. Out-of-hours contact arrangements are registered with the FSA, including communication via e-mail and text message to key personnel.

All responses to Food Alerts will continue to be in keeping with the category of the warning either for action or information. All service procedures for dealing with food hazards occurring within the authority are in line with the guidance contained in The Food Law Code of Practice (Scotland) and the associated Practice Guidance- which sets out the protocols for advising the FSA and other authorities as circumstances dictate. Availability of staff in emergency situations is as described in section 3.6 above.

In terms of numbers, the trend appears to be towards a decreasing number of Food Alerts from the FSA.

3.8 **Liaison with Other Bodies**

The principle vehicle for inter-authority liaison is the North of Scotland Food Liaison Group on which the authority is represented by the Principal EHO (Food Safety) who is the chairperson. The Principal EHO (Food Safety) also attends the Fish and Shellfish Working Group Scotland and Northern Ireland and represents the North of Scotland on the Scottish Food Enforcement Liaison Committee (SFELC) which meets quarterly.

The authority is represented by the Principal EHO (Food) at the monthly meeting of the multi-disciplinary Infectious Disease Group of Grampian Health Board and at the Health Board's 6 monthly in depth review meetings.

These liaison arrangements demand approximately 14 days of Principal EHO time per year.

It is intended that these existing liaison arrangements will be continued, as they not only assist the authority in ensuring a consistent enforcement approach with other Scottish Local Authorities but also enable efficiencies through partnership initiatives, particularly for staff training and promotional activities.

The Service also has internal liaison arrangements with the Building and Planning Control Services for prospective refurbishment of food business premises, and with the Licensing Committee for licensed food premises and Street Traders.

3.9 **Food Safety and Food Standards Promotional Work**

From time to time the authority participates in promotional activities with external agencies such as neighbouring local authorities and Grampian Health Board.

EatSafe Project.

This Service intends to continue with the Eat safe project this year.

Food Standards Agency Scotland's (FSAS) Eat Safe award scheme is designed to promote excellence in food hygiene and food safety management and improve public confidence and consumer choice in catering establishments across the country.

'The Eat Safe 'award scheme provides an incentive to caterers to strive for standards beyond those required by law, and helps consumers make informed choices about where to eat out in Scotland by providing a recognisable and well publicised sign of excellence in standards of food hygiene. Those premises who meet the standards are entitled to display the Eat Safe logo which is a readily recognisable symbol of high food hygiene standards across Scotland.

Eligible establishments are assessed for the Eat Safe award as part of scheduled food hygiene interventions. In Scotland there have been over 1000 Eat safe awards issued. Aberdeen City currently has 31 Eatsafe award holders..

This Service reviews Eat Safe award status at every planned food hygiene intervention.

Food Hygiene Information Scheme

The Food Hygiene Information Scheme was launched in Scotland on 6 November 2006. It provides consumers with an insight into the hygiene standards found at food hygiene inspections. The scheme was developed to increase consumer confidence and help people make informed choices about where they eat or buy their food.

Aberdeen City was one of the five pilot authorities in Scotland to introduce this scheme and the results can be viewed on the Aberdeen City website. In addition to the scheme a copy of the most recent inspection report is also displayed on the website. Some reports will not be available where legal action is pending- these are withheld until the outstanding matters are resolved. This project has now been rolled out nationally and the majority of Scottish local authorities have agreed to take part.

The scheme applies to all food outlets that supply food to consumers. Each is asked to display a certificate on the door or window of their premises, confirming that they have passed their most recent food hygiene inspection. The inspection outcome applies to a business trading at a particular address, so that a change of business operator at a given address will require a fresh

assessment. The outcomes of the assessments are divided into four categories as detailed below: Pass:
A 'Pass' indicates that the business broadly met the legal requirements. These requirements include the hygiene conditions found during the inspection and the management procedures in place for providing safe food.

Improvement Required:
Where a business has failed to meet these requirements it will not be issued with a ''Pass'' certificate. This outcome will appear as an ''Improvement Required'' on the website.

Exempt Premises:
A very small number of premises may be registered as food businesses in circumstances where it is unlikely that customers will view them as food premises. The assessment for such premises will have concluded that the food safety risk is negligible.

In such cases (and only with the agreement of the business), a certificate will not be issued and the information on the local authority website will indicate that the business is currently exempt from the food hygiene information scheme.

Awaiting Inspection:
Where a business has not yet been inspected, it will be issued with a temporary certificate advising consumers of that fact. This will appear as 'Awaiting Inspection' on the website. Premises will also require to be re-inspected where they have changed ownership.

The scheme is applied throughout the City.

4. Resources

4.1 Financial Allocation

The financial allocation for the food regulatory service is set out in Table 4 below.

Table 4: Financial allocation for the food service[2] 2015/2016

Expenditure		**Food Total £**
	Staffing	849729
	Training	17496
	Sampling	219236
	Other operating costs	135564
	Total Expenditure	1222025
Income		
	Total Income	60000
Net Cost		1162025

4.2 Staffing Allocation

The current allocation of full time equivalent staff to the Food Regulatory Service is detailed in Table 5 below. .

Table 5: Allocation of full time equivalent staff to the Food Service

Full Time Equivalent Staff	**Food**
Section Management	
Trading Standards and Commercial Premises Manager	0.2
Commercial Team Leader	0.5
Principal Environmental Health Officers	1.6
Field Staff	
Environmental Health Officers	7.6
Senior Authorised Officers	1.6
Authorised Officers	3.0
Section Support	
Administration Staff	3.0
Total	17.5

[2] Estimate based on number of full time equivalent staff working in support of the food enforcement service

4.3 **Staff Development Plan**

The service ensures that:

[a] All staff involved in food safety interventions are qualified Environmental Health Officers or hold the SFSORB Higher Certificate in Food Safety.

[b] All staff involved in the seizure or assessment of foods are Environmental Health Officers or Authorised Officers with specialist qualifications in food inspection. Additional specialist qualifications are required for the seizure of red meat and fish.

[c] All staff involved in the assessment of quality systems have had suitable specialist training.

The Service is committed to taking advantage of all opportunities to send staff on the Royal Environmental Health Institute of Scotland Law Enforcement School and a HACCP auditing course. The majority of staff have attended the necessary HACCP auditing course and current shortfalls have only reflected the availability and frequency of courses. It is intended that all food enforcement staff who have not previously attended a recognised HACCP auditing course do so at the earliest possible opportunity.

It is also intended to send a proportion of staff on the REHIS sponsored Food Update Course each year subject to budget availability, course content and the availability of places.
Technical update meetings will continue to be held every month to disseminate information on policy, new legislation and new developments in food enforcement and the food industry in a structured way. These meetings promote consistency of enforcement approach between enforcement staff.

5. **Quality Assessment**

The Service has established a Quality Monitoring System for intervention activity, which is designed to ensure:

[a] Properly planned and resourced risk based food hygiene interventions are undertaken;

[b] Officers with the appropriate levels of experience and training are selected to carry out interventions;

[c] The consistent application of the Councils' food enforcement policy;

[d] That the intervention itself is viewed as more that a specific visit;

[e] Appropriate training, guidance and coaching is provided to enforcement offices in the furtherance of the objective of continuous professional development;

[f] Consistency of enforcement approach between enforcement officers.

Outstanding sample results are monitored for each Officer on a regular basis by the Principal EHO.

6. Review

6.1 Review Against the Service Plan

The Service Plan will be reviewed on an annual basis following the end of each financial year.

6.2 Identification of any Variation from the Service Plan

Review of the plan will include assessment of performance against the plan, identify areas for improvement and forecast the demands on the service and the appropriate service mix required to meet those demands. The Service Plan will be revised as appropriate.

6.3 Areas for Improvement

[a] Review of Policy and Procedures as required.

[b] Continue to establish partnership agreements for promotional and educational initiatives where possible.

[c] Implementation of mobile working for food hygiene inspections

[d] Continued involvement in the food sampling programme.

[e] Continued application and support of Food Hygiene Information Scheme.

[f] Continued involvement in the Eatsafe Project.

[j] Promote careers as Environmental Health Officers/Food Safety Officers at school careers fairs whilst reinforcing the message and importance of food safety.

[k] Continue to implement an alternative enforcement strategy whereby category E (low risk) premises will be assessed by telephone questionnaire.

[l] Continue to update feed database

Food Regulatory Service Plan Review

2013/2014

1. Food Hygiene Interventions

The number of food hygiene interventions achieved between 1 April 2013 and 31 March 2014 within the target time were as follows:

	2012/13		2013/14	
Risk Category	**Inspections Due**	**Inspections Achieved**	**Inspections Due**	**Inspections Achieved**
A (High)	28	28	32	31
B (High)	160	158	178	177
C (Medium)	407	393	Removed	Removed
D (Low)	112	102	94	84
TOTAL	707	681	304	292

The figures indicate that the performance achievement in respect of high risk premises remained at 99% similar to the previous year with two premises missed.

Medium risk premises were removed from the inspection programme in line with the SFELC document relating to cross contamination

The performance achievement in respect of low risk premises decreased by 2%.

It must also be noted that the total number of food hygiene inspections that were carried out in 2013/14 was 560; 256 more inspection jobs that were not in the work programme for the year. These additional inspections are attributed to both new premises that have begun trading in the City and the Category C businesses that were removed from the programme..

The percentage of “broadly compliant” premises is 93% for the period 1 April 2013 to 31 March 2014. Broadly compliant businesses with no critical risks to food safety, and few minor non recurring contraventions will receive a Pass certificate in the Food Hygiene Information Scheme.

The continued implementation of the Scheme has encouraged food business operators to carry out necessary work on minor recurring contraventions promptly in order to obtain a Pass certificate for display at the premises.

2. Food Standards Interventions

The number of food standards interventions undertaken between 1 April 2013 and 31 March 2014 was294, a decrease of 243 from the previous year. This figure will fluctuate year on year depending on how many food standards inspections are due. The number of new businesses that began trading in the area also effects this figure as each new business will require both a food hygiene and food standards inspection at start-up.

3. Formal Enforcement Action

79 Hygiene Improvement Notices were served under Regulation 6 of the Food Hygiene (Scotland) Regulations 2006 in respect of 26 food premises. This figure has decreased from the previous year most probably due to the increased number of revisits to businesses to ensure compliance with the law. The number of notices fluctuates year on year depending on the inspections that are due during that period.

A breakdown of the non-compliances contained within the Notices is as follows:

Non Compliance	2012/13	2013/14
Facilities and equipment	27	20
Food Safety Management System	33	21
Structural repair	17	20
Training	3	3
Pest control	4	0
Cleaning	22	14
Other		1
TOTAL	106	79

In addition 9 Remedial Action Notices were also served. These notices immediately stop the storage, handling, preparation and sale of either ready to eat or non ready to eat foods.

It is proposed to continue the practice of serving formal action Notices on food business operators at the first revisit stage following the notification of a contravention of the Regulations including an appropriate time scale for improvement.

It is also anticipated that the service of formal Notices will increase significantly with the implementation of the Control of Cross Contamination initiative as all Scottish Local Authorities have been strongly recommended by the Food Standards Agency in Scotland to adopt a robust enforcement regime when finding any loss of such control.

Eight reports were submitted to the Procurator Fiscal during the year. One resulted in a successful prosecution; one in a fiscal fine, four resulted in no further action two are scheduled for trial in 2015.

4. Food Complaints

A total of 123 food complaints in respect of food and food premises were received in 2013/2014. These were dealt with according to the Services' food complaints procedure and Enforcement Policy. It should be noted that on average complaints form only a proportion of the total number of requests for service. In all categories bar one there has been an increase in the number of requests received.

A breakdown of food service requests received is as follows:

Service Requests	2012/13	2013/14
Suspected food poisoning	88	61
Food Hygiene Enquiry	174	191
Food Standards Enquiry	17	17
Food Observations	45	42
Food Condemnation	2	1
Food Hygiene Complaint	44	40
Hygiene of Food Premises	101	114
Food Standards Complaint	87	83
FHIS Revisit Request	28	38
Waste Complaint	-	7
Water Cut Off	-	1
TOTAL	586	595

5. Food Sampling

There is no statutory target in respect of obtaining and submitting food samples.

Aberdeen Scientific Services Laboratory operates a unit charging scheme and a fixed number of units is allocated, on an annual basis, in respect of food microbiological examination and food chemistry analysis.

Sampling targets for the year were calculated as 264 chemical and 241 microbiological. These totals include general monitoring, local targeted exercises and regional and national surveillance surveys. They do not include re-active samples such as those taken as a result of consumer complaints or as part of investigations of food poisoning outbreaks.

The actual samples submitted for laboratory analysis or examination during 2013/2014 totalled 413 chemical which equates to 108 % of the target figure and 380 microbiological which equates to 157 % of the target figure. The

increase in sampling numbers can be attributed to additional samples taken as part of special surveys.
All sample failures were followed up and the results provided to the food businesses. Premises visits to discuss required remedial action were also undertaken and repeat samples procured to assess legal compliance.

6. Notification, Control and Investigation of Outbreaks of Foodborne Disease

Notifications received from NHS Grampian in respect of foodborne disease totalled 57. This figure includes 7 instances of viral illness associated with care homes and residential institutions including one instance connected to a nursery.
All were investigated fully in partnership with the NHS Health Protection Team without the necessity of any formal action.

A breakdown of specific diseases is as follows:

Disease	2012/13	2013/14
Salmonella	38	36
E.Coli O157	0	1
Hepatitis E	1	3
Dysentery	5	7
Campylobacter	2	2
TOTAL	46	49

Officers from the Service conducted interviews with patients gathering information for Enteric Disease Surveillance Forms. This information is shared with colleagues in the Grampian Health Board Health Protection Team. The 2013/14 statistics are not that disimiliar from the previous year.

No major food borne disease outbreaks occurred during the year .

7. Food Hazard Warnings

The food alerts received from the Food Standards Agency during 2013/2014 are classified and compared to previous year's trends below.

Category of Alert	2012/2013	2013/2014
For Action	17	9
Recall	34	34
Withdrawal	3	2
Allergy Alert	61	47
TOTAL	115	92

Officers are made aware of the withdrawal, recall and allergy alerts and accordingly check for products on sale when they are carrying out routine

inspections and premises visits. In the case of the Alerts for Action the premises known to stock the items in question are specifically targeted at the time the Alert is issued to ensure that there is no product on site.

8. Export Certificates

The Service issued 367 Export Certificates for fishery products during 2013/2014 some 98 more than the previous year. The number of certificates issued will fluctuate annually depending on the export market.

Performance on Areas for Improvement 2013/2014

Areas for Improvement	Action
Review of Policy and Procedures as required	Target met
Continue to Establish Partnership Agreements for promotional and educational initiatives where possible	Officers participated in Food Safety week again this year. Stalls providing information about food safety matters were positioned in the three main shopping centres in Aberdeen throughout the event. S3 pupils also received talks on food safety as part of the curriculum. Representation at school Careers Events promoting careers in Environmental Health
Implementation of mobile working for food hygiene inspections	Delayed due to IT issues
Continued involvement in the food sampling programme	Target met
Continued application and support of the Food Hygiene Information Scheme	Target met
Continued involvement in the Eatsafe Project	Target met
Promote careers as Environmental Health Officers/Food Safety Officers at school careers fairs whilst reinforcing the message and importance of food safety	Target met
Continue to implement an alternative enforcement strategy whereby category E (low risk) premises will be assessed by telephone questionnaire	Members of the admin team contacted low risk businesses throughout the year by telephone. This will be an on-going requirement in 2014/15
Maintenance of the strategy to deal with the risk of cross contamination in food businesses	Category C premises have been inspected in the last quarter of the year. This strategy will continue in 2014/15.

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18th March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Environmental Health and Trading Standards Occupational Health and Safety Intervention Plan
REPORT NUMBER	CHI/15/102
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report presents an Occupational Health and Safety Intervention Plan outlining the Environmental Health Service's proposals for delivering the occupational safety and health regulatory service for 2015/16 and to advise Committee on progress with the activities detailed in the 2014/15 Intervention Plan.

2. RECOMMENDATION(S)

That the Committee approves the Occupational Health and Safety Intervention Plan for 2015/16, and note the progress made in 2014/15.

3. FINANCIAL IMPLICATIONS

Service delivery as proposed within the Intervention Plan can be provided within the existing budget.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

Aberdeen City Council is an Enforcing Authority (EA) for Occupational Safety and Health enforcement in the Service Sector. LAs have a duty to make adequate arrangements for enforcement under Section 18 of the Health and Safety at Work etc. Act 1974. The National Local Authority Enforcement Code sets out what is meant by adequate arrangements for enforcement. The 2015/16 Intervention Plan will be consistent with that agreed in previous years and in accordance with the Code.

6. IMPACT

Corporate:

Links to Aberdeen-the Smarter City. The Plan accords with the vision contained within Aberdeen-the Smarter City. The Service assists with the promotion of Aberdeen as a great place do business and visit, and works with partners to promote the city.
Business Plan:
The Service has a flexible, skilled and motivated workforce who makes best use of the financial resources available, delivering improvement in the specific service priorities in the most cost effective manner.
Links to Community Planning Single Outcome Agreement 2013. The regulation of commercial premises within the city contributes to making Aberdeen an attractive, clean, healthy and safe place to live.

7. MANAGEMENT OF RISK

Failure to prepare and implement a Health and Safety Intervention Plan could lead to criticism that the Council is failing in its duty under Section 18 of the Health and Safety at Work etc. Act 1974, which places a duty on the council to make .adequate arrangements for enforcement of the Act. The HSE has default powers to take over services where authorities fail to make adequate arrangements for enforcement

8. BACKGROUND PAPERS

Occupational Health and Safety Intervention Plan 2013/14 HELA.
LAC 67/2(rev. 4) Advice/Guidance to Local Authorities on Targeting Interventions
http://www.hse.gov.uk/LAU/lacs/67-2.htm
National Local Authority Enforcement Code Health and Safety at Work
http://www.hse.gov.uk/lau/national-la-code.pdf
http://www.hse.gov.uk/lau/supplementary-guidance.pdf

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

ENVIRONMENTAL HEALTH SERVICE
OCCUPATIONAL HEALTH AND SAFETY

Intervention Plan

2015-2016

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Foreword

Aberdeen City Council's Environmental Health and Trading Standards Service's Intervention Plan has regard to recent developments in Council Policy and the changing Occupational Health and Safety landscape.

In 2015/16 the Service activities will reflect the HSE's national priorities but will also address local matters of concern.

The Plan will be reviewed on an annual basis by the Commercial Team Leader in conjunction with the Principal Environmental Health Officer specialising in Occupational Health and Safety.

Introduction and Definitions

The principal statute regulating standards of health and safety at work is the Health and Safety at Work Etc Act 1974 (HSWA). Numerous subordinate statutory instruments provide detailed specialist regulatory measures. HSWA places a statutory duty on local authorities to enforce the relevant statutory instruments in relation to classes of business determined from time to time and defined by statutory instrument. The Enforcing Authority Regulations 1998 define the classes of activity which come under local authority enforcement and those which fall to enforcement by the Health and Safety Executive (HSE). The Health and Safety Executive (HSE) has responsibility for overseeing enforcement of health and safety measures across the UK and advising government on policy issues.

The HSE has the statutory power to direct local authorities in the conduct of health and safety enforcement and default powers to take over services where authorities fail to follow relevant directions.

The term 'enforcement' is not restricted to the use of legal sanctions to achieve the aims of the legislation. 'Enforcement' is also taken to include:

1 The provision of advice about the application and interpretation of legislation.

2 The provision of advice about best practice.

3 Encouragement of businesses to achieve compliance and adopt good practice through awareness raising, promotion, education and provision of feedback.

4 Raising the awareness of employers, self-employed and employees about safety and health issues and the measures necessary or available to control them.

5 Partnership management with the business and voluntary sectors and other agencies.

Formal enforcement options include:

1 The use of enforcement notice procedures to require improvements to safety controls or prohibit the dangerous operations.

2 The power to seize or render safe dangerous equipment, substances or articles.

3 In certain cases the regulation of activities through system of prior approval.

4 Reporting matters to the Procurator Fiscal with a view to instigating prosecution.

The circumstances under which these options are judged appropriate are set out in the Health and Safety Enforcement Policy, which has been updated .The actions associated with enforcement are concerned with the monitoring of work activities and safety management in workplaces for which the Aberdeen City Council is the enforcing authority through the following:

1 Inspection and audit of work premises, work activities and processes.

2 Investigation of complaints from employees or members of the public about workplaces and work activities.

3 Investigation of work related accidents, ill health and dangerous occurrences.

4 Receipt and, where appropriate, investigation of statutory notifications, for example reports of lifting equipment found to be defective on thorough examination, notifications of proposed asbestos removal and notification of cooling towers and evaporative condensers.

5 Provision of advice to businesses and workers on workplace health and safety.

6 Review of guidance issued to businesses in the light of technical or legislative developments.

Health and Safety Intervention Plan

1 Service Aims and Objectives

1.1 Aims and Objectives

The overall aim of the Occupational Health and Safety Service is to work with others to protect people's health and safety by ensuring physical risks in the workplace are managed properly

Officers seek to ensure that the health and safety of members of the public is not compromised by ensuring businesses comply with their obligation to provide safe systems of work.

1.1 [contd.]

These aims are passed primarily through the enforcement of relevant legislation by a variety of means but principally through advice given during proactive inspection and audits of work systems. In addition, these aims are also achieved by the provision of advice and promotion of relevant issues to employers, employees and, where appropriate, to the wider public.

The full scope of the Service is set out in Section 2.2 below.

1.2 **Key Partnership Agencies**

Health and Safety Executive [HSE]

Alongside local authorities, the HSE is the primary health and safety enforcing authority within Great Britain. The HSE is responsible for enforcing health and safety within the remaining businesses that are not Local Authority enforced.

From April 1st 2008 HSE became the single national regulatory body responsible for promoting the cause of better health and safety at work.

Local Authority Unit [LAU]

The LAU is a free standing Unit within the Health and Safety Executive (HSE). LAU works with the HSE/LA Enforcement Liaison Committee (HELA) to give national advice, information and guidance to LAs. The Unit is the central focus for the development of LA enforcement policy and also provides LA enforcement officers with training and support.

Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA)

The HELA Committee deals with major policy and strategic issues concerning health and safety enforcement by LAs. It promotes and protects the interests of LAs in discussion with central government and other stakeholders and develops and monitors the HELA Strategic Plan which sets out LAs' contribution to HSE's continuing aims and key priorities for improved health and safety performance.

1.2 [contd.]

Scottish Centre for Healthy Working Lives

This agency is an occupational health and safety service that provides access to free, confidential information, advice and support on workplace health and safety issues to employees and business operators.

Scottish Fire and Rescue Service

This Service has a close working relationship with the Scottish Fire and Rescue Service, and has previously undertaken joint initiatives such as compliance with safety requirements in licensed premises.

Police Scotland

Initiatives in partnership with Police Scotland have previously taken place in regard to preventing violence to staff within retail premises.

Care Inspectorate

The Care Inspectorate is a national organisation set up under the Regulation of Care (Scotland) Act 2001 to regulate and inspect Scottish care services. The Care Inspectorate is working towards putting in place a new, unified and effective system of care regulation that puts the safety and well-being of people who use care services at its heart. The work of the Care Inspectorate impacts on the Health and Safety Enforcement Service of Local Authority enforced care services, particularly care homes and private nurseries, and this necessitates close working.

1.3 **Linkage to Corporate Aims and Objectives**

Aberdeen - the Smarter City

The Plan accords with the visions contained within Aberdeen - the Smarter City. The Service assists with the promotion of Aberdeen as a great place do business and visit, and works with partners to promote the city.

Business Plan

The Service has a flexible, skilled and motivated workforce who makes best use of resources available, delivering improvement in the specific service priorities in the most cost effective manner

1.3 [contd.]

Links to the Community Plan and Single Outcome Agreement 2013

This Health and Safety Intervention Plan contributes to making Aberdeen an attractive, clean, healthy and safe place to live and work; a City that is welcoming to business and values its business community.

Links to the Grampian Joint Health Protection Plan

This Health and Safety Intervention Plan also contributes to the overall aims of the Grampian Joint Health Protection Plan in terms of the investigation, control and prevention of communicable disease and environmental hazards to human health, specifically in terms of:

1 the control of the spread of infection in workplaces where workers and/or members of the public may be exposed to infectious biological agents,

2 workers exposure to hazardous substances and harmful levels of noise in the course of their work activities,

3 exposure of the public to hazardous substances and harmful levels of noise arising from work activities

2 Background

2.1 Profile of the Local Authority

Aberdeen City Council is a mainly urban authority with a population of around 228,800. The City is the administrative centre for many energy-related businesses. Consequently there is a thriving service sector of hotels, employment agencies, contract cleaning companies, architects, surveying and computer consultancy firms, a variety of retail outlets and a wide range of both indoor and outdoor leisure facilities. Catering for the non-working population, there are also numerous care facilities for the young and the elderly, from day nurseries and crèches to residential care for the elderly and those with disabilities. Within the city boundaries there are numerous industrial estates, encompassing both light and heavy industrial warehousing and transport depots.

2.2 Scope of and Demands on the Health and Safety Regulatory Service

As an Enforcing Authority, the Council has responsibility for the provision of health and safety enforcement services covering a range of businesses, mainly within the service sector, covering approximately 4,000 premises.

2.2 [contd.]

The principal activities in regard to these premises are:

1 Investigating complaints relating to safety, occupational health and welfare at these workplaces;

2 Investigating reported accidents arising in the course of work activities;

3 Investigating reports of statutory examination of certain types of work equipment, where the examination has revealed defects;

4 Receiving notifications of work involving asbestos that may require to be followed up to ensure adequate controls are in place; and

5 Engaging in focussed intervention programmes.

Many of the staff carrying out health and safety inspections also have responsibilities for inspecting premises under food safety legislation as detailed in the organisational structure set out in Section 2.2.1

The business profile for which the service is responsible for health and safety enforcement is detailed in Table 1 below.

Table 1: Business Profile for Health and Safety Enforcement in Aberdeen

Type of Premises	No. in category (15/01/15)
Retail	1098
Wholesale	153
Office	1247
Catering	826
Hotels	136
Residential Care	36
Leisure	169
Consumer Services	442
Other	67
Total	4174

Organisational Structure

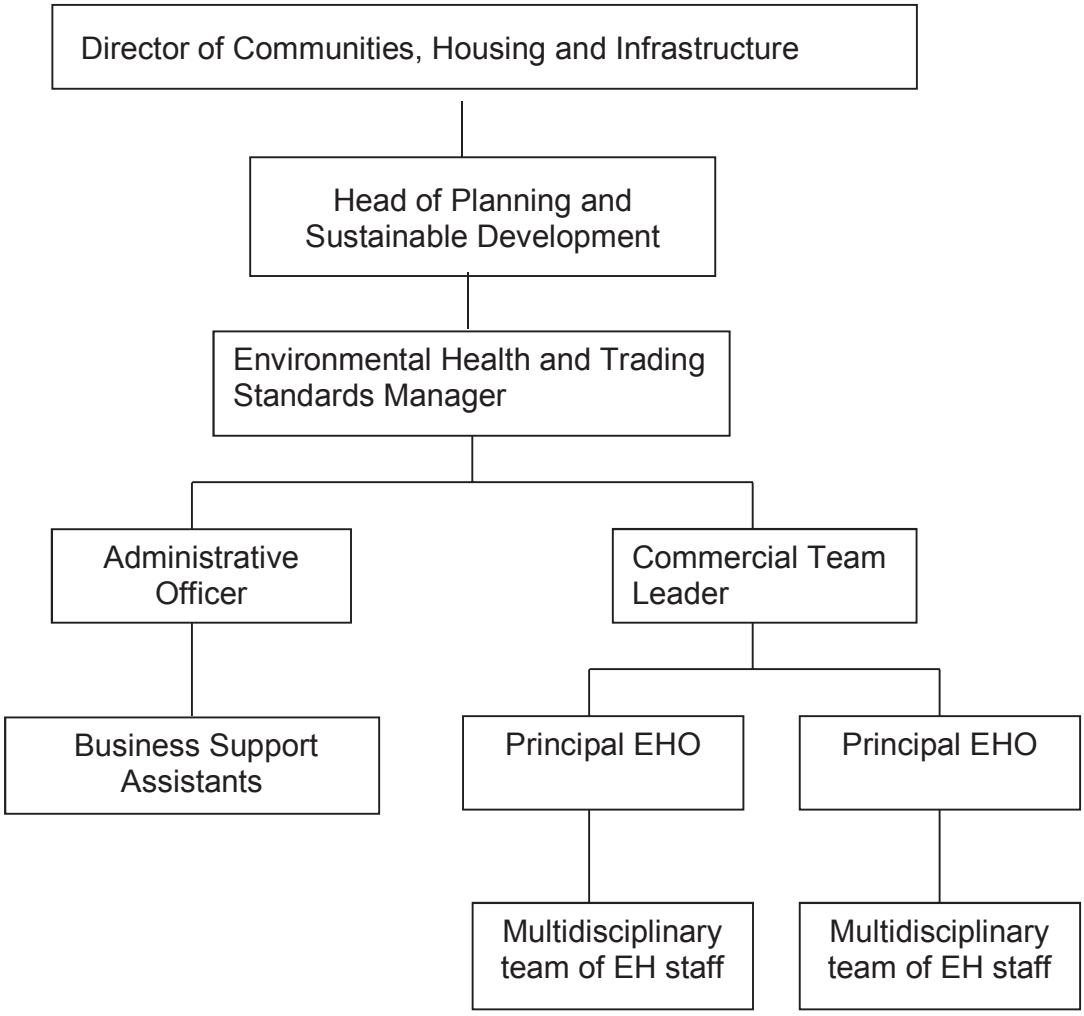
2.2.1 **The Health and Safety Regulatory Service**

The Health and Safety regulatory service is a city-wide service provided from within the Environmental Health Commercial Section of the Communities, Housing and Infrastructure Service by a mix of staff that includes Environmental Health Officers, Authorised Officers and administration staff. A number of the staff also

2.2.1 [contd.]

carry out a range of additional activities including food safety, licensing, planning and animal health and welfare inspections which give the opportunity to deal with health and safety concerns at that time.

ORGANISATION CHART



2.2.2 **Committee Structure**

The bulk of health and safety related matters are reported to the Communities, Housing and Infrastructure Committee. When appropriate, health and safety related matters may also be reported to the Finance, Policy and Resources or the Audit and Risk Committees.

2.2.3 **Service delivery points**

The staff of the Service are based at Marischal College, Broad Street. The service can be accessed by businesses and public by telephone or in person at Marischal College between the hours of 8:30am and 5:00pm Monday to Friday. Telephone calls made outside these hours will be recorded by the telephone answering service. At weekends and evenings an Environmental Health duty officer is on standby for emergencies. The Service can also be accessed at any time via e-mail, although e-mails will only be accessed by the service staff during office working hours.Useful information can also accessed through the Service's webpages

2.2.4 **Enforcement Policy**

The occupational health and safety enforcement policy has been reviewed and updated to reflect legislative changes and recent developments.

3. Service Delivery

Local authorities have a duty to 'make adequate arrangements for enforcement' under Section 18 of the Health and Safety etc. at Work Act 1974.

"The National Local Authority Enforcement Code – Health and Safety at Work" sets out what is meant by "adequate arrangements for enforcement'' and concentrates on the following four objectives:

[a] Clarifying the ***roles and responsibilities*** of business, regulators and professional bodies to ensure a shared understanding on the management of risk;

[b] Outlining the ***risk-based regulatory approach*** that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk;

[c] Setting out the need for the ***training and competence*** of LA H&S regulators linked to the authorisation and use of HSWA powers; and

[d] Explaining the arrangements for collection and publication of LA data and peer review to give an ***assurance on meeting the requirements of this Code***.

Practically, this Service is guided to achieve this by:

[a] having a risk-based Intervention Plan focussed on tackling specific risks;

[b] evaluate he risks that they need to address and use the whole range of interventions to target these specific risks;

[c] reserving unannounced proactive inspection only for the activities and sectors published by HSE or where intelligence suggests risks are not being effectively managed;

[d] using national and local intelligence to inform priorities;

[e] ensuring that officers authorised to enforce the requirements are trained and competent;

[f] setting clear expectations for delivery;

[g] having a clear and easily accessible enforcement policy;

[h] providing easily accessible information on services and advice available to businesses;

[i] publishing data on our health and safety inspection records;

[j] having an easily accessible complaints procedure.

3. [contd.]

Arising from the Enforcement Code is a list produced by the HSE of high risk activities/sectors that may be subject to proactive inspections and which guides the Service's direction in enforcement activity.

Additionally Local Authority Circular (LAC) 67/2 (rev 4) provides LAs with guidance and tools for priority planning and targeting their interventions to enable them to meet the requirements of the Code. In summary, this means the LAs ensuring their planned regulatory activity is focussed on outcomes-primarily working to deliver those national priorities set by HSE, taking account of local issues prioritised by risk, and be accompanied by an inspection programme meeting the requirements of the Code.

The programme has therefore been developed to meet targets that are attainable and meaningful.
Review of activities during 2014/15 is included at Appendix A.

3.1 **Work Programme 2015/16**

The programme has been chosen to address national priorities but also focus on local concerns. These are identified primarily by analysis of accident and complaint activities but also through potentially risky activities arising from visits/inspections. Care has been taken not set overambitious targets as resources are constrained by other work programmes (primarily food safety) and responding to reactive work. Should time permit, there may be the opportunity to develop and implement other interventions later in the year.

What	Why	How
Proactive work		
Control of legionella	National priority and high risk sector	• Proactive inspection of registered cooling towers/evaporative condensers • Visits to residential homes for the elderly to assess risk from hot and cold water systems.
Asbestos awareness	National priority	On receiving intelligence of at risk businesses use appropriate measures to raise awareness of asbestos, including enforcement action • Provision of written advice on maintenance responsibilities • Training of officers to identify matters of evident concern (MEC) • Reactive visits as a result of knowledge of MEC
Health and safety in nail bars	Associated with the HSE's Beauty Sector Strategy 2012-15 which aims to improve overall competence in this sector.	Advisory visits with the intent of improving knowledge and control of risks arising from this activity
Safety in use of cellars /basements	Significant risk of serious personal injury	Visits targeting locally owned businesses, primarily licensed premises
Reactive work		
Accident investigation	In accordance with National Enforcement Code and LAC 67/2-Advice/Guidance to Local Authorities On Targeting Interventions. Primarily meets: Reactive intervention (incident and accident investigation).	Targeting of investigations using HSE Incident Selection Criteria
Service requests (general enquiries/complaints including adverse lift reports)	In accordance with National Enforcement Code and LAC 67/2 Primarily meets: "Reactive intervention (dealing with issues of concern)"	Risk based approach to service requests
Licensing	As consultee on licensing applications with skin piercing and public entertainment having particular significance	Inspection visits
Advice to Businesses	In accordance with National Enforcement cement Code and LAC 67/2 – Education and awareness.	• On receiving intelligence of new business start up, visits scheduled to brief them on their responsibilities • Provision of comprehensive information on Service web pages, primarily to assist small/medium businesses in meeting their responsibilities. • Other opportunities as developed.

3.2 Liaison with Other Bodies

The principal vehicle for inter-authority liaison is the North of Scotland Health and Safety Liaison Group on which this Service is represented by Principal EHO (PEHO) This forum facilitates consistency of enforcement in northern Scotland The PEHO attends the quarterly REHIS (Royal Environmental Health Insititute of Scotland) Health and Safety Co-ordinating Group (HASCOG) meeting. This allows officers from Scottish local authorities to exchange experiences and views with each other and with representatives of the HSE. It is also an important forum for updates on political and strategic developments.

The Service will also continue to develop liaison arrangements with other Council services, including building standards and planning development management for prospective refurbishment of work premises, and with the Licensing Committee for premises licensed for activities such as skin piercing and public entertainment.

4. Resources

4.1 Staffing Allocation (as of 12/01/2015)

	Full time Equivalent Staff involved in health & safety enforcement
Section Management	
Commercial Team Leader	0.3
PEHO	1.2
Admin Support	0.5
Field Staff	
EHO	1.1
SAO	0.7
AO	-
Total	**3.8**
Section Support	
Administration Staff	3

The Service will only deploy officers to carry out enforcement tasks for which they possess the appropriate qualifications and experience. An accreditation scheme using the Regulators' Development Needs Analysis (RDNA) approach has been established to ensure a basic level of competency for health and safety enforcement. Officers who are not yet accredited operate under the close supervision of the PEHO. Formal enforcement action [service of notices or preparation of reports to the Procurator Fiscal) is always subject to the

supervision of the PEHO or Commercial Team Leader.

4.2 Staff Development Plan

The authorisation procedures of health and safety regulatory service have recently been reviewed to take account of Section 18 guidance which states the need for a trained and competent inspectorate.

Currently all the PEHOs and the Commercial Team Leader are fully authorised under the Health and safety at Work Etc Act 1974, as are some members of Trading Standards.

Section 18 guidance sets out key competencies for HSE inspectors and Local Authority health and safety enforcement officers. Essentially, officers must have adequate standards of competence in these core areas, or be supervised by other officers who possess them. The HSE says that it is up to individual local authorities how they choose to demonstrate the achievement of standards of competence but have suggested that the level of attainment is to Regulators' Development Needs Analysis (RDNA)core competences.

The current arrangements in place for ensuring a competent enforcement staff are as follows:

[a] Staff involved in health and safety enforcement activities (including safety inspections, accident investigations, complaint investigations and giving advice) are qualified Environmental Health Officers or hold the NEBOSH certificate in occupational safety and health or other appropriate health and safety qualification.

[b] The Service has a quality assurance scheme for accrediting enforcement staff who have attained a basic level of competency in health and safety enforcement. Accredited staff have a reduced level of supervision on basic inspection and audit activities.

[c] All formal enforcement actions [service of Improvement Notices, Prohibition notices and Reports to the Procurator Fiscal] are closely supervised by either the PEHO or Commercial Team Leader.

[d] In-house training is provided by the PEHO on procedural and policy matters and new legislation.

The current arrangements comply with the National Local Authority Enforcement Code.

5 Quality Monitoring and Assessment

Documented procedures for quality monitoring and quality assessment of the Service have been established and as part of this joint inspections, where competency is assessed and consistency checks are made are carried out throughout the year. These should ensure adherence to the Service's Health and Safety Enforcement Policy, internal enforcement procedures and the HSE guidance and the Enforcement Management Model.

6 Review

6.1 Review of Intervention Plan

The Service Plan will be reviewed on an annual basis following the end of each financial year.

6.2 Identification of any variation from the Intervention Plan

Review of the Plan will include assessment of performance against the plan, identify areas for improvement and forecast the demands on the service and the appropriate service mix required to meet those demands. The Plan will be revised as appropriate.

6.3 Areas for Improvement

[a] Ensure that the profile of occupational health and safety is maintained and enhanced, primarily by the interventions detailed in this Plan.

[b] Continue to establish and partnership agreements for promotional and educational initiatives where possible.

[c] All field staff to be assessed as to their competencies primarily by means of the Regulators Development Needs Assessment (RDNA). Ongoing development needs to be addressed there from.

[d] Ensure the publication of data of the Service's health and safety activities.

[e] Review and where necessary amend the Enforcement Policy and procedures in line with Government requirements/guidance.

[f] Engage in peer review with other neighbouring local authorities.

[g] Develop and publish a complaints procedure that clearly references the Independent Regulatory Challenge Panel.

Appendix - Intervention Plan Review 2014/15

Intervention Programme

What	How	Outcome
Legionella control	Inspection of registered cooling towers (2). Advisory visits to leisure activity premises having spa pools	Both sites inspected. No significant issues. No notification of any other sites. Training to visiting officers completed 11 premises visited. Wide variance of knowledge being exhibited but nearly all needed improvement to meet accepted industry standards.
Asbestos awareness	On receiving intelligence of at risk businesses use appropriate measures to raise awareness of asbestos , including enforcement action	Restricted to providing advice on asbestos disposal. 4 (1st April 2104– 12th January 2015) asbestos stripping notifications received but due to unavailability of staff,at those times..
Gas safety in restaurants/takeaways	• Provision of written advice on maintenance responsibilities • Training of officers to identify matters of evident concern (MEC) • Reactive visits as a result of knowledge of MEC	Currently (12th January 2015) in process of being instigated. Training to be provided to Officers. Information leaflets have been developed and will be sent out to business operators. Officers at future routine visits will thereafter raise matters of concern.
Premises formerly under Aberdeen City Council Control Premises (mainly community centres) transferred to "arms length" trusts. Enforcement responsibility moves from HSE to this Service.	Advisory visits to be made to these premises to assess the extent of their health and safety arrangements.	Health and safety issues are discussed and addressed during inspection visits resulting from applications for theatre /public entertainment licences. This intervention has been largely completed albeit not by the originally intended method.
Major injuries/accidents	Targeting of investigations using HSE Incident Selection Criteria	I08 received (1/4/14 -12/1/15)
Service requests Primarily complaints but including advice on asbestos disposal and adverse lift reports.	Risk based approach to service requests	142 (1/4/14-12/1/15).Response is dependent on risk,i.e. not every activity will result in a visit. and mayy be addressed by phone or email.
Licensing	Inspection visits	Over 80 applications (1/4/14-12/1/15) - skin piercing/theatres/public entertainment - processed
Advice to Businesses	Early liaison at business start – ups. Enhancement of Service web pages. Other opportunities as developed.	9 (1/4/14 -12/1/15) enquiries received. Webpages have been enhanced to meet current requirements.

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing and Infrastructure
DATE:	18 March 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Management of events and commercial lets in Aberdeen's parks and open spaces
REPORT NUMBER:	CHI/15/130
CHECKLIST RECEIVED:	Yes

1. PURPOSE OF REPORT

To seek member's approval to manage corporate events within Council owned parks and also to introduce a Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes.

2. RECOMMENDATION(S)

That the Committee:

I. Notes the current arrangements in place within the City Events Team to manage events within Aberdeen's parks and open spaces.

II. Acknowledges the agreed working relationship between City Events and Environmental Services that ensures Aberdeen's parks and open spaces are maintained to the highest standard for on-going event use.

III. Agrees the proposed charging structure for corporate events detailed in this report.

IV. Agrees the proposed exemptions to the charging structure detailed in this report.

V. Agrees to introduce a Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes.

VI. Agrees to the disposal of the stage unit detailed in this report.

VII. Agrees that all charges to be reviewed and agreed at CHI Committee on an annual basis.

3. FINANCIAL IMPLICATIONS

The hire charges proposed from 1st April 2015 to 31st March 2016, will range from £68.75 to £1100.00. Full details on the range of charges are included in section 5.2 of the report. The charges will be linked to a scoring matrix (appendix 2) that will be used when reviewing the hire application forms.

The proposed commercial purposes use charge would be Annual fee of £200 or Session fee of £20.

4. OTHER IMPLICATIONS

4.1 Staff

In relation to safe event delivery, the individual officers in City Events have developed specialist skills and attained specific industry training in support of the City Council's requirement to meet the standards expected within current Health and Safety legislation and also The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events, commonly known as "The Purple Guide".

The management of events within parks and open spaces is currently delivered by an Events Executive within the City Events Team. This officer has lead responsibility for delivering the management of the existing occupancy of Aberdeen's parks and open spaces, the generation of additional use through existing and new event organisers whilst increasing the income stream available to maintain and develop the existing portfolio of spaces used for event delivery.

4.2 Code of Practice

The management and administration of the Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes within the parks and open spaces will be delivered by Environmental Services.

4.3 Land Reform (Scotland) Act 2003

The Land Reform (Scotland) Act 2003 includes the Scottish Outdoor Access Code. Under the act there are limitations on restricting access, for commercial purposes, to areas of land where the public have a right of access.

In the unlikely event that any events in Aberdeen are impacted by the act then it is possible to put in place a temporary suspension of access rights by an order under Section 11 of the Land Reform Act.

4.4 Other

There are no other direct implications arising from this report in terms of any legal, resource, personnel, property, equipment, and sustainability and environmental, health and safety and/or policy issues.

5. BACKGROUND/MAIN ISSUES

5.1 Background

Traditionally, the public parks and open spaces have been used to host a wide variety of mainly open air events, and Aberdeen is no different in that respect from the rest of the UK. Each year, the parks and open spaces in Aberdeen host a wide range of events from the traditional City of Aberdeen Highland Games to smaller-scale community organised galas and charitable events.

These events are in keeping with the Aberdeen Parks and Greenspace Strategy 2005, which supports the identification of infrastructure needs to extend and develop new events in parks and green spaces, improves access to event spaces with minimal disruption and damage and to support the ongoing extension of the city's events programme. Discussions are also progressing with colleagues in Education, Culture and Sport regarding an events strategy for Aberdeen that supports cultural and event needs in the future.

An historical agreement was reached in 1997 between the then Arts and Recreation Service within Community Recreation and Grounds Maintenance to ensure a co-ordinated approach to parks and open spaces management.

All applications deemed as an "Event", i.e. an occurrence happening at a determinable time and place, are assessed, consultation is carried out with all interested parties and involved agencies, and relevant permission or refusal is given by City Events staff, in each individual case striving to achieve the Council target of acknowledgement of application within 3 working days, and permission or refusal within 15 working days of receipt of application.

Due to current guidance concerning Events, organisers are now required to have a number of requirements in place; such as an Event and Contingency plan (which would include: traffic management plan, medical plan, welfare plan, site plan,

security/marshal plan, bad weather plan, contingency plan, contact details), risk assessment (including a fire risk assessment) and have the appropriate Aberdeen City Council licences in place (Public Entertainment Licence, Market Traders Licence, Street traders licence, raised structures licence, charity collections licence) and suitable public liability insurance cover.

The Events Team supports each individual event organiser to ensure they meet legal requirements and event industry guidelines etc maximising approval of suitable events in Aberdeen's parks and open spaces.

Full permission to use the requested area can only be given once all legal requirements have been met. Applications are also reviewed by the Special Events Working Group (SEWG) involving partner agencies such as Police Scotland, Scottish Ambulance Service, Scottish Fire and Rescue Service and relevant internal Aberdeen City Council departments. The Events Team will work with all event organisers to maximise the use and diversity of events in Aberdeen and are proud to acknowledge that there are relatively few refusals on the basis that the majority of applications serve to enhance the existing vibrant parks and open spaces programme.

On the rare occasion that refusal is determined; the event organiser is given, in writing, a full and detailed explanation of the grounds for refusal.

City Events carryout regular monitoring of hires using the following processes; unannounced visits to the event, discussions with SEWG partners if they have had any feedback from their staff regarding the event or by meeting with the organiser to discuss feedback regarding their event.

However, ever growing demand for use of the city's parks and open spaces has taken a toll on the fabric of these areas and the needs of today's event organisers differ from those previously due to the requirements of demountable structures, welfare provision and additional infrastructure. On 1 April 2012 it was agreed by Committee to introduce a pricing structure to contribute to the on-going costs of hosting events on green spaces.

Each event incurs a minimum daily hire charge, regardless of status - charity, corporate, private or otherwise.

The 2014 - 15 pricing structure along with the parks and open spaces event policy statement managed by the City Events Team was originally agreed at the ESP&I committee on 21 January 2014 and is detailed as follows:

Hirer Type	**2012-2014**	**2014-2015**
Grade C	£250	£275
Grade B	£500	£550
Grade A	£1000	£1100

The rates quoted were arrived at after consultation with other local authorities on their procedures and the fees charged for use of similar parks and open spaces.

The issue of addressing affordability and accessibility for all organisers within the hire pricing structure of the parks and open spaces in Aberdeen has been highlighted, as more groups with differing events requests and needs are using the areas.

A number of organisers have advised that although not excessive, they have found the hire charges to be a limiting factor for them to deliver their activity in the park or open space.

This report looks to tackle the issues raised by organisers and put in place a revised system of charging.

5.2 Events 2015

A review and agreed course of action has been developed to make the hire of parks and open spaces affordable while maintaining the associated income stream and the recovery of the relevant officer time involved in managing with the process.

A scoring table has been created to evaluate all event hire applications received.

The hire charges proposed to be charged from 1st April 2015- 31st March 2016.

Points	2015-2016
6 to 10	£68.75
12 to 20	£137.50
22 to 28	£275
30 to 38	£550
40 to 46	£1100

The charges will be linked to a scoring matrix (appendix 2) that will be used when reviewing the hire application forms.

It is envisaged that these revised costs, should now be more amenable for all organisers who wish to hire parks and open spaces in Aberdeen.

A copy of the proposed scoring table is included in appendix 2.

Regular discussions occur across services regarding the affordability of the hire of Aberdeen's parks and open spaces for all events, while also ensuring that income generation opportunities to support the on-going maintenance and development of the spaces is maintained.

5.3 Events Exempt from Charges

The criteria detailed below will identify those events which are exempt from the charges but will be required to complete the necessary application process and have all the necessary documentation in place to be granted permission to use the requested park or open space.

- All requests from education establishments regarding activities such as sponsored walks, that do not require infrastructure to be in place are made exempt from the hire charges.

- Those events which encompass very small numbers (up 50) that have no infrastructure and wish to use areas for picnics/walks/toddles/educational purposes would continue to be exempt from hire charges.

- That Environmental Services "In Bloom" partners such as Its Your Neighbourhood groups, Friends Groups and other Aberdeen parks and green space associated groups to be made exempt from the hire charges in support of their organised activities on council owned land.

Prioritisation between commercial and charity/community hires will be determined by the Council's City Events Team to enable the best balance of community use and income generation across the city's parks and open spaces.

It remains at the discretion of Council's City Events Team how the charges model is applied.

5.4 Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes.

The city's parks and open spaces are used by fitness clubs, instructors and other small business ventures with some for commercial purposes with no perceived benefit to the Council. This activity is at present largely unregulated with groups not contributing to the amenity of the areas used. This does not include events in parks that are managed by the Council's Events Team.

Fitness Clubs, Instructors and other small business ventures will have to seek permission through what process? and agree to our code of practice iin order to use the City's parks and open spaces.

There will be two codes of practice in use, one for the use of fitness clubs and instructors and the other for small business ventures.

1. Code of Practice and Agreement for Fitness Clubs and Instructors using parks and open spaces for commercial purposes (see Appendix 3).

2. Code of Practice and Agreement for Small Business Ventures using parks and open spaces for commercial purposes (see Appendix 4).

In light of any omissions, inaccuracies or uncertainty over which agreement applies, the team will look to support the application and work through the process with them to an agreed conclusion.

The general code of practice and agreement is listed below.

Code of Practice and Agreement:

1. Operational Procedures – a written operational procedure should be maintained for all activities. The operational procedure should cover who can run sessions with reference to qualifications and competence. Expectations in the event of incident or accident and site specific hazards.

2. Health and Safety – organisations and instructors must ensure that minimum legal requirements with regards to "Health & Safety at Work Act 1974" (HASWA) and the "Management of Health & Safety at Work Regulations 1999" (MHSWR). Organisations must have an up to date Health & Safety Policy statement signed by a director or senior manager and Employer Liability Insurance. Individual instructors must hold Public Liability and Professional indemnity insurance.

3. Risk Assessment – organisations and instructors must conduct suitable and sufficient risk assessments in accordance with the Health and Safety Executive's "Five Steps to Risk Assessment". The risk assessment must in turn be integral within the operational procedure and staff training. It will be desirable for separate risk assessments to be conducted for each activity and each venue.

4. Staff – all staff must be competent in all health and safety aspects of their work relating to safety policy, safe working procedures and action to be taken in the event of an emergency situation.

5. Incident, Accident and Emergency Procedures – organisations and instructors must have proper documentation advising on action to be taken in the event of an emergency situation in place. Significant incidents and accidents are reported internally and all 'RIDDOR' incidents are reported to the appropriate Health and Safety Executive.

6. Modification of Activity or Venue – organisations and instructors must have procedures for cancelling events, including proper points during the planning process for the cancellation of events and notifying participants. Aberdeen City Council reserves the right to cancel any event or activity at short notice and will endeavourer to contact the organiser as soon as reasonably possible.

7. First Aid – organisations and instructors should comply with the "Health and Safety Regulations 1981" to provide first aid provision at all times taking into account staff and user needs, type, quantity and location of equipment and number of qualified first aiders.

8. Use of Equipment - instructors to check equipment before setting out. Organisations to identify and assess risks arising from the use of machinery or equipment. If fitness equipment is used, the organisation must maintain the equipment in accordance with the manufacturers' service schedules and conduct checks of equipment as per the manufacturers' guidelines.

9. Criminal Records Bureau – all persons who have direct contact with children and vulnerable adults have been checked through enhanced disclosure via the Criminal Records Bureau. Evidence of Criminal Records Bureau checks are in place where required.

10. System Audit and Review – organisations and instructors must conduct periodic external audits to establish that management arrangements, adequate risk control systems and workplace precautions are in place. Must conduct periodic reviews of health and safety performance and make decisions about improving performance based on information from 'measuring' and 'auditing' activities.

11. Staff Qualifications – must ensure that staff have the relevant level of recognised qualification for the environment/terrain in which they teach and for the fitness/health levels of the participants of every session.

12. Specialised Staff – ensure staff instructing in specialist areas hold an appropriate nationally recognised qualification for the discipline such as pre/post natal or Exercising with Older Adults.

13. Customer Care – ensure that on joining the organisation or session customers are made aware of the standard terms and conditions that apply to their membership.

14. Consultation Agreement – members must be aware of any contractual arrangement they are signing.

15. Consultation Environment – the environment in which this dialogue takes place must be conductive to allowing free expression and questioning by the client.

16. Office of Fair Trading – ensure that any written contracts for members are in accordance with Office of Fair Trading's Guidelines.

17. Medical Pre-Screening – organisations and instructors must ensure users complete a medical pre-screening document before undertaking physical activity.

18. Users – ensure that a record of all users is kept.

19. Induction – ensure that all users understand the session, what is expected of them and how to use any featured equipment.

20. Customer Perception of Operational Performance – ensure that customer complaints are acknowledged and direct communication is maintained with the customer while seeking to resolve the matter.

21. Equality – demonstrate a commitment to the Equality Act 2010.

22. Other users – give due consideration to other park users by keeping to the quiet corners of parks, leaving room and keep noise levels to a minimum.

23. Infrastructure – avoid using children's play equipment, ensure to use different areas so as not to damage ground and do not attach any equipment or rope to trees.

24. Park Management Rules – to be complied with.

25. Community Benefits – organisations and instructors are invited to propose benefits to the facilities that are being used.

26. Charges – if no benefits are proposed or they are not acceptable to the Council, then the following charges will be imposed either:

27. Annual fee of £200 or Session fee of £20

28. Aberdeen City Council Environmental Services Officers will enforce these regulations and test for rigour over the course of a tenure.

5.5 Disposal of the Stage unit trailer

The current maintenance, management and hire costs associated with the stage unit are now making the unit too expensive for groups to utilise during events.

The costs involved relate to a third party company with a suitable vehicle who can move the unit due to its weight, set up of the PA system for the hirer and also officer time in dealing with the hirer and contractor.

The units PA system is no longer of a suitable industry standard and would require to be extensively upgraded; the access steps require to be rebuilt on the grounds of health and safety and the units chassis is also showing signs of the need for major repairs in the near future.

It is therefore requested to seek approval for this stage unit to be disposed of by the Council's Fleet Services Team through the normal vehicle disposal channel. Monies raised through this process will be paid back to the Council's general budget.

6. IMPACT

The proposed management of Events and Code of Practice and Agreement for commercial lets will contribute to the delivery of the five year plan "Aberdeen – the Smarter City" through the protection and enhancement of Green Space areas.

- We will promote Aberdeen as a great place to live, bring up a family, do business and visit.

- We will ensure that Union Street regains its position as the heart of the city and move cultural activity centre-stage through re-invigorated cultural leadership.

- We will challenge inequalities wherever they exist and bring our communities closer together.

Smarter Living (Quality of Life)

- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality diverse cultural events for the whole community and beyond.

Smarter Economy (Competitiveness)

- We will work with partners to promote the city as a place to invest, live, work and export from.

Community Plan

- Work with other organisations, agencies and groups, including Visit Scotland and Visit Aberdeen, to encourage tourism and the provision of facilities for tourists

It will also assist the Council in delivering the Single Outcome Agreement's National Outcomes:

No. 6 – 'We live longer, healthier lives'
No. 10 – 'We live in well-designed, sustainable places where we are able to access the amenities and services we need'
No. 12 – 'We value and enjoy our built and natural environment and enhance it for future generations' and contribute to other outcomes such as
No 15. – 'Our public services are high quality'

The content of this report is not relevant to the Equality Act 2010 public sector general duty.

It is considered that the Code of Practice and Agreement support and promote responsible use and enjoyment of the city's parks and outdoor areas for all users.

7. MANGEMENT OF RISK

The main risk involved in this report is setting charges at too high a level and facing complaints from customers. The service has mitigated this risk by reviewing the level of charges and the types of hirer to enable a fairer costing structure to be in place.

The risk of no Code of Practice and Agreement being introduced is that there would be little regulation on the use of parks and open spaces by fitness clubs, instructors and other small business ventures. There would be no income to the Council or community benefit to the facility.

There would also be the public perception that no control is in place over the use of the facilities

8. BACKGROUND PAPERS

UK Active Outdoor Code of Practice – http://www.ukactive.com/membership/raising-standards/ukactive-outdoor-code-of-practce

Information on events and access rights is available at - http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=1752 page 4 or in the Land Reform Scotland Act Section 11, see http://www.legislation.gov.uk/asp/2003/2/section/11

Appendix 1: Charges for Events held in ACC parks and open spaces, streets, roads and squares 2014/15.

Appendix 2: Parks and Open Spaces scoring table 2015-16

9. REPORT AUTHOR DETAILS

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APPENDIX 1:

Charges for Events held in ACC parks and open spaces, streets, roads and squares 2014/15

All event applications will be considered using the criteria and descriptors below. Each event will be awarded A, B or C status and a corresponding rate applied to all days the event occupies the area.

The charge for each event will be on a daily basis as follows:

Grade A event will be charged at £1100 per day
Grade B event will be charged at £550 per day
Grade C event will be charged at £275 per day

Descriptor	A	B	C
PROFILE (public profile of the event)	High	Medium	Low
IMPACT (the impact on venue or the surrounding area)	Large impact	Medium impact	Low or minimal impact
ATTENDANCE/PARTICIPANTS	Large numbers expected. (2000+)	Small to medium numbers expected. (500 to 2000)	Small or low numbers expected. (Up to500)

EVENT DELIVERY LEVEL	Requires a full multi agency approach with event and contingency plans produced and agreed by all city partners.	City Events Officer input plus Special Events Working Group (SEWG) and other Council Departments.	Single City Events Officer input with support from appropriate Environmental Services Officer.
ACTIVITY TYPE	Multi faceted and disciplined.	2 – 3 disciplines/activities.	Single discipline/activity.

The following factors will be taken into consideration when grading an event

PROFILE	International/national/regional/city wide/local community/local group
	Level and profile of any VIP involvement ie Royalty/government/overseas
	Artists and entertainers
	Economic benefits to the city
	Alcohol at the event
	TV and media interest
IMPACT	Level of disruption to the local infrastructure, other users, businesses and residents
	Road closures/restrictions/diversions
	Public transport and car parking
	Set up/derig times

	Access/egress for all
	Accessibility
	Day **v** evening **v** night
	Moving v static event
	Time of year
	Fireworks/carnival or fun fair/motor sport/helicopters/parachute display
	Noise pollution
	Financial viability of event (insurances, ticket sales, entry fees)
	Closure or sectioning off of Public areas or access routes.
ATTENDANCE/PARTICIPANTS	Over 2000 **v** 500 to 2000 **v** up to 500
	Standing/seating/mixed
	Family groups **v** young adults **v** elderly **v** children and teenagers **v** rival factions
VENUE(S)	Indoor **v** outdoor
	Confined single location **v** widespread location **v** multi locations
	Temporary structures
	Private venue (building/ land) but has an impact on the local environment (public transport, Cities Road network, disruption to local communities).
LEVEL OF EVENT DELIVERY	Full multi agency approach to single Events Officer involvement

	Event and contingency plans with full risk assessments, health and safety, traffic management, command and control, Event Safety Co-ordinator, on and off site meetings, professional stewarding, medical and welfare
NATURE AND TYPE OF EVENT	Multi **v** 2-3 **v** single disciplined event. This can cover locations, stages, performances, activities and days
	High Rating - Music festival/large concert/aviation/marine/motor/large shows/New Year celebrations/large demonstrations/large parades and processions/political/large fireworks displays/10k and upward runs/highland games/camping element/ multi terrain running events
	Medium Rating – Galas/markets/smaller parades and processions, shows, walks, sponsored activities running events less than 10k that are not on public roads.
	Low Rating – very small walks/fun days/sponsored activities

There are no plans to introduce any charges for those events that encompass very small numbers (up to 50) that want to use our areas for sponsored walks/toddles/educational purposes.

City Events Staffing Charge

It is recognised that as part of our standard delivery of supporting non ACC events, there are elements within our work programme that should not be charged back to events organisers. These elements are outlined below:

- ·····Sending out application forms
- ·····Receiving application forms
- ·····Checking application forms and if required, contacting event organiser for further information
- ·····Adding event to events list, festival websites etc.
- ·····One or two face to face meetings on or off site, telephone contact, email contact to discuss event and agree level of City Events involvement and cost. These meetings will also determine what paperwork is required and agreed to be submitted.
- ·····Sending letter of permission/refusal

Over and above these elements, there will be a charge of **£40 per hour** for any City Events Officer that is required to support the delivery of non ACC events. This is inclusive of mileage costs.

CITY OF ABERDEEN MAIN PARKS & OPEN SPACES

Introduction

Aberdeen has large parks (Duthie Park, Hazlehead Park, Westburn Park, Seaton Park, Beach, Kings/Queens Links, Stewart Park, Walker Park and Union Terrace Gardens) that can be used for major events. There are other smaller parks (Johnston Gardens, Rubislaw and Queens Terrace Gardens, Bon Accord Terrace Gardens and Allan Park) that can be used for smaller niche events.

The parks are without exception the pride of the city, winning both British and European Bloom competitions over many decades. These parks are well used by both citizen and visitors alike, and the average footfall over peak periods, especially summer months, can be measured in the thousands.

Despite their capacity to absorb large scale events, it needs to be recognised that, due to the largely soft infrastructure of parks, they are also vulnerable to damage caused by over-use, such as compaction and surface wear. Accidental damage through carelessness or lack of awareness by event organisers can also cause damage to surfaces and features e.g. gateposts, fences and rutting of grass surfaces.

Strategic Factors

The Aberdeen Parks and Greenspace Strategy 2005 contains the following objective in relation to events within the Economy section of the strategy.

EC5 Support the city's open-air events strategy through identification of infrastructure needs and extension of the events programme.

The aim will be delivered through the following tasks:

EC5.1 Improve the infrastructure and access to selected sites to accommodate events with minimal disruption and damage.

EC5.2 Develop new events which promote the positive use of parks and green spaces.

Event Policy Statement

1 Location

Events will be dispersed throughout the main parks which are considered suitable for such use. The individual characteristics of a park such as its capacity in terms of spectator/participant numbers, parking and other ancillary requirements will determine its suitability for a particular event.

2 Frequency

The frequency of events in parks will be controlled to protect the fabric and infrastructure of the park from repeated and intensive use. In general terms, there should be an interval of two weeks between events using the same area of a park as more frequent use may cause damage to the park's infrastructure. It is recognised however that events may take place more frequently during the summer months and that the use of parks for events in the winter months is more limited.

3 Priority

Priority will be given to Aberdeen City Council organised events that meet the event planning requirements (11 Event Planning). Events that are for local community benefit and commercial events that will bring an economic benefit to the city and the area that it is being held. Events that fit within Aberdeen City Council's yearly events calendar. to allow various types of activities and sized events to work in harmony within the city throughout the year.

4 Timing

Public events must finish by 9.00pm Monday – Sunday especially where amplified music and/or announcements are being made. Exceptions may be made with Committee approval.

Private events such as dinner dances, where they are being held in an enclosed space such as a marquee, can take place no more than twice a month and no more than six times a year in any given park. All events must be finished by 12.00 midnight on Friday and Saturday and by 9.00pm, Sunday to Thursday. The preferred venue for such events will be the games field at Hazlehead.

5 Amplification

It is recognised that amplification is an essential part of many events through PA announcement, amplified music and entertainment and also has an essential role in making health and safety announcements to large audiences, should the need arise. Amplified music however, will only be permitted where it is integral to the nature of

the event and must satisfy the Council's policy on noise abatement. The decibels of the music or other noise must be measured at the perimeter of the park nearest the residents. The dB(A) must not exceed those set by the Council or the existing legislation (whichever is the lowest).

6 Management

The event organiser will be required to sign a management agreement with the Council detailing the conduct and operational constraints which will apply to the event. The Council will supply detailed and supplementary information in support of the management agreement as it sees fit. This will include arrangements for residents parking where necessary. Should the organiser fail to conduct their event within the constraints outlined, future permission for use will not be granted.

7 Charging

There will be a scale of charges laid down by the Council for the use of the park or open space which will be dependant on the nature of the event. Added to this will be a cost, where required, for the Council's time in managing the event to ensure that all stages of the event are implemented as per the agreement with the organiser.

8 Indemnification

The event organiser will be required to have the necessary insurance in place to meet any public liability arising from their event.

9 Reinstatement

Event organisers will be liable for the reinstatement of any damage or loss to the park facilities as a result of their event. In the case of large public or private events, a bond will be required to be deposited with the Council in advance of the event taking place which will be retained if there is damage to the park facilities.

10 Events

Events come in all sizes and offer various activities for free, charity fund raising, corporate function or for financial gain. It is proposed that the mix of events be looked at and that a range of events of various sizes and activities be programmed into the parks and open spaces yearly hires. Consideration regarding the type of event, attendance size, status of event (corporate, charity public, charity private,

commercial) frequency of event (more than once in that year) should be looked at regarding the application to use the parks and open spaces. A protection of the parks and open spaces should be looked at from both use of the infrastructure and also from the support of local citizens, so local events are not disadvantaged due to larger national organisers organising an event either on or near their own event or because they have booked the venue. A national charity organiser or commercial organiser who does not have a registered address in the City or do not directly contribute to the local community of Aberdeen may be refused a hire of the city's parks and open spaces or have restrictions placed on them.

11 Event Planning

The organiser will be required to produce a detailed outline of their event which should contain an event specific risk assessment, a fire risk assessment, an event plan and contingency plan. These plans along with detailed scaled maps should be available to be presented to the Special Events Working Group (SEWG) on request. This group will give additional advice to the organiser and to the City Events Team in relation to their event request. Only when the City Events Officer and SEWG have had their concerns addressed would the hirer be advised to apply for any relevant licenses for that event and only when proof of the appropriate licenses and insurances have been supplied to the City Events Officer will permission be granted to use the area requested.

12 Licences

The event organiser is responsible for obtaining the appropriate licences in an appropriate time scale before their event. These licences must be produced before the event at a time agreed with City Events before permission is granted to use the requested venue. Appropriate licences could be Public Entertainment Licence, PRS, Street Traders Licence, Market Operators Licence, Charity Collection Licence, Occasional Licence (alcohol).

13 Political /pressure/protest groups

Applications on behalf of political /pressure/ protest groups are currently treated in the same equitable way as any other requests for use of Parks and Open spaces. Aberdeen City Council also recognises the right to peaceful protest and for this to be accommodated in a safe and fair manner without disruption or distraction to others in the City.

The Enterprise, Strategic Planning and Infrastructure Committee on Tuesday 11th September 2012 agreed that the Castlegate is **the** historic location within Aberdeen for this type of actvity and that **only** this location can be used for this and similar events.

Appendix 2: Parks and Open Spaces scoring table 2015-2016

	Objectives	Points allocation
Type of Organiser	• Individual • Charity • Community group • Youth Organisation • Registered Organisation • Corporate • Commercial Company/Activity	• 2 • 2 • 2 • 2 • 4 • 8 • 8
Reason for Hire	• Private social activity • Fundraiser • Corporate social activity • Corporate promotion activity • Commercial activity - profit	• 2 • 2 • 6 • 8 • 8
Purpose of Hire	• Social activity group only • Raise awareness, no fundraising • Raise awareness and charitable funds • Raise awareness of organisers objectives and charge participants for taking part (either by entry fee or by sponsorship fund raising) • Commercial activity	• 2 • 2 • 4 • 6 • 8
Source of funding	• Individual • Grants (Council, Lottery, Government) • Corporate • Commercial	• 0 • 4 • 6 • 8
Number of attendees	• 1-50 • 51-200 • 201-500 • 501-1000 • 1001+	• 0 • 2 • 4 • 6 • 8
Content of event infrastructure	• none • 1 to 3 small self-constructed shelter/gazebo, for non-income generation purposes. • Additional self-constructed shelter/gazebo, for non-income generation purposes up to maximum of 10. • Use of small self-constructed shelter/gazebo structures, for income generation purposes. • Use of a contractor to install specialist demountable structures, not for income generation. • Use of a contractor to install specialist demountable structures, for income generation. • Use of commercial hire contractor, not for income generation (directly or indirectly), ie: bouncy castle, caterer. • The use of the Commercial sector to enable income generation (directly or indirectly), ie: children's activity provider.	• 0 • 2 • 4 • 6 • 6 • 8 • 6 • 8

Worked Examples	• Individual organiser • Private social activity • Private social activity group only • Individual funded • 51 - 200 • No infrastructure	2 2 2 0 2 0 = 8 (£68.75)
	• Charity • Private Social activity • Social activity group only or raise awareness, no fundraising • Individual funding • 51-200 • 1-3 small self-constructed shelter/gazebo, for none income generation purposes. • Use of commercial hire contractor, not for income generation (directly or indirectly), ie bouncy castle, caterer.	2 2 2 0 2 2 6 = 16 (£137.50)
	• Corporate • Corporate social activity • Social activity group only • Corporate funded • 51-200 • Use of a contractor to install specialist demountable structures, not for income generation. • Use of commercial hire contractor, not for income generation (directly or indirectly), ie bouncy castle, caterer.	8 6 2 8 2 8 6 = 40 (£1100.00)

Points total	Cost to be paid by applicants
• 6 -10	• £68.75
• 12 - 20	• £137.50
• 22 - 28	• £275.00
• 30 - 38	• £550.00
• 40 - 48	• £1100.00

Appendix 3

CODE OF PRACTICE AND AGREEMENT FOR FITNESS CLUBS AND INSTRUCTORS USING PARKS AND OPEN SPACES FOR COMMERCIAL PURPOSES

1. Operational Procedures – a written operational procedure should be maintained for all activities. The operational procedure should cover who can run sessions with reference to qualifications and competence. Expectations in the event of incident or accident and site specific hazards.	Date Operational Procedure received:
2. Health and Safety – organisations and instructors must ensure that minimum legal requirements with regards to “Health & Safety at Work Act 1974” (HASWA) and the “Management of Health & Safety at Work Regulations 1999” (MHSWR). Organisations must have an up to date Health & Safety Policy statement signed by a director or senior manager and Employer Liability Insurance. Individual instructors must hold Public Liability and Professional indemnity insurance.	Date documents received:
3. Risk Assessment – organisations and instructors must conduct suitable and sufficient risk assessments in accordance with the Health and Safety Executive’s “Five Steps to Risk Assessment”. The risk assessment must in turn be integral within the operational procedure and staff training. It will be desirable for separate risk assessments to be conducted for each activity and each venue.	Date documents received:

4. Staff – all staff must be competent in all health and safety aspects of their work relating to safety policy, safe working procedures and action to be taken in the event of an emergency situation.	Evidenced by:
5. Incident, Accident and Emergency Procedures – organisations and instructors must have proper documentation advising on action to be taken in the event of an emergency situation in place. Significant incidents and accidents are reported internally and all 'RIDDOR' incidents are reported to the appropriate Health and Safety Executive.	Date documentation received:
6. Modification of Activity or Venue – organisations and instructors must have procedures for cancelling events, including proper points during the planning process for the cancellation of events and notifying participants.	Date procedures received:
7. First Aid – organisations and instructors should comply with the "Health and Safety Regulations 1981" to provide first aid provision at all times taking into account staff and user needs, type, quantity and location of equipment and number of qualified first aiders.	Evidenced by:
8. Use of Equipment – instructors to check equipment before setting out. Organisations to identify and assess risks arising from the use of machinery or equipment. If fitness equipment is used, the organisation must maintain the equipment in accordance with the manufacturers' service schedules and conduct checks of equipment as per the manufacturers' guidelines.	Evidenced by:
9. Criminal Records Bureau – all	Evidenced by:

persons who have direct contact with children and vulnerable adults have been checked through enhanced disclosure via the Criminal Records Bureau. Evidence of Criminal Records Bureau checks are in place where required.	
10. System Audit and Review – organisations and instructors must conduct periodic external audits to establish that management arrangements, adequate risk control systems and workplace precautions are in place. Must conduct periodic reviews of health and safety performance and make decisions about improving performance based on information from 'measuring' and 'auditing' activities.	Evidenced by:
11. Staff Qualifications – must ensure that staff have the relevant level of recognised qualification for the environment/terrain in which they teach and for the fitness/health levels of the participants of every session.	Evidenced by:
12. Specialised Staff – ensure staff instructing in specialist areas hold an appropriate nationally recognised qualification for the discipline such as pre/post natal or Exercising with Older Adults.	Evidenced by:
13. Customer Care – ensure that on joining the organisation or session customers are made aware of the standard terms and conditions that apply to their membership.	Evidenced by:
14. Consultation Agreement – members must be aware of any contractual arrangement they are signing.	Evidenced by:
15. Consultation Environment – the environment in which this	Evidenced by:

dialogue takes place must be conductive to allowing free expression and questioning by the client.	
16. Office of Fair Trading – ensure that any written contracts for members are in accordance with Office of Fair Trading's Guidelines.	Evidenced by:
17. Medical Pre-Screening – organisations and instructors must ensure users complete a medical pre-screening document before undertaking physical activity.	Date document received:
18. Users – ensure that a record of all users is kept.	Date record received:
19. Induction – ensure that all users understand the session, what is expected of them and how to use any featured equipment.	Evidenced by:
20. Customer Perception of Operational Performance – ensure that customer complaints are acknowledged and direct communication is maintained with the customer while seeking to resolve the matter.	Evidenced by:
21. Equality – demonstrate a commitment to the Equality Act 2010.	Evidenced by:
22. Other users – give due consideration to other park users by keeping to the quiet corners of parks and leaving room and keep noise levels to a minimum.	Evidenced by:
23. Infrastructure – avoid using children's play equipment, ensure to use different areas so as not to damage ground and do not attach any equipment or rope to trees.	Evidenced by:

24. Park Management Rules – to be complied with.	Evidenced by:
25. Community Benefits – organisations and instructors are invited to propose benefits to the facilities that are being used.	Proposal:
26. Charges – if no benefits are proposed or they are not acceptable to the Council, then the following charges will be imposed either: Annual fee of £200 or Session fee of £20	Amount paid: Date:

Appendix 4

CODE OF PRACTICE AND AGREEMENT FOR SMALL BUSINESS VENTURES USING PARKS AND OPEN SPACES FOR COMMERCIAL PURPOSES

1. Operational Procedures – a written operational procedure should be maintained for all activities. The operational procedure should cover who can run sessions with reference to qualifications and competence. Expectations in the event of incident or accident and site specific hazards.	Date Operational Procedure received:
2. Health and Safety – organisations must ensure that minimum legal requirements with regards to “Health & Safety at Work Act 1974” (HASWA) and the “Management of Health & Safety at Work Regulations 1999” (MHSWR). Organisations must have an up to date Health & Safety Policy statement signed by a director or senior manager and Employer Liability Insurance. Individual instructors must hold Public Liability and Professional	Date documents received:

indemnity insurance.	
3. Risk Assessment – organisations must conduct suitable and sufficient risk assessments in accordance with the Health and Safety Executive's "Five Steps to Risk Assessment". The risk assessment must in turn be integral within the operational procedure and staff training. It will be desirable for separate risk assessments to be conducted for each activity and each venue.	Date documents received:
4. Staff – all staff must be competent in all health and safety aspects of their work relating to safety policy, safe working procedures and action to be taken in the event of an emergency situation.	Evidenced by:
5. Incident, Accident and Emergency Procedures – organisations must have proper documentation advising on action to be taken in the event of an emergency situation in place. Significant incidents and accidents are reported internally and all 'RIDDOR' incidents are reported to the appropriate Health and Safety Executive.	Date documentation received:
6. Modification of Activity or Venue – organisations must have procedures for cancelling events, including proper points during the planning process for the cancellation of events and notifying participants.	Date procedures received:
7. First Aid – organisations and instructors should comply with the "Health and Safety Regulations 1981" to provide first aid provision at all times taking into account staff and user needs, type, quantity and location of equipment and number of qualified first aiders.	Evidenced by:

8. Use of Equipment – organisations to check equipment before setting out. Organisations to identify and assess risks arising from the use of machinery or equipment.	Evidenced by:
9. Criminal Records Bureau – all persons who have direct contact with children and vulnerable adults have been checked through enhanced disclosure via the Criminal Records Bureau. Evidence of Criminal Records Bureau checks are in place where required.	Evidenced by:
10. System Audit and Review – organisations must conduct periodic external audits to establish that management arrangements, adequate risk control systems and workplace precautions are in place. Must conduct periodic reviews of health and safety performance and make decisions about improving performance based on information from 'measuring' and 'auditing' activities.	Evidenced by:
11. Staff Qualifications – must ensure that staff have the relevant level of recognised qualification for the environment in which they are involved.	Evidenced by:
12. Customer Care – ensure that on joining the organisation or session customers are made aware of the standard terms and conditions that apply to their membership.	Evidenced by:
13. Consultation Agreement – members must be aware of any contractual arrangement they are signing.	Evidenced by:
14. Consultation Environment – the environment in which this dialogue takes place must be conductive to allowing free expression and questioning by the client.	Evidenced by:

15. Office of Fair Trading – ensure that any written contracts for members are in accordance with Office of Fair Trading's Guidelines.	Evidenced by:
16. Users – ensure that a record of all users is kept.	Date record received:
17. Customer Perception of Operational Performance – ensure that customer complaints are acknowledged and direct communication is maintained with the customer while seeking to resolve the matter.	Evidenced by:
18. Equality – demonstrate a commitment to the Equality Act 2010.	Evidenced by:
19. Park Management Rules – to be complied with.	Evidenced by:
20. Community Benefits – organisations are invited to propose benefits to the facilities that are being used.	Proposal:
21. Charges – if no benefits are proposed or they are not acceptable to the Council, then the following charges will be imposed either: Annual fee of £200 or Session fee of £20	Amount paid: Date:

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	18 March 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	City Play Areas
REPORT NUMBER:	CHI/15/125
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To advise Committee of the progress of the 2014/15 Environmental Services programme of Play Area Refurbishment Works.

2. RECOMMENDATION(S)

That the Committee:

(i) Acknowledges the success of the 2014/15 refurbishment programme.

(ii) Agrees that the Service should continue the rolling programme of Play Area Refurbishment for 2015/16 as detailed in this Report.

3. FINANCIAL IMPLICATIONS

All works associated with play areas is undertaken within existing budget levels.

2014/15 Programme
Revenue £120,000
Capital £450,000 **(HRA £300,000)**

Common good funding specifically allocated to the refurbishment of Hallfield Road Play area £20,000

Common good funding commemorating the centenary of WW1 £75,000 allocated to Earns Heugh Road and Langdykes Way play areas.

2015/16 Programme
Revenue £120,000
Capital £470,000 **(HRA £300,000)**

Capital funding is split £300K HRA and £170K Condition and Suitability Programme.

There are no further financial implications as a result of this report.

4. OTHER IMPLICATIONS

Housing and Environment staff undertakes implementation of all works associated with the rolling programme of Play Area Refurbishment.

There are positive implications of this rolling programme against International, National and Local Children's' Play Policy:

United Nations, Convention on the Rights of the Child. Article 31 of the Convention states:

"Every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts."

The Scottish Governments, Play Strategy for Scotland 21st June 2013 states:

"Children's play is crucial to Scotland's well being; socially, economically and environmentally. Our people are our greatest resource and the early years of life set the pattern for children's future development.

'The experiences children have in early life – and the environments in which they have them – shape their developing brain architecture and strongly affect whether they grow up to be healthy, productive members of society' (Harvard University, 2007).

Play is an essential part of a happy, healthy childhood and 'when children play their brains do two things: they grow and they become organised and usable' (Hughes, 2013). By investing in all our children and young people now we can strengthen their ability to achieve their full potential."

Aberdeen City Council upholds children's rights to play in the City's Play Policy. Some of the key action points contained within this policy are to:

- *Monitor the city's network of fixed play equipment to ensure that they are safe, well lit and maintained to a high standard.*
- *Provide play opportunities within the city that are of high quality, challenging and safe.*
- *Promote the importance of play within the lives of 'Aberdeen's Children' so that they are active and healthy.*

It is clear that the Council recognises that play is an essential part of a child's development and important to the future of Aberdeen. This can be clearly seen in the Council's Children's Strategy statement:

''Play is an essential part of everyone's life and is fundamental to human development and is freely chosen and self directed. Children engage in play as a mechanism to explore the world around them, for enjoyment and creative expression and as the medium through which skills are learned and developed. Play is the stimulus for physical, intellectual, emotional and social development.''

Nurtured Outcome Group have **i**dentified in their 'Early Years Framework Implementation Plan 2014-15' that:

"Increasingly and consistently, evidence shows that giving children the best start in life offering the highest quality of health, learning and play experiences, improves outcomes for children that will have a life long impact for them as adults. These experiences enable children to become active citizens who can make significant contributions to society and participate fully in their own lives and those of their communities."

There are direct implications arising from this report in terms of health and safety under BS EN 1176 Playground Equipment Standard and BS EN1177 Impact Absorbing Playground Surfacing.

5. BACKGROUND/MAIN ISSUES

5.1 Aberdeen City Play Areas

At present there are 153 play areas **(64no HRA)** throughout the City with an estimated asset value of £9 million. The play areas are categorised according to the industry standard of:

- 53no Local Areas of Play (LAP) **(23no HRA)**, small play area.
- 69no Local Equipped Areas of Play (LEAP) **(33no HRA)**, medium play area.
- 31no Neighbourhood Equipped Areas of Play (NEAP) **(8no HRA)**, large play area.

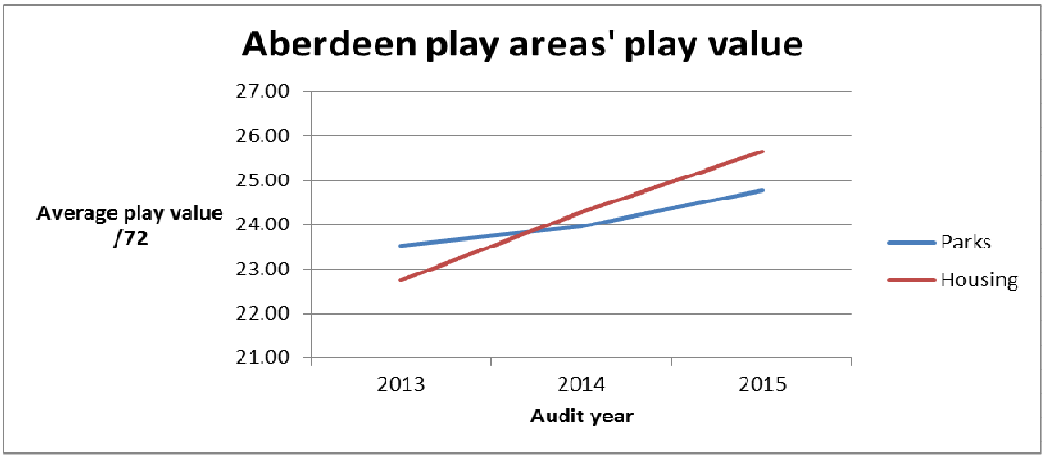
The Revenue Budget for maintenance of these areas is currently £120,000 a year, which gives approximately £784 per play area for

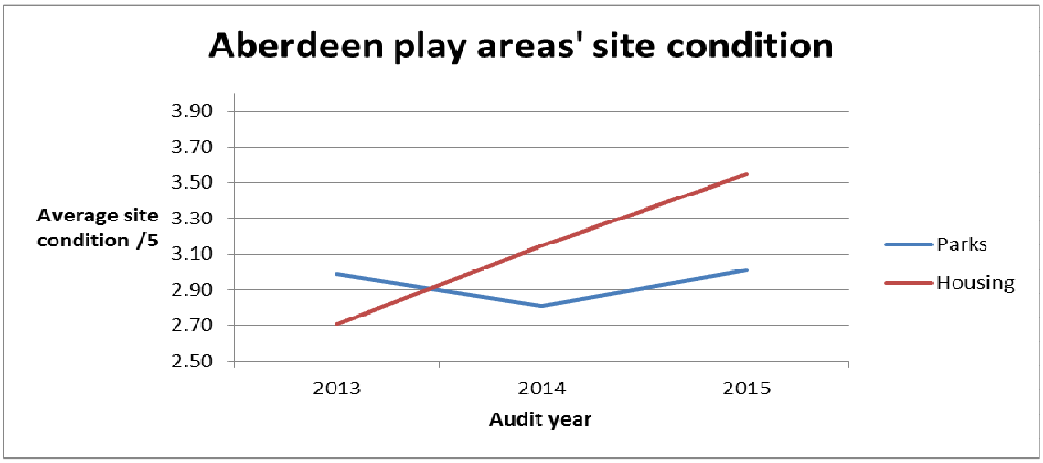
repairs and maintenance. A rolling programme of refurbishment is underway to replace all 153 play areas over a 15 year period.

5.2 Play Area Inspection and Maintenance 2014

A review of the Cities play area inspection regime was carried out by the Service in 2012, as a result of an identified decline in the overall condition of play areas. Following on from that review new inspection, reporting and maintenance procedures have been put in place. These improved procedures are contributing to the overall improvement in the quality of play areas city wide.

Further audits have been carried out in Jan 2014 and Jan 2015 which clearly demonstrates this upward trend.





5.3 Programme 2014/15 UPDATE

Following on from a second audit a priority list for play area refurbishment during 2014/15 was created. This was based on the site condition, play value and proximity to other play areas. Along side this, a separate list of individual items requiring renewal, removal or

immediate repair was compiled using recommendations from the Annual Independent Play Inspection Report.

This allowed the Service to develop a programme to move the refurbishment forward as funding was made available. The programme is structured to target the areas most in need of refurbishment, balanced against overall condition, play value and proximity to other areas.

Capital Funding of £450,000 and an increased Revenue Budget of £120,000, and the addition of £95,000 from the Common Good Fund have enabled the Service to make good progress with the Refurbishment Programme previously described. This has been on a priority basis and has involved community consultation on the final design of each of the larger play areas.

By the end of the 2014/15 financial year the Service will have fully refurbished play areas at the following locations:

Play Area	**Capital Budget**
Leslie Terrace	C&S programme
Newton Terrace	C&S programme
Thistle Court	HRA
Marischal Court	HRA
Beech Rd	HRA
Oldcroft Rd	HRA
Mathews Rd	HRA
Earns Heugh Rd	Common Good Fund
Langdykes Way	Common Good Fund
Hallfield Rd	HRA
Girdleness Rd	HRA
Kerloch Gardens	HRA

And carried out several partial refurbishments as follows:

Play Area	**Capital Budget**
Heathryfold, replacement of climbing units and landscaping works	C&S programme
Cromwell Road, replacement of main climbing unit and swings	C&S programme
Gordon Park, replacement of swings and roundabout and see saw	C&S programme
Greenbrae Drive, additional climber unit and multi goals	Housing

Around 25 items, identified as nearing the end of their useful lives were removed from sites around the city throughout the year.

In addition to allocated budgets, the service has worked closely with community groups raising funding for play facilities in their own areas. This year groups have secured

Play Area	External/community Funding
Kincorth Circle Skate Park	£50k
Girdleness Road play area	£26K
Eric Hendrie play area MUGA	£30K
Altens Community Centre play area	£50K

This gives an overall total of **£156K** of secured external funding. The success of these groups in securing this additional funding highlights the growing importance of community engagement.

Public feedback has been extremely positive to the works carried out to date and we anticipate positive press coverage once this year's refurbishments are complete.

5.4 Proposed Programme 2015/16

A third Play Area Audit of condition and play value has already been completed this year. Findings from this audit will be used to inform the priorities for the coming financial year. At present the Service is in the process of finalising priorities, costs and design briefs for the coming year.

The following areas are listed in priority order only and the 2015/16 programme for refurbishment will be finalised in the near future.

Play Area	**Capital Budget**
Wales Street	HRA
Fernhill Road	HRA
Findon Ness	HRA
Deevale Crescent	HRA
Manor Ave	HRA
Seaton Gardens N	HRA
Seaton Ave South	HRA
Hutcheon Court	HRA
Orchard Street	HRA
Kingswood Crescent	C&S programme
Bethlin Mews	C&S programme
Kingswood Road	C&S programme
Coldstone Avenue	C&S programme
Kincorth Land	C&S programme
Corthan Crescent	C&S programme

Once finalised, design briefs should be completed and out to tender by May. As in previous years Communities will again be consulted on the proposals for higher value sites. All refurbishment work will be completed within the 2014/15 financial year.

6. IMPACT

The City Play Areas will contribute to the delivery of the five year plan "Aberdeen the Smarter City" commitments to:-

"promote and improve opportunities for physical activity and sport to enable Aberdeen's citizens to lead more active, healthier lives."

"provide a clean, safe and attractive streetscape and promote biodiversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside. "

It will also assist the Council in delivering the Single Outcome Agreement's National Outcome 12 "We value and enjoy our built and natural environment and enhance it for future generations" and will contribute to several other outcomes including No.6 "We live longer, healthier lives", No. 7 "Tackling inequalities" and No. 10 "We live in well-designed, sustainable places where we are able to access the amenities and services we need".

The report contribute towards the delivery of the Aberdeen Open Space Strategy 2011-2016 particularly in delivering objective 2 and action 2.4 of the Strategy action plan

7. MANAGEMENT OF RISK

This report is seen as a benefit to all, the assessment of risk associated with this report is very low.

8. BACKGROUND PAPERS

Play Area Report 2012.
Independent Play Area Inspection Report 2013.
Play Area Priorities 2013/14.

9. REPORT AUTHOR DETAILS

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