

# Public Document Pack



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, Milne, Noble, Samarai, Thomson and Yuill

Town House,  
ABERDEEN, 11 May 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 **TUESDAY, 19 MAY 2015 at 2.00 pm.**

RODERICK MACBEATH  
SENIOR DEMOCRATIC SERVICES MANAGER

### **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 18 March 2015 (Pages 1 - 24)

#### **COMMITTEE BUSINESS, MOTIONS AND ANNUAL REPORTS LIST**

- 4.1 Committee Business Statement and Annual Reports (Pages 25 - 38)

4.2 Motions List (Pages 39 - 42)

### **MOTIONS**

5.1 There are no reports under this heading

### **REFERRALS**

6.1 There are no reports under this heading

### **FINANCE**

7.1 2014-2015 General Fund, Revenue and Capital Budget Monitoring (Pages 43 - 60)

7.2 2014-2015 Housing Revenue Account (Pages 61 - 70)

7.3 2014-2015 Trading Services Budget Monitoring (Pages 71 - 74)

### **PERFORMANCE MANAGEMENT AND SERVICE ISSUES**

8.1 Communities, Housing and Infrastructure Performance Report (Pages 75 - 120)

8.2 Communities, Housing and Infrastructure Risk Register (Pages 121 - 132)

### **COMMUNITIES**

9.1 Local Fire and Rescue Plan Performance Report (Pages 133 - 150)

9.2 Aberdeen City Local Fire and Rescue Plan Review (Pages 151 - 154)

9.3 Aberdeen City - Divisional Police Performance report - October 2014 to March 2015 (Pages 155 - 168)

9.4 HMICS Inspection of Aberdeen City Division (Pages 169 - 170)

9.5 Community Centre Compliance Monitoring (Pages 171 - 202)

9.6 Void Performance Review 2014/15 - to follow

- 9.7 Houses in Multiple Occupation - Old Aberdeen Community Council Area (Pages 203 - 210)
- 9.8 Affordable Housing Delivery (Pages 211 - 216)
- 9.9 Installation of Feature Lighting to Multi-Storey Blocks at Balnagask (Pages 217 - 220)
- 9.10 Seaton Backies One (Pages 221 - 242)

### **PLANNING AND SUSTAINABLE DEVELOPMENT**

- 10.1 Archaeology - Service Level Agreement with Aberdeenshire Council (Pages 243 - 250)
- 10.2 Draft Rowett North Masterplan (Pages 251 - 278)  
**Members, the draft masterplan can be viewed in the Members' Library**
- 10.3 Former AECC Site, Bridge of Don Development Framework (Pages 279 - 288)  
**Members, the draft framework can be viewed in the Members' Library**
- 10.4 Extending Service Level Agreement with the North East Scotland Biological Records Centre (NESBREC) (Pages 289 - 296)

### **ECONOMIC DEVELOPMENT**

- 11.1 There are no items under this heading

### **TRANSPORT**

- 12.1 Various Small Scale Traffic Management and Development Associated Proposals (Stage 1 - New Works) (Pages 297 - 318)
- 12.2 Various Small Scale Traffic Management and Development Associated Proposals (Stage 3 - Public Advert) (Pages 319 - 352)
- 12.3 Garthdee / Kaimhill - Proposed Controlled Parking Zone (Stage 3 - Public Advert) (Pages 353 - 388)
- 12.4 Update on Progress of Action Plan for Fleet Services (Pages 389 - 398)

- 12.5 External Funding for Transportation Projects (Pages 399 - 406)
- 12.6 Reduction of Pay and Display Parking Machines (Pages 407 - 426)
- 12.7 Bus Lane Enforcement Net Income - Proposed Expenditure 2015/2016  
(Pages 427 - 442)
- 12.8 In Town Without My Car Day 2015 (Pages 443 - 462)
- 12.9 Footway Crossing Extension (Appeal against refusal) - 46 Newburgh Crescent, Bridge of Don (Pages 463 - 468)
- 12.10 A96 Park and Choose Operation (Pages 469 - 494)

### **ENVIRONMENT**

- 13.1 Roundabouts - Policy on Landscaping and Vegetation Maintenance  
(Pages 495 - 508)
- 13.2 The Grounds Maintenance Service for Housing Amenity Contract (Pages 509 - 512)
- 13.3 Flood Risk Management Act Prioritisation (Pages 513 - 520)

### **ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE**

### **ENVIRONMENT**

- 14.1 Procurement of Waste Management Software System (Pages 521 - 570)
- 14.2 Zero Waste Project Update (Pages 571 - 586)

Website Address: [www.aberdeencity.gov.uk](http://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](mailto: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](mailto:sandrab@aberdeencity.gov.uk) or 01224 523039 or Faiza at [fnacef@aberdeencity.gov.uk](mailto:fnacef@aberdeencity.gov.uk) or 01224 523183

## COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 18 March 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, Corall, Cormie, Crockett, Delaney, Dickson, Jackie Dunbar, Finlayson, Grant, Greig (as substitute for Councillor Yuill for article 5), McCaig, Milne, Samarai, Thomson, Young (as substitute for Councillor Laing) and Yuill (for articles 1 to 4 and 6 to 36).

The agenda and reports associated with this minute can be located at the following link:-

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=503&MI d=3454&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.

### ORDER OF AGENDA

1. The Convener advised that he proposed to take item 9.1 (Police Performance Reporting 2015/2016) directly after consideration of the minute of the previous meeting to enable Chief Inspector Murray Main to depart the meeting once the report had been considered.

The Convener also advised that item 12.9 (Footway Crossing Extension – Appeal against refusal - 46 Newburgh Crescent, Bridge of Don) had been withdrawn from the agenda to enable further information to be sought.

#### The Committee resolved:-

- (i) to note the withdrawn item; and
- (ii) to concur with the suggestion of the Convener in relation to the change to the agenda order.

### DETERMINATION OF EXEMPT BUSINESS

2. The Convener proposed that the Committee consider items 14.1, 15.1 and 16.1 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 items 14.1, 15.1 and 16.1 (articles 34 to 36 of this minute) so as to avoid disclosure of information of the class described in paragraphs 8 and 9 (item 14.1), 8 (item 15.1) and 6 (item 16.1).

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**REQUESTS FOR DEPUTATIONS**

3. The Convener advised Committee that three requests for deputation had been received:-

- (a) Mr Martin Wilson in relation to item 9.5 (HMO Fee Setting 2015-2016) (article 6 refers);
- (b) Mr William Lonsdale in relation to item 12.6 (Garthdee – Proposed Controlled Parking Zone) (article 7 refers); and
- (c) Mr Paul O'Connor in relation to item 12.6 (Garthdee – Proposed Controlled Parking Zone) (article 7 refers).

Request (c) as detailed above had not been received within the terms outlined in Standing Order 10(1).

The Convener advised that he proposed to hear all three deputations prior to consideration of the relevant items.

**The Committee resolved:-**

to agree to hear all three deputations prior to consideration of the reports.

**MINUTE OF PREVIOUS MEETING OF 13 JANUARY 2015**

4. The Committee had before it the minute of its previous meeting of 13 January 2015 for approval.

**The Committee resolved:-**

- (i) in relation to article 13 (Local Fire and Rescue Performance Report), to note that a workshop had been arranged for Elected Members at 10.30am on 24 April 2015; and
- (ii) to approve the minute as a correct record.

**POLICE PERFORMANCE REPORTING 2015/2016**

5. With reference to article 12 of the minute of its previous meeting, the Committee had before it a report by Chief Superintendent Adrian Watson which set out options for reporting information submitted to Committee by the Police Service of Scotland.

**The report recommended:-**

that Committee –

- (a) note the contents of the report;
- (b) make an informed decision based on the options presented therein; and
- (c) identified members to influence further consultation.



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**The Committee resolved:-**

- (i) to agree option 2 as set out in the report, namely bi-annual reporting; and
- (ii) to agree that Councillors Cooney, Graham, Greig and Samarai would form the short term reference group.

**HMO FEE SETTING 2015-2016 - CHI/15/116**

6. (A) The Committee was addressed by Mr Martin Wilson. Mr Wilson explained that he had made a similar deputation to the Housing and Environment Committee in 2013 when the surplus on the HMO account, which had been built up over a number of years, was proposed to be reduced over a 2 year period. At that time he had proposed that the surplus be run down over 3 years rather than 2 years and that it be effected by a discount to the renewal fee. The rationale for the discount being applied to renewals was that only renewals were affected by the higher fees some 3 years earlier.

Mr Wilson noted that the current proposal being put forward proposed to reduce the discount for renewals to £95 (3-5 tenants). He advised that he quoted the 3-5 tenant figures for convenience but that the proposal would affect all renewal discounts, albeit by different amounts. Mr Wilson stated that in the last two years the renewal fee discount had been set at £275 and £245. He added that the proposal to reduce the discount this year to £95 would not provide the same level of discount to those affected by high HMO fees in the year 2012-13 when the fee was £550 and 3 years previously in 2009-10 £1000. He advised that 2009-2010 was the year (2009-10) in which the largest surplus was raised on the account and drew members' attention to a slide which demonstrated the amounts. Mr Wilson advised that the ratio of new applications to renewals had remained steady at approximately 1:2 and was forecast to remain at that ratio for the next year. Therefore he suggested that any £1 decrease in the renewal fee could be matched by a £2 increase in the new application fee to maintain revenue levels.

Mr Wilson noted that the proposal for the 2015-16 fees was for renewals to be set at £400 and new applications to be set at £495. He suggested what he considered to be an alternative, fairer fee structure for 2015-16, which preserved the intent of the original proposal in 2013. Mr Wilson added that he believed the fee income would be the same if the fees were £350 and £595, with the £50 reduction in renewals being offset by the £100 increase for new applications. The difference between the two fees would be £245, a level of discount similar to that of the last 2 years (£275 and £245). He believed this would maintain the fairness of the original proposal in the final year of the 3 year period. Mr Wilson added that other fee levels for different size HMOs would be adjusted in the same manner and concluded by asking the Committee to consider accepting his alternative proposal.

There being no questions from Members in relation to the deputation, the Convener thanked Mr Wilson for his contribution.

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(B) The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to set revised HMO Licensing fees from 1 April 2015.

**The report recommended:-**

that Committee implement the new HMO Licence fee structure for 2015/2016 as set out in the following table as from 1 April 2015:-

No of Tenants	RENEWALS			NEW APPLICATIONS		
	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

**The Committee resolved:-**

to approve the recommendation.

**GARTHDEE - PROPOSED CONTROLLED PARKING ZONE (INITIAL STATUTORY CONSULTATION) - CHI/15/109**

**At this juncture, the Convener referred to a letter which had been sent from the Principal and Vice Chancellor of the Robert Gordon University to the Chief Executive which offered to make payments for the coming 10 years in relation to the existing Garthdee CPZ. There followed a short recess while the letter was copied and circulated to Committee members.**

7. (A) The Committee heard firstly from Mr William Lonsdale who stated that the purpose of the report should reflect the earlier resolution of Committee. Mr Lonsdale referred to the financial implications outlined in the report as well as to the content of previous reports to the Development Management Sub Committee in 2010 and stated that as all costs of the CPZ had been covered, it was not appropriate for the Council to charge residents for parking. He also referred to the response from the Planning and Sustainable Development Service outlined in the report and described it as disingenuous. He stated that the University also referred in their framework document to a 'free for residents CPZ', and so for these reasons, he did not think that there should be a charge made on residents.

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Mr Lonsdale noted the letter which had been received from the Robert Gordon University but added that while he welcomed the offer, he did not feel that the gesture was particularly generous, and that the University should protect Garthdee residents from detriment in perpetuity, as he stated that the problems suffered in Garthdee were as a result of the expansion of the University. He added that the impact of the expansion would not lessen after 10 years, and asked that the Council continue to press the University on the funding of residents' parking. He also asked that officers be instructed to ensure that the draft traffic order made clear that Residential Exemption Permits should be provided free of charge, stating that this would comply with the commitments given to the community in the public consultation on the RGU Planning Application and with the resolutions of the Development Management Sub Committee.

There being no questions from members in relation to the deputation, the Convener thanked Mr Lonsdale for his contribution.

The Committee then heard from Mr Paul O'Connor who stated that the residents of Garthdee had been through a particularly unsettled period. He noted that he was in favour of the same goal as Mr Lonsdale, however he wanted it to be achieved in a different way. He stated that he did not want everyone to be looking backwards, but rather looking forwards in a manner which would appease the Council, Robert Gordon University and the Garthdee community. He requested that the Council put politics aside and sought cross-party agreement to accept the offer from the University. Mr O'Connor stated that he had also spoken to the University and that they were willing to provide a letter of comfort to residents that in Year 8 they would meet with the Council to discuss how to move forward. He suggested that local members should meet with the University to discuss the matter, and asked that both Kaimhill and Garthdee be given the same 10 year period. He concluded by thanking Angela Scott, SACRO and the community activists for their work to resolve the matter and asked that the Committee took the opportunity to celebrate what might result from the offer from the University.

There being no questions from members in relation to the deputation, the Convener thanked Mr O'Connor for his contribution.

(B) With reference to article 3 of the Urgent Business Committee meeting of 27 November 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out 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 which was illustrated in blue in Appendix 1 of the report.

Members then asked a number of questions of officers.

**The report recommended:-**

that Committee –

(a) acknowledge the contents of the report;

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- (b) note the concerns of the Community Council; and
- (c) instruct officers to progress to the public advertisement stage and report the results to a future Committee.

**The Committee resolved:-**

- (i) to approve the recommendations contained in the report;
- (ii) to agree that the area covered by the report would be at zero charge to residents;
- (iii) to accept the offer from the Robert Gordon University to make payments up to 30 September 2025 to fund the administration for the existing Garthdee CPZ (capped at £25,000 p.a.) provided that during this period, residents were not charged a parking fee; and
- (iv) to agree that a joint letter be sent to residents from the Principal of Robert Gordon University and the Chief Executive of Aberdeen City Council which would specify that refunds would be paid promptly in respect of payments and fines levied since December 2014.

**COMMITTEE BUSINESS STATEMENT AND ANNUAL REPORTS LIST**

8. 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 18 (High Hedges) from the business statement as information had been provided in the bulletin; and
- (ii) to otherwise note the updates contained within the business statement and annual reports list.

**MOTIONS LIST**

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

**The Committee resolved:-**

to note the updates provided in relation to both outstanding motions.

**MOTION BY COUNCILLOR YUILL - 20MPH SPEED LIMITS**

10. With reference to article 15 of the minute of Council of 4 March 2015, the Committee heard from Councillor Yuill in relation to his motion which had been referred to the Communities, Housing and Infrastructure Committee:-

“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;

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2. Notes the positive effect on pedestrian and cyclist survivability in accidents involving vehicles travelling at 20mph rather than 30mph; and
3. Instructs officers to report on the feasibility, desirability and implications of introducing a similar arrangement in Aberdeen.”

Councillor Yuill, seconded by Councillor Delaney, moved his motion as set out above.

The Convener, seconded by Vice Convener Graham, moved as an amendment:-  
 That Committee take no action in respect of the motion.

On a division, there voted:- for the motion (2) – Councillors Delaney and Yuill; for the amendment (17) – the Convener; Vice Convener Graham; Vice Convener Jean Morrison; and Councillors Allan, Blackman, Corall, Cormie, Crockett, Dickson, Jackie Dunbar, Finlayson, Grant, McCaig, Milne, Samarai, Thomson and Young.

**The Committee resolved:-**  
 to take no action in respect of the motion.

**2014-2015 GENERAL, REVENUE AND CAPITAL MONITORING - CHI/15/123**

11. 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.

**2014-2015 HOUSING REVENUE ACCOUNT - CHI/15/122**

12. 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 December 2014.

**The report recommended:-**

that Committee –

- (a) note the financial information contained within the report;

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- (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 out-turn position for 2014/15 following completion of the year end statutory accounts; and
- (c) approve the virements outlined in Appendix 3

**The Committee resolved:-**

to approve the recommendations.

**2014-2015 TRADING SERVICES BUDGET MONITORING - CHI/15/124**

**13.** 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 information on management action and risks contained therein; and
- (b) instruct that officers report the year end position to the appropriate Committee.

**The Committee resolved:-**

to approve the recommendations.

**COMMUNITIES, HOUSING AND INFRASTRUCTURE PERFORMANCE REPORT - CHI/15/119**

**14.** With reference to article 9 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 in relation to various aspects of the report.

In relation to new tenant visits (page 80 of the report) and the fact that the target was 100% but the current value was 40.6%, Members sought clarification on the action being taken to improve the statistic. Officers advised that the figure was currently

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sitting at 61%, and that the Out of Hours visiting team was now in place which it was hoped would further improve the figures.

In relation to the number of offers of accommodation refused monthly (page 81/82 of the report), Members asked if officers could make contact with the applicant in the first instance to ascertain if they would be interested in a property prior to making an offer. Officers advised that the issue of refusals was currently being looked at by the Housing Options Manager to ensure that the process was clear for applicants. It was also noted that offers of accommodation were occasionally withdrawn.

There was a further question around the number of households affected by the Haudagain Improvement Project applying to be rehoused and officers highlighted that a full update on the Haudagain Project was included in the Committee information bulletin.

**The report recommended:-**

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

**The Committee resolved:-**

to note the performance information contained within the report

**UPDATE AND REVIEW OF THE HOUSING FOR VARYING NEEDS REVIEW - CHI/15/096**

**15.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress of the Review of Housing for Varying Needs and the associated work streams. The report included detail in relation to the progress of changes which had been introduced in the first operational phase of the review and requested approval for further proposals as part of the wider review.

**The report recommended:-**

that Committee –

- (a) note the progress of
- (i) the implementation of amenity housing at former sheltered housing developments;
  - (ii) the telecare upgrade programme at amenity (transitional developments), sheltered, very sheltered and extra care housing developments;
  - (iii) the decommissioning of Smithfield Court as sheltered housing, associated costs, the refurbishment of the building and proposals for relet initiatives;
  - (iv) the work to convert Provost Hogg Court from sheltered housing to very sheltered housing; and
  - (v) the work to combine the service at Berry Moss Court and Parkhill Court to operate as sheltered housing as per the recommendation of the Housing and Environment Committee of August 2014;

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- (b) approve the recommendations contained in Appendix 1 of the report (as set out in the table below) which detailed 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;

<b>Property</b>	<b>Recommendation</b>
Balmoral Court	Progress with the decision of 2013 to change the development to amenity housing
Bede House Court	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
South Constitution Street	Progress with the decision of 2013 to change the development to amenity housing. Officers should also consider some of the long term void flats for allocation under the sensitive letting policy
Craigton Park	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
Meadow Court	Progress with the decision of 2013 to change the development to amenity housing. Officers should also consider some of the long term void flats for allocation under the sensitive letting policy
Regensburg Court	Progress with the decision of 2013 to change the development to amenity housing
Seaview House	Progress with the decision of 2013 to change the development to amenity housing. Officers should also consider some of the long term void flats for allocation under the sensitive letting policy
Thorngrove Court	Progress with the decision of 2013 to change the development to amenity housing

- (c) approve that tenants living in the transitional developments, changing from sheltered to amenity housing be offered, as a minimum, an amenity with community alarm service where family members responded with the future option to upgrade to amenity+ where the responder was a staff member;
- (d) approve that the charge for amenity with community alarm service be set in line with the traditional community alarm service charge, currently £1.35 per week and that the amenity+ charge of £5 per week be as approved in the budget report considered on 5 February 2015; and



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- (e) agree that officers be 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 had been exhausted.

**The Committee resolved:-**

to approve the recommendations.

**REVIEW OF VOIDS PROCESSES - CHI/15/121**

**16.** With reference to article 15 of the minute of the Communities, Housing and Infrastructure Committee of 28 October 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the review of the voids process, and detailed improving performance in the management of empty properties, as well as a range of actions being implemented to continue the positive trend.

**The report recommended:-**

that Committee note the content of the report

**The Committee resolved:-**

- (i) to note the report; and
- (ii) to agree that officers proceed with the detailed action plan, to include (a) asset management options for the lowest demand areas with the primary focus being to bring these homes back into use quickly; (b) the implications of prioritising the turnaround of empty homes over routine maintenance and non-urgent repairs for a time limited period; and (c) minimising the turnaround times for empty homes on a longer-term basis, outlining the resources likely to be needed, balanced against the expected increased income to the Housing Revenue Account.

**FUNDED PROJECTS AND LEASED COMMUNITY CENTRES - CHI/14/076**

**17.** With reference to article 10 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 for expenditure in relation to funded projects for 2015/16, including seeking agreement for a number of actions following on from a review of funded projects which had been carried out as part of the Community Learning and Development review. The report also sought approval for the implementation of a recommendation from an Internal Audit report to the 26 June 2014 meeting of the Audit and Risk Committee in respect of leased community centres.

**The report recommended:-**

that Committee –

- (a) approve the expenditure in relation to the Funded Projects for 2015/16 as set out in the financial implications section of the report (3.1);

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- (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 the status quo), with the exception of an 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; and
- (e) instruct officers to withhold payment of the Development Grant to Community Centre Associations who had not signed up to the Management Agreement and lease / licence to occupy by 31 March 2015. In the event that these Associated formally entered into the new agreement by 30 June 2015 and completed the signing of the agreements by 30 September 2015, the Development Grant would then be processed and backdated to 1 April 2015.

**The Committee resolved:-**

- (i) to approve recommendations (a) to (d); and
- (ii) to request a progress report in September on the outstanding centres which had not yet signed up to the Management Agreement and lease.

**SHORT TERM HOUSING FOR KEY WORKERS - CHI/15/100**

**18.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided information on housing issues which could be a barrier to the recruitment of key workers for some vital sectors of the city's public and third sectors, such as teachers, carers and police officers, and sought approval for a local lettings initiative for Smithfield Court which would assist with housing key workers in the city.

**The report recommended:-**

that Committee –

- (a) 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 the report; and to instruct officers to implement the initiative once detailed proposals were developed;
- (b) instruct officers to publish the local lettings initiative alongside the Council's Scheme of Allocations; and
- (c) instruct officers to review the local lettings initiative as set out in the report after a period of 12 months and report back to Committee on outcomes as appropriate.

**The Committee resolved:-**

to approve the recommendations.

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**ABERDEEN HYDROGEN STRATEGY AND ACTION PLAN 2015-2025 - CHI/14/048**

**19.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the actions required to support Aberdeen as a leader in the emerging hydrogen and fuel cells sector and sought approval for the Aberdeen City Region Hydrogen Strategy 2015-2016.

**The report recommended:-**

that Committee –

- (a) approve the Aberdeen City Region Hydrogen Strategy and Action Plan 2015-2025;
- (b) 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; and
- (c) 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.

**The Committee resolved:-**

to approve the recommendations.

**BI-ANNUAL SECTOR SKILLS NEEDS AUDIT - CHI/15/115**

**20.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the 2015 Sector Skills Needs Audit, a document which identified the current and predicted skill shortages within the local economy across all key sectors. The report sought approval for the document to be circulated to internal and external partners to support the development of future activities and to ensure that Aberdeen had an appropriate skilled pool of labour to meet current and future skill demands.

**The report recommended:-**

that Committee –

- (a) approve the production and circulation of the audit as a robust tool that was reflective of the local skill situation at the time of audit which could 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 the audit to inform partners on the key issues being raised by responding businesses;
- (c) support the use of the audit to develop appropriate responses by the Council's service and with partners that address the issues raised; and
- (d) agree to the production of a future report to the Committee outlining the draft action plan to address the key issues raised in the sector skills needs audit.

**The Committee resolved:-**

to approve the recommendations.

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**ROADS AND TRANSPORT RELATED BUDGET PROGRAMME 2015-2016 - CHI/15/129**

**21.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out the proposed roads and transportation programme from the approved capital budgets for 2015/2016, and sought approval for specific schemes where detailed, and budget headings for the remainder. The report also included provisional programmes for 2016/2017 and 2017/2018 where possible. Detailed expenditure was contained in the exempt report CHI/15/128 which was included at item 15.1 of the agenda (article 35 refers).

**The report recommended:-**

that Committee –

- (a) approve the schemes listed in the report Appendices as the detailed proposals for expenditure within budget heading;
- (b) approve expenditure under the Nestrans Capital and Revenue Programmes 2015/16;
- (c) instruct appropriate officials to implement the detailed programme;
- (d) authorise 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;
- (e) 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;
- (f) exempt all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement";
- (g) 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;
- (h) note the submissions made on behalf of Aberdeen City Council to Sustrans Scotland's Community Links Fund 2015/16 and, should these be successful, to approve officers to expend the funds in accordance with the proposed programme of work;
- (i) where traffic legislation was necessary, approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures; and
- (j) 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 to note that these would be reported back to a future committee.

**The Committee resolved:-**

to approve the recommendations.

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**EXEMPTION FROM STANDING ORDERS - ELLON ROAD CYCLE LINKS  
(BALGOWNIE ROAD TO THE PARKWAY) - CHI/15/136**

22. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which detailed a request under Standing Order 1(6)(b) for an exemption from the Standing Orders relating to Contracts and Procurement in relation to the Ellon Road Cycle Links (Balgownie Road to the Parkway) which had been made in January 2015 and granted in the same month to allow the implementation process for the project to progress.

**The report recommended:-**

that Committee note the contents of the report.

**The Committee resolved:-**

to approve the recommendation.

**PUBLIC ELECTRIC VEHICLE CHARGING INFRASTRUCTURE DEVELOPMENT IN  
ABERDEEN CITY - CHI/15/114**

23. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on developments with the publicly available Electric Vehicle infrastructure which the Council provided in Aberdeen; updated members on the costs associated with the project to date; and requested approval to continue to offer the Electric Vehicle charging service at no charge for a further 12 months.

**The report recommended:-**

that Committee –

- (a) note the contents of the report; and
- (b) instruct officers to continue to offer the Electric Vehicle charging service at no charge for a further 12 months, noting that future decisions on levels of charging would be made within the budget setting process.

**The Committee resolved:-**

to approve the recommendations.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT  
ASSOCIATED PROPOSALS (NEW WORKS) - CHI/15/106**

24. 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 parking bays which required to be progressed.

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The report related to proposals at the following locations in the city:-

Proposals to be funded from the Cycling, Walking, Safer Streets budget

- Beechwood Avenue – proposed ‘At any time’ waiting restrictions
- Bressay Brae / Cava Close / Fara Close – proposed ‘At any time’ waiting restrictions
- Hazlehead Road / Provost Graham Avenue – proposed ‘At any time’ waiting restrictions
- Mackay Road – proposed ‘At any time’ waiting restrictions
- Riverside Drive – proposed ‘At any time’ waiting restrictions
- Whitestripes Path – proposed ‘At any time’ waiting restrictions
- Kepplehills Road (Access road for Tulloch Park) – proposed ‘At any time’ waiting restrictions
- Westray Road – proposed ‘Monday to Friday 8am to 6pm’ waiting restrictions
- Exploration Drive – proposed ‘At any time’ waiting restrictions
- 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 and Display’ parking bays
- Highgate Gardens / Deemount Road / Deemount Avenue – proposed ‘At any time’ waiting restrictions
- Mastrick Drive – proposed ‘Monday to Friday 8am to 6pm’ waiting restrictions

Proposals to be funded through a Transport Scotland grant

- Various locations – Car Club parking spaces
- Various locations – Electric Vehicle parking spaces

Proposals to be funded by developers

- Balgownie Farm – proposed 20mph speed limit
- Tarbothill Road – proposed ‘At any time’ waiting restrictions, and revocation of existing ‘School Keep Clear’ markings

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 (31 spaces) at various locations as set out in the report
  - Off-street parking (2 spaces) at 152 Johnston Gardens and Kingswood Court

**The report recommended:-**

that Committee -

- (a) approve the proposals 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. If no significant objections were received, to progress with the public advertisement and report the results to a future meeting of the Committee; and

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- (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 (PUBLIC ADVERT) - CHI/15/108**

**25.** 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 12 orders and presented the objections which had been received where relevant in each case.

- (1) The Aberdeen City Council (Salisbury Terrace / Gray Street Lane, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (2) The Aberdeen City Council (Auchlea Place / Auchlea Road / Sheddocksley Road, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (3) The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (4) The Aberdeen City Council (Kirk Terrace, Cults, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (5) The Aberdeen City Council (Oakhill Grange / Oakhill Road, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (6) The Aberdeen City Council (Wellheads Place, Dyce, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (7) The Aberdeen City Council (Advocates' Road, Aberdeen) (Prohibition of Waiting) Order 201(X);
- (8) The Aberdeen City Council (Cattofield Place, Aberdeen) (20mph Speed Limit and Prohibition of Waiting) Order 201(X);
- (9) The Aberdeen City Council (A96 Great Northern Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X);
- (10) The Aberdeen City Council (Urquhart Road / Park Road, Aberdeen) (Traffic Management) Order 201(X);
- (11) The Aberdeen City Council (Springhill Road, Aberdeen) (One Way) Order 201(X); and
- (12) The Aberdeen City Council (Disabled Persons' Parking Places) (Citywide) (No. 1) Order 201(X).

**The report recommended:-**

that Committee –

- (a) approve the orders that did not attract objections, and to agree that all the orders be made and implemented accordingly;
- (b) in relation to 'The Aberdeen City Council (Craigiebuckler Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)', approve the order, albeit modify the

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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; and

- (c) 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)”, to overrule the objections received and approve these orders to be made as originally envisaged.

The Convener, seconded by Vice Convener Jean Morrison, moved the recommendations as contained in the report.

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

“To approve the recommendations as contained in the report, with the exception of the recommendation in relation to “The Aberdeen City Council (Advocates’ Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”.”

On a division, there voted:- for the motion (12) – the Convener; Vice Convener Graham; Vice Convener Jean Morrison; and Councillors Allan, Crockett, Delaney, Finlayson, Grant, Milne, Thomson, Young and Yuill; for the amendment (7) – Councillors Blackman, Corall, Cormie, Dickson, Jackie Dunbar, McCaig and Samarai.

**The Committee resolved:-**

to approve the motion.

**PARKING ISSUES AROUND HILL OF RUBISLAW OFFICE DEVELOPMENTS - BUSINESS CASE AND PRELIMINARY DESIGN - CHI/15/110**

**26.** With reference to article 23 of the minute of its meeting of 28 October 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update in relation to the progression of proposals for controlled parking measures in the area around the Hill of Rubislaw complex.

**The report recommended:-**

that Committee –

- (a) note the content of the report and the appended Business Case and preliminary design;
- (b) note that the £30,000 budget for the initial phase of the project was included within the Roads renewal Capital budget for 2015-2016; and
- (c) instruct officers to commence with the legal process, and report back to a future Committee with the results of the initial phase consultation.

**The Committee resolved:-**

to approve the recommendations.



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**DECLARATION OF INTEREST**

**Councillor Grant declared a pecuniary interest in the following article due to his employment by Aberdeen Inspired and withdrew from the meeting during consideration of the item.**

**REVIEW OF WAYFINDING PILOT SCHEME - CHI/15/111**

27. With reference to article 22 of the minute of the Council meeting of 5 March 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which detailed the outcome of the wayfinding pilot scheme which had been implemented in November 2014.

**The report recommended:-**

that 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 outlined in section 3 of the report) was secured; and
- (c) acknowledge that the cleaning and ongoing maintenance of the signs would result in an ongoing revenue burden for the Council and to ask officers to investigate options to help deliver the funding.

**The Committee resolved:-**

to approve the recommendations.

**INFANT CREMATION COMMISSION REPORT AND RECOMMENDATIONS - CHI/14/079**

28. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update of the actions carried out by Aberdeen City Council following Lord Bony's Infant Cremation Commission (ICC) Report and Recommendations which had been published on 17 June 2014. The report sought approval of a Policy Statement relating to the Cremation of Babies and Infants for Aberdeen City Council which had been one of the recommendations in the ICC report.

**The report recommended:-**

that Committee –

- (a) note the contents of the report;
- (b) approve the Policy Statement relating to the Cremation of Babies and Infants (as set out in Appendix 3 of the report); and
- (c) approve 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.

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**The Committee resolved:-**

- (i) to thank officers for their work on the recommendations from the ICC report;
- (ii) to approve the recommendations; and
- (iii) to instruct officers to contact the Stillbirth and Neonatal Death Charity (SANDS) in the first instance to discuss the potential creation of a local memorial to babies and infants, prior to the commencement of discussions between Aberdeen City Council and parents affected by the cremation of babies at Aberdeen Crematorium with regard to a local memorial as per ICC recommendation number 55.

**ENVIRONMENTAL NOISE ACTION PLAN UPDATE - CHI/15/094**

**29.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the proposed Noise Management Areas and Quiet Areas in the Aberdeen Agglomeration Noise Action Plan and provided an update on the status of the Plan.

**The report recommended:-**

that Committee –

- (a) approve the 14 noise management areas and 3 quiet areas in relation to round two of the noise mapping process; and
- (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.

**The Committee resolved:-**

to approve the recommendations.

**ENVIRONMENTAL HEALTH FOOD AND FEED REGULATORY SERVICE PLAN  
 2015-16 - CHI/15/101**

**30.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented a reviewed Food and Feed Regulatory Service Plan for approval and included an improvement plan for the forthcoming year.

The report advised that the Food Standards Agency's (FSA) 'Framework Agreement' required local authorities to prepare a service plan and annually review their performance against the plan. Although there was no such requirement for feed, the FSA did set out priorities for the coming year in respect of feed enforcement.

**The report recommended:-**

that Committee –

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- (a) approve in principle the maintenance and development of food and feed regulatory services necessary to satisfy the requirements of the Food Standards Agency Framework Agreement;
- (b) approve the Food and Feed Regulatory Service Plan 2015/2016; and
- (c) note the review of the 2013/2014 Food Regulatory Service Plan (Appendix A of the report).

**The Committee resolved:-**

to approve the recommendations.

**ENVIRONMENTAL HEALTH AND TRADING STANDARDS - OCCUPATIONAL HEALTH AND SAFETY INTERVENTION PLAN 2015-16 - CHI/15/102**

**31.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented an Occupational Health and Safety Intervention Plan which outlined the Environmental Health Service's proposals for delivering the occupational health and safety regulatory service for 2015/2016 and provided an update on progress with the activities from the 2015/2015 plan.

**The report recommended:-**

that Committee approve the Occupational Health and Safety Intervention Plan for 2015/16 and note the progress made in 2014/2015.

**The Committee resolved:-**

to approve the recommendation.

**MANAGEMENT OF EVENTS AND COMMERCIAL LETS IN ABERDEEN'S PARKS AND OPEN SPACES - CHI/15/130**

**32.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to manage corporate events within Council owned parks and for the introduction of a Code of Practice and Agreement for fitness clubs, instructors and other small business ventures using parks and open spaces for commercial purposes.

**The report recommended:-**

that Committee –

- (a) note the current arrangements in place within the City Events Team to manage events within Aberdeen's parks and open spaces;
- (b) acknowledge the agreed working relationship between City Events and Environmental Services that ensured that Aberdeen's parks and open spaces were maintained to the highest standard for ongoing event use;
- (c) agree the proposed charging structure for corporate events detailed in the report;
- (d) agree the proposed exemptions to the charging structure detailed in the report;

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- (e) agree 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; and
- (f) agree to the disposal of the stage unit detailed in the report.

**The Committee resolved:-**

- (i) to approve the recommendations;
- (ii) to request that officers ensure that the information in relation to the above was clear and easily accessible on the Council website; and
- (iii) to agree that all charges be reviewed and agreed at Committee on an annual basis, and to request that officers provide a review of how the charges had worked over the last twelve months within that report.

**CITY PLAY AREAS - CHI/15/125**

**33.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress of the 2014/2015 Environmental Services' programme of Play Area Refurbishment Works.

**The report recommended:-**

that Committee –

- (a) acknowledge the success of the 2014/15 refurbishment programme; and
- (b) agree that the Service should continue the rolling programme of Play Area Refurbishment for 2015/16 as detailed in the report.

**The Committee resolved:-**

- (i) to approve the recommendations; and
- (ii) to commend the Community Groups involved and to thank officers for their efforts to assist the Community Groups.

**In accordance with the decision recorded under article 2 of this minute, the following items were considered with the press and public excluded.**

**ACCELERATE ABERDEEN UPDATE AND FUTURE PLANS - CHI/15/118**

**34.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the Accelerate Aberdeen programme and the delivery of the UK Department of Culture, Media and Sport Super Connected Cities Programme, and sought approval to progress with various projects post March 2015.

**The report recommended:-**

that Committee –

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- (a) note the contents of the report and the progress made to date with the delivery of the Accelerate Aberdeen programme;
- (b) approve the continuation of the Connection Voucher Scheme as proposed by DCMS for another year to 31 March 2016;
- (c) agree that officers work collaboratively across and outwith the Council to pursue the other projects outlined as part of the overall Accelerate Aberdeen programme post March 2015;
- (d) in relation to the Northern Regeneration Area, approve that officers proceed with discussions and the development of an action plan which would be monitored and reviewed through the Council's Programme Management Office;
- (e) in relation to ducting, approve the plan for the commercialisation of Aberdeen City Council ducting and request that officers report back to Committee with a business model;
- (f) in relation to ducting, approve the plan for the delivery of ducting from the Frederick Street data centre, along King Street, St Machar Drive and to connect with ducting at Hayton Road, installed as part of the Third Don crossing, and approve the commitment of £250,000 of existing digital infrastructure capital funds for the deployment of this ducting; and
- (g) approve the expansion of Elevator, funding for which would be included in the Aberdeen City Deal bid.

**The Committee resolved:-**

to approve the recommendations.

**ROADS AND TRANSPORT RELATED CAPITAL BUDGET PROGRAMME 2015-16 - CHI/15/128**

**35.** The Committee had before it the appendices to the report by the Director of Communities, Housing and Infrastructure relating to article 21 of this minute which contained the estimated costs for the individual proposed works for the Roads and Transport Related Capital Budget Programme 2015-2016.

**The Committee resolved:-**

to note the report and the decisions taken in relation to the appendices at article 21 of this minute.

**SOCIAL ENTERPRISE PARTNERSHIP WORKING - CHI/15/127**

**36.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which requested an exemption from the Council's Standing Orders on Contracts and Procurement to allow for partnership working between the Council's Environmental Services and social enterprise groups to continue while the Council's Procurement team finalised a formal framework and procurement process.

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**The report recommended:-**

that Committee –

- (a) agree to the request under Standing Order 1(6)(a) for an exemption from the Council's Standing Orders on Contracts and Procurement, as detailed in the report; and
- (b) approve further partnership working between Environmental Services and social enterprise groups throughout 2015.

**The Committee resolved:-**

to approve the recommendations.

- **COUNCILLOR NEIL COONEY, Convener**

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE  
COMMITTEE BUSINESS AND ANNUAL REPORTS  
19 MAY 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).

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1. Enterprise, Planning & Infrastructure Committee 11/09/12 Article 23	<b>Aberdeen – The Smarter City: A Strategy for 2020</b> To instruct officers to report back to Committee in August 2013 with the strategy and implementation plan for approval.		Head of Economic and Business Development	29/08/13
2. Education, Culture & Sport Committee 24/03/11 Article 19 15/09/11 Article 13 Education, Culture and Sport Committee 30/05/13 Article 12	<b>Community Learning and Development Regulations</b> To instruct the Director of Education, Culture and Sport to review the number of community facilities within Aberdeen as part of the wider service asset management plan for Education, Culture and Sport; and following on from the initial modelling based on the current level of provision, to 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.  To request a further report on the implications of the Scottish Statutory Instrument legislation once it was enacted.	At its meeting of 18 March 2015, the Committee agreed amongst other things to request a progress report after September on the outstanding centres which had not yet signed up to the Management Agreement and lease.  <b>A report is on the agenda at item 9.5 in relation to Community Centre Compliance Monitoring</b>	Head of Communities and Housing	12/11/13
3. Enterprise, Strategic Planning and Infrastructure	<b>Market Street / Guild Street Junction</b> In relation to the Aberdeen City Council (Market Street / Guild Street) (Rationalisation of Turning Movements)	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 therefore not be	Head of Public Infrastructure and Environment	04/09/14

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Committee 29/08/13 Article 23	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.	expected prior to March 2015.  <b>An update was provided in the March 2015 information bulletin.</b>		
4. Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27	<b>Speed Survey A944 to B9119</b> 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.	<b>The speed limit on the A944 from the Ardene House Veterinary Hospital to the city boundary at Westhill has now been reduced to 40mph – approved at ESP&amp;I Committee in September 2014.</b>	Head of Public Infrastructure and Environment	<b>04/09/14</b>
5. Housing and Environment Committee 14/05/13 Article 15 and Council 26/06/13 Article 19	<b>Tillydrone Update – A Way Forward</b> To instruct officers to report back to a future meeting of Committee with clear recommendations on land use to support regeneration based upon the desktop reports, title reports and financial viabilities for each site.	<b>An update was provided in the March 2015 information bulletin.</b>	Head of Land and Property Assets	<b>28/10/14</b>
6. Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 9	<b>Rural Roads – Speed Limits</b> To request that officers report back to the Committee in 12 months' time on the speed limits across rural roads.	<b>Due to continued staff shortages, the speed surveys have not yet been carried out on the four locations contained within 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 2015.</b>	Head of Public Infrastructure and Environment	<b>13/01/15</b>
7. Housing and Environment Committee 26/08/09	<b>Modernising Public Space CCTV</b> To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new	Further to a bulletin report in August 2014, a letter from Police Scotland was received on 26 September which recognised the concerns of the Council with regard to funding. The letter	Director of Communities, Housing and Infrastructure	<b>13/01/15</b>



<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Article 16 Housing and Environment Committee 29/10/13 Article 17	<p>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.</p> <p>At its meeting of 29 October 2013, the Committee resolved:-</p> <p>(a) To note the progress made in terms of the in-house delivery model; and</p> <p>(b) To approve the further development of the in-house model by producing a detailed business case that outlined long term funding and staffing requirements.</p>	<p>indicated continued support for a project to provide a sustainable Public Space CCTV strategy and invited further dialogue on the matter.</p> <p>Considering the substantial cost pressure previously identified relating to the Council managing public space CCTV in the future, work continues to explore alternative funding options to bridge the funding gap. Dialogue with Police Scotland also continues.</p> <p><b>An update is provided in the information bulletin.</b></p>		
8. Housing and Environment Committee 14/01/14 Article 6 Enterprise, Strategic Planning and Infrastructure Committee 21/01/14 Article 4	<p><b>Management of Parking</b></p> <p>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.</p>	<p>Officers are currently awaiting information to be provided from Housing and Environment.</p> <p><b>This outstanding business will be contained within an overarching report on parking within the city and will be submitted to the August Committee.</b></p>	Head of Public Infrastructure and Environment	<b>13/01/15</b>
9. Housing and Environment Committee 30/08/13 Article 14 Housing and Environment	<p><b>Houses in Multiple Occupation – New Powers in relation to Over-Provision</b></p> <p>(a) to request officers to monitor the HMO provision in Old Aberdeen and report back in 12 months; and</p> <p>(b) to request officers to determine the scale of un-registered houses available to let across the city and report back in</p>	<p><b>A report is on the agenda at item 9.7</b></p>	Head of Communities and Housing	<b>18/03/15</b>

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Committee 26/08/14 Article 3 Communities, Housing and Infrastructure Committee 28/10/14 Article 16	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.			
10 Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	<b><u>Quality Partnership for Public Transport</u></b> 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.  <b>An update was provided to the March 2015 in the bulletin under the Strategic and Local Transport Projects item. A report is expected in August 2015.</b>	Head of Planning and Sustainable Development	<b>18/03/15</b>
11 Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	<b><u>Review of Emission Related Parking Charges</u></b> 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		Head of Public Infrastructure and Environment	19/05/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.			
12	<b>Audit &amp; Risk Committee</b> 26/06/14 Article 10  <b><u>System of Risk Management</u></b> 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. <b>A report is on the agenda at item 8.2</b>	Director of Communities, Housing and Infrastructure	19/05/15
13	<b>Council</b> 17/12/14 Article 15  <b><u>Affordable Housing Delivery</u></b> 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.	<b>A report is on the agenda at item 9.8</b>	Head of Communities and Housing	19/05/15
14	<b>Communities, Housing and Infrastructure Committee</b> 13/01/15 Article 17  <b><u>Local Transport Strategy</u></b> At its meeting of 13 January 2015, 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.		Head of Planning and Sustainable Development	19/05/15
15	<b>Communities, Housing and Infrastructure</b> 13/01/15 Article 13  <b><u>Fire and Rescue Service – Aberdeen Performance</u></b> At its meeting on 13 January 2015, the Committee resolved, amongst other things:-	<b>A workshop has been arranged for 24 April 2015.</b>  <b>Reports are on the agenda at items 9.1 and 9.2 in relation to Fire and Rescue Service</b>	Head of Service, Office of the Chief Executive	19/05/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>(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</p> <p>(ii) to organise a workshop to brief members on the Local Fire and Rescue Plan and all relevant legislation.</p>	<p>performance and the local plan.</p>		
16	<p>Housing and Environment Committee 26/08/14 Article 11</p> <p>Communities, Housing and Infrastructure Committee 18/03/15 Article 16</p>	<p><b><u>Review of Voids Processes</u></b>  To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance.</p> <p>At its meeting of 18 March 2015, the Committee agreed:-</p> <p>(i) to note the content of the report; and</p> <p>(ii) to agree that officers proceed with the detailed action plan, to include</p> <p>(a) asset management options for the lowest demand areas with the primary focus being to bring these homes back into use quickly; (b) the implications of prioritising the turnaround of empty homes over routine maintenance and non-urgent repairs for a time limited period; and</p> <p>(c) minimising the turnaround times for empty homes on a longer-term basis, outlining the resources likely to be needed, balanced against the expected increased income to the Housing Revenue Account.</p>	<p><b>A report is on the agenda at item 9.6</b></p>	<p>Head of Communities and Housing</p>	<p>27/08/15</p>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
17	Council 17/12/14 Article 15	<b>Combined Heat and Power Initiative</b> 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.	<b>Report due August 2015</b>	Head of Communities and Housing	27/08/15
18	Enterprise, Planning & Infrastructure Committee 22/01/13 Article 26  Urgent Business Committee 27/11/14 Article 3  Communities, Housing and Infrastructure Committee 18/03/15 Article 7	<b>Garthdee Controlled Parking Zone Extension</b> 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.  <b>At its meeting of 18 March 2015, the Committee resolved:-</b> (i) to acknowledge the contents of the report; (ii) to note the concerns of the Community Council; (iii) to instruct officers to progress to the public advertisement stage and report the results to a future Committee; (iv) to agree that the area covered by this report would be at zero charge to residents (v) to accept the offer from Robert Gordon University to make payments up to 30 September 2025 to fund the administration for the existing	<b>A report is on the agenda at item 12.3</b>	Head of Public Infrastructure and Environment	27/08/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	
	<p>Garthdee CPZ (capped at £25,000 p.a.) provided that during this period, residents were not charged a parking fee; and</p> <p>(vi) to agree that a joint letter be sent to residents from the Principal of Robert Gordon University and the Chief Executive of Aberdeen City Council which would specify that refunds would be paid promptly in respect of payments and fines levied since December 2014.</p>				
19	<p><b>Enterprise, Strategic Planning &amp; Infrastructure Committee</b> 29/08/13 Article 28</p> <p><b>Communities, Housing &amp; Infrastructure Committee</b> 28/10/14 Article 23</p> <p><b>Communities, Housing &amp; Infrastructure Committee</b> 18/03/15 Article 26</p>	<p><b>Area Around Hill of Rubislaw – Parking Review</b></p> <p>At its meeting of 28 October 2014, the Committee resolved:-</p> <p>(i) to note the content of the report and the results of the informal consultation exercise;</p> <p>(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;</p> <p>(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;</p> <p>(iv) subject to the above, to add the streets to the east of Anderson Drive included within the area of consultation to Controlled Parking</p>	<p><b>Report expected August 2015</b></p>	<p>Head of Public Infrastructure and Environment</p>	<p>27/08/15</p>

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
20	<p>Zone X; and  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.</p> <p>At its meeting of 18 March 2015, the Committee resolved:-</p> <p>(i) to note the content of the report and the appended Business Case and preliminary design;</p> <p>(ii) to note that the £30,000 budget for the initial phase of the project was included within the Roads renewal Capital budget for 2015-2016; and</p> <p>(iii) to instruct officers to commence with the legal process, and report back to a future Committee with the results of the initial phase consultation.</p>			
Housing Environment Committee 11/03/14 Article 5 &	<p><b>Community Engagement Plan – Hazlehead Grove Nursery</b></p> <p>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.</p>	<p>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.</p>	<p>Head of Public Infrastructure and Environment</p>	<p>27/10/15</p>
Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<p><b>Advertising Bus Shelter</b></p> <p>To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.</p>	<p>Report expected October 2015</p>	<p>Head of Planning and Sustainable Development</p>	<p>27/10/15</p>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
22	<p>Petitions Committee 24/04/14 Article 2</p> <p>Communities, Housing and Infrastructure Committee 28/10/14 Article 20</p>	<p><b><u>A944 Lang Stracht to Westhill Cycle Route</u></b></p> <p>(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</p> <p>(ii) To request a report back to Committee in a year's time if contributions from developers were not forthcoming within that time period.</p>	Report expected October 2015	Head of Public Infrastructure and Environment	27/10/15
23	<p>Enterprise, Strategic Planning &amp; Infrastructure Committee 29/08/13 Article 9</p> <p>Community, Housing &amp; Infrastructure Committee 28/10/14 Article 25</p>	<p><b><u>C127 Blacktop Road – Flashing Speed Limit Signs</u></b></p> <p>To request that officers report back to the Committee on the feasibility of installing flashing speed limit signs at C-127 Blacktop Road (east to westbound)</p> <p>At its meeting of 28 October 2014, the Committee resolved:-</p> <p>(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;</p> <p>(ii) to agree that no further action should be taken with regard to the installation of vehicle activated signs;</p> <p>(iii) to agree the renewal of signs and lines on the route in advance of the bend hazards; and</p> <p>(iv) to request that officers review the</p>	Report expected October 2015	Head of Public Infrastructure and Environment	27/10/15



<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	situation on the road in 12 months' time.			
24	<p><b>Communities, Housing and Infrastructure</b> 18/03/15 Article 20</p> <p><b>Bi-Annual Sector Skills Needs Audit</b> At its meeting of 18 March 2015, the Committee resolved, amongst other things:- To agree to the production of a future report to Committee outlining the draft action plan to address the key issues raised in the sector skills needs audit.</p>		Head of Economic and Business Development	Date to be provided
25	<p><b>Housing and Environment Committee</b> 26/08/14 Article 13</p> <p><b>Haudagain Improvement Scheme</b> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.</p>	<b>An update was provided in the information bulletin for March 2015.</b>	Head of Communities and Housing	Ongoing
26	<p><b>Housing and Environment Committee</b> 15/01/13 Article 14</p> <p><b>Welfare Reform</b> 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.</p>	<b>Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is removed from the business statement.</b>	Head of Communities and Housing	Ongoing
27	<p><b>Enterprise, Planning and Infrastructure Committee</b> 26/11/09 Article 18</p> <p><b>Berryden Corridor – Transport Infrastructure Improvements</b> 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 design, costs and programming.  On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key</p>	<b>Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is removed from the business statement.</b>	Head of Planning and Sustainable Development	Ongoing

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	milestones will be contained within the Strategic and Local Transport Projects update report to Committee.			
28	<p>Enterprise, Planning &amp; Infrastructure Committee 26/11/10 Article 19</p> <p>Enterprise, Planning &amp; Infrastructure Committee 18/01/11 Article 25</p> <p><b><u>(1) Access from the North – An Integrated Transport Solution and (2) Access from the North Proposals – ‘Third Don Crossing’</u></b>            To request a regular report back on progress on these matters, including the development of a Delivery Programme.</p> <p>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.</p> <p>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.</p>	Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is <b><u>removed from the business statement.</u></b>	Head of Planning and Sustainable Development	Ongoing
<b>Annual Reports</b>				
1	<b><u>Private Sector Housing – Enforcement Funding</u></b>	To request the Director of Communities, Housing and Infrastructure to bring further annual reports to Committee on future developments (or earlier as required)	Head of Communities and Housing	August 2015
2	<b><u>Development of an Asset Management Model for the Council’s Housing Stock</u></b>	To instruct the Director of Communities, Housing and Infrastructure to report annually on the future high levels outcomes and now these	Head of Land and Property Assets	August 2015

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Article 9		will influence decision making on the housing stock.		
3	<u>Aberdeen in Bloom</u>	To report each year on the Aberdeen in Bloom campaign. <b>An update is in the information bulletin</b>	Head of Public Infrastructure and Environment	October 2015
4	<u>Countryside Ranger Service Five Year Plan</u>	To receive an annual report on the Countryside Ranger Service Annual Report.	Head of Public Infrastructure and Environment	January 2016
5	<u>Responsible Dog Ownership</u>	To instruct the Director of Communities, Housing and Infrastructure to provide an annual update report on responsible dog ownership to the Communities, Housing and Infrastructure Committee.	Head of Planning and Sustainable Development	January 2016
6	<u>Air Quality Action Plan</u>	To instruct the Director of Communities, Housing and Infrastructure to report annually on progress.	Head of Planning and Sustainable Development	January 2016
7	<u>Sponsorship of Business Awards</u>	To request an annual report on the impact of the business award sponsorship activity.	Head of Economic and Business Development	January 2016
8	<u>Environmental Noise Action Plan Update</u>	To 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.	Head of Planning and Sustainable Development	March 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<b><u>Short Term Housing for Key Workers</u></b>	At its meeting of 18 March 2015, the Committee resolved, amongst other things:- To instruct officers to review the local lettings initiative as set out in the report after a period of 12 months and report back to Committee on outcomes as appropriate.	Head of Communities and Housing	March 2016

**COMMUNITIES, HOUSING AND INFRASTRUCTURE  
MOTIONS LIST – 19 MAY 2015**

<u>No.</u>	<u>Motion</u>	<u>Date of Council/ Committee Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Notice of Joint Motion by Councillors Boulton and Delaney</u>            “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”.</p>	13.03.14	<p><u>Enterprise, Planning and Infrastructure 13.03.14</u></p> <p>The Committee agreed to adopt the motion and to receive a report back.</p> <p><b>At the meeting on 3<sup>rd</sup> 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 Kingswells Church 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.</b></p> <p><b>Given the work involved to identify suitable land, design a scheme and determine costs, this</b></p>	<p><b>At its meeting on 28 October, the CH&amp;I Committee resolved:-</b>            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 improvements at no cost</p>	Public Infrastructure and Environment	<b>18.03.15</b>	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council/ Committee Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
			<p>report may be delayed to the November Committee, which would result in a summary report going to September.</p>	<p>to Aberdeen City Council.</p> <p>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).</p>			
2.	<p><u>Notice of Motion by Cllr Reynolds</u>          "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."</p>	08.10.14 (Council)	<p><u>Communities, Housing and Infrastructure Committee 28.10.14</u>  <b>to request that a report be prepared in relation to the motion.</b></p>	<p>The Customer Service Development (CSD) team are working with services across the Council to review and re-scope the vision for Marischal College. Due to the nature of the services delivered at the CSC and management of these services falling under different service areas, there is currently no standard approach in place. This is resulting in a lack of consistency or effectiveness in some areas and causes confusion for our customers. A review of the current operations will be carried out</p>		18.03.15	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council/ Committee Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>to measure the existing situation in order to identify opportunities for improvement and to subsequently implement appropriate changes that will improve the customer journey and ensure a consistent approach to service delivery no matter what service a customer requires.</p> <p>Part of this work will involve a full options appraisal for the installation of a cash machine within Marischal College. The options appraisal will be carried out by the Land and Property Assets team in conjunction with Customer Service to ensure any options identified and recommendations made are in line with the vision for Marischal College. The options and recommendations will be presented to a future Communities, Housing and Infrastructure committee.</p>			

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	19 May 2015
<b>DIRECTOR:</b>	Pete Leonard & Ewan Sutherland
<b>TITLE OF REPORT:</b>	2014/15 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
<b>REPORT NUMBER:</b>	CHI/15/151

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### **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; and
  - iii) Approve the write off of fleet stock for the value of £60,434.08 in 2014/15.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. This is the final report in the format of the previous Directorates Housing and Environment and Enterprise, Planning & Infrastructure General Fund revenue and capital budgets. Work has been carried out to align the budgets to the new Directorates and the first report in the new format will be to the August Committee.

#### **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 £2.1M.

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 £2.1M on the total Housing and Environment Budget (excluding the HRA).

5.2 The areas contributing to this movement are as follows

	<b>£'000</b>
Housing Access	(70)
Construction Consultancy	(500)
Housing Support	(470)
Supporting People	(260)
Grounds Maintenance	(230)
Environmental	340
Community Safety	(20)
TS & Env Health	(400)
HMO, PLR & PSHG	(20)
Directorate Admin Support	(430)
Housing Repairs	(10)
Emergency Planning	(20)
ASSL	(80)
Housing SIP Programme	50
Recycling & Waste Disposal	40
Travelling People	20
	<hr/>
	(2,060)

- Housing Support is forecast to be £470K 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 £150K.
- Construction Consultancy is forecasting an under-spend of £500K as a result of on-going staff vacancies.
- Grounds Maintenance is forecasting an under spend of £230K as a result of increased income for work undertaken, and staff savings in the Tree Squad.
- Environmental is forecasting an overspend of £340K, as a result of an increase in the provision of £650K, offset by a forecast underspend in Street Sweeping Staff costs of £286K, an underspend of £76K in Premises costs for Public Conveniences and a forecast increase in income of £125K for the Crematorium.
- Directorate Admin Support is now forecasting a saving of £430K 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

	<b>£'000</b>
Facilities	(50)
Roads	(1,020)
Corporate Asset Team	(10)
Estates	(200)
Fleet	910
Building Standards	(820)
Development Management	(400)
Planning and Environmental Policy	(150)
Administration and Support	150
Transport	270
Economic & Business Development	190
Smarter Working	20
Directorate Support	(150)
	<hr/>
	<u>(1,260)</u>

- Fleet Services is forecast to be £910K over budget principally as a result of spend on supplies and services and hire charges.
- Favourable variances are £1M within Roads £220K from staffing, £170K electricity, £140K transport and £70K materials underspends.
- Development Management & Planning and Environmental Policy there is a favourable variance of £1M. Forecast income for planning and building application are £600K over budget based on previous year's trends and £348K 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:-

	<b>£'000</b>
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 February is £50.1 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:-

	<b>£'000</b>
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 February is £3 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.

### **Stock write off within fleet**

Following a review at year end of the stock held within Fleet a request was made to write off £60,434.08 of obsolete stock. As per the Financial Regulations all write offs in excess of £10,000 must be reported to the relevant service.

## **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	28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HOUSING & ENVIRONMENT		36,454	33,416	31,974	(1,442)	34,381	(2,073)	(6)%	(723)
ENTERPRISE, PLANNING AND INFRASTRUCTURE		40,557	37,177	36,186	(991)	39,296	(1,261)	-3%	(46)
<b>TOTAL BUDGET</b>		<b>77,011</b>	<b>70,594</b>	<b>68,160</b>	<b>(2,434)</b>	<b>73,677</b>	<b>(3,334)</b>	<b>(4)</b>	<b>(769)</b>

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014/15**

**DIRECTORATE : Housing and Environment**

As at	28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 11									
HEAD OF HOUSING AND COMMUNITY SAFETY	6,833	6,264	5,245	(1,019)	5,993	(840)	(12)%	(20)	
HEAD OF REGENERATION AND HOUSING INVESTMENT	(1,850)	(1,696)	(2,116)	(420)	(2,318)	(468)	25%	(72)	
HEAD OF ENVIRONMENT SERVICES	30,093	27,585	27,991	406	29,754	(339)	(1)%	(331)	
OPERATIONAL SUPPORT MANAGER	1,378	1,263	854	(409)	952	(426)	-31%	(300)	
<b>TOTAL BUDGET</b>	<b>36,454</b>	<b>33,416</b>	<b>31,974</b>	<b>(1,442)</b>	<b>34,381</b>	<b>(2,073)</b>	<b>(6)</b>	<b>(723)</b>	



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

DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD

As at	28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		4,754	4,358	3,878	(480)	4,369	(385)	-8%	(10)
PROPERTY COSTS		2,543	2,331	2,604	273	2,917	374	15%	214
ADMINISTRATION COSTS		1,161	1,064	1,150	86	1,079	(82)	-7%	76
TRANSPORT COSTS		69	63	51	(12)	74	5	7%	3
SUPPLIES & SERVICES		1,253	1,149	1,067	(82)	1,288	35	3%	(42)
TRANSFER PAYMENTS		6,880	6,307	5,860	(447)	6,480	(400)	-6%	(105)
CAPITAL FINANCING		0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>		<b>16,660</b>	<b>15,272</b>	<b>14,610</b>	<b>(662)</b>	<b>16,207</b>	<b>(453)</b>	<b>-3%</b>	<b>136</b>
LESS:									
INCOME		(9,827)	(9,008)	(9,365)	(357)	(10,214)	(387)	4%	(156)
<b>TOTAL INCOME</b>		<b>(9,827)</b>	<b>(9,008)</b>	<b>(9,365)</b>	<b>(357)</b>	<b>(10,214)</b>	<b>(387)</b>	<b>4%</b>	<b>(156)</b>
<b>NET EXPENDITURE</b>		<b>6,833</b>	<b>6,264</b>	<b>5,245</b>	<b>(1,019)</b>	<b>5,993</b>	<b>(840)</b>	<b>-12%</b>	<b>(20)</b>

VIREMENT PROPOSALS  
None

REVENUE MONITORING VARIANCE NOTES

Overall Note

	FORECAST VARIANCE £'000	CHANGE £'000
<b>Employee Costs</b>	(385)	(10)
Vacancies are being managed across the service, resulting in favourable variances in a number of areas, principally in the Homeless teams.		
<b>Property Costs</b>	374	214
The over spend mainly relates to factoring, an outturn of £176K has been included however this will be balanced by income received and £150K increase from previous out-turn for the temporary Homeless Flats.		
<b>Administration Costs</b>	(82)	76
The under spend principally relates to a forecast under spend within Homeless £57K & Emergency Planning £13K.		
<b>Transport Costs</b>	5	3
This budget is for travelling expenses and outturns have been reviewed based on spend to date.		
<b>Supplies and Services</b>	35	(42)
The overspend relates to an additional £200K in Bed & Breakfast & 15K in Community Safety however there is an anticipated lower spend in the Homeless Furniture Services £150K and Supporting People £33K.		
<b>Transfer Payments</b>	(400)	(105)
Principally the anticipated underspend is from Improvement Grants of £536K & Supporting People commissioning £160K with a £297K overspend in Homeless commissioning.		
<b>Capital Financing Costs</b>	0	0
Capital Financing Costs have now been removed from the budgets and will be treated corporately.		
<b>Income</b>	(387)	(156)
Within this Income line there is a forecast reduction of £200K for Private Registered Landlords & £332K for Improvement Grants. There is an increase in income of £393K for Private Sector Leasing, £103K for Bed & Breakfast and £200K for Factoring.		
	(840)	(20)

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

DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD

As at 28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
		Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	3,136	2,875	2,416	(459)	2,645	(491)	-16%	58
ADMINISTRATION COSTS	56	51	32	(19)	32	(24)	-43%	(14)
TRANSPORT COSTS	92	84	46	(38)	50	(42)	-46%	(5)
SUPPLIES & SERVICES	489	448	545	97	588	99	20%	98
TRANSFER PAYMENTS	0	0	0	0	0	0	0%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>	<b>3,773</b>	<b>3,459</b>	<b>3,039</b>	<b>(420)</b>	<b>3,315</b>	<b>(458)</b>	<b>-12%</b>	<b>137</b>
LESS								
INCOME	(5,623)	(5,154)	(5,155)	(1)	(5,633)	(10)	0%	(209)
<b>TOTAL INCOME</b>	<b>(5,623)</b>	<b>(5,154)</b>	<b>(5,155)</b>	<b>(1)</b>	<b>(5,633)</b>	<b>(10)</b>	<b>0%</b>	<b>(209)</b>
<b>NET EXPENDITURE</b>	<b>(1,850)</b>	<b>(1,696)</b>	<b>(2,116)</b>	<b>(420)</b>	<b>(2,318)</b>	<b>(468)</b>	<b>25%</b>	<b>(72)</b>

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

	FORECAST VARIANCE £'000	CHANGE £'000
<b>Employee Costs</b>	(491)	58
The anticipated outturn is based on the current level of staffing and the underspend is £117K from Housing Repairs and £427K from Construction Consultancy.		
<b>Administration Costs</b>	(24)	(14)
The outturn is based on actual to date and previous years spend.		
<b>Transport Costs</b>	(42)	(5)
This budget is for travelling expenses and outturns have been reviewed based on spend to date.		
<b>Capital Financing Costs</b>	0	0
Capital Financing Costs have now been removed from the budgets and will be treated corporately.		
<b>Income</b>	(10)	(209)
Housing Repairs is recharged in full to Housing Revenue Account therefore there will be a corresponding increase in income to reflect the under spend within staffing.		
	(468)	(72)

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

**DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD**

As at 28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
		Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	19,143	17,548	16,097	(1,451)	17,581	(1,562)	-8%	(373)
PROPERTY COSTS	961	881	832	(49)	886	(75)	-8%	(4)
ADMINISTRATION COSTS	483	443	274	(169)	1,076	593	123%	(25)
TRANSPORT COSTS	2,358	2,162	2,106	(56)	2,492	134	6%	31
SUPPLIES & SERVICES	7,778	7,130	10,074	2,944	9,209	1,431	18%	28
TRANSFER PAYMENTS	8,974	8,226	7,959	(267)	8,696	(278)	-3%	23
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>	<b>39,697</b>	<b>36,389</b>	<b>37,342</b>	<b>953</b>	<b>39,940</b>	<b>243</b>	<b>1%</b>	<b>(320)</b>
LESS: INCOME								
INCOME	(9,604)	(8,804)	(9,351)	(547)	(10,186)	(582)	6%	(11)
<b>TOTAL INCOME</b>	<b>(9,604)</b>	<b>(8,804)</b>	<b>(9,351)</b>	<b>(547)</b>	<b>(10,186)</b>	<b>(582)</b>	<b>6%</b>	<b>(11)</b>
<b>NET EXPENDITURE</b>	<b>30,093</b>	<b>27,585</b>	<b>27,991</b>	<b>406</b>	<b>29,754</b>	<b>(339)</b>	<b>-1%</b>	<b>(331)</b>

VIREMENT PROPOSALS  
None

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Staff costs are to date below budget, an underspend of £1.5M is being anticipated this is split over a very wide variety of services including Waste, Street Sweeping & Environmental Services.

FORECAST VARIANCE £'000	CHANGE £'000
(1,562)	(373)

**Property Costs**

The main reason for the forecast under spend is £50K for Public Conveniences relating to reduced APC running costs.

(75)	(4)
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**Administration Costs**

The main overspend is a provision of £660K.

593	(25)
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**Transport Costs**

This overspend relates largely to an increase in fleets costs for Grounds Maintenance of £199K, with underspends over various services.

134	31
-----	----

**Supplies and Services**

The predicted over spend principally relates to an increase in Waste of £995K relating to increased gate fee charges and payments to the outside contractors & kitchen/garden waste costs, £157K for Design & Development and Aberdeen Crematorium £143K .

1,431	28
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**Transfer Payments**

The CFCR payment for waste has been reduced to reflect the potential increased costs noted in supplies and services.

(278)	23
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**Capital Financing Costs**

Capital Financing Costs have now been removed from the budgets and will be treated corporately.

0	0
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**Income**

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 £178K, there is a potential increases in income from Grounds Maintenance £377K.

(582)	(11)
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(339)	(331)
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014 / 2015 : OPERATIONAL SUPPORT MANAGER**

**DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD**

As at	28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	%	£'000	
STAFF COSTS		1,170	1,073	978	(95)	1,110	(60)	-5%	0
PROPERTY COSTS		310	284	293	9	308	(2)	-1%	0
ADMINISTRATION COSTS		56	51	63	12	72	16	29%	0
TRANSPORT COSTS		156	143	7	(136)	16	(140)	-90%	0
SUPPLIES & SERVICES		403	369	116	(253)	103	(300)	-74%	(300)
TRANSFER PAYMENTS TOTAL		0	0	0	0	0	0	0%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>		<b>2,095</b>	<b>1,920</b>	<b>1,457</b>	<b>(463)</b>	<b>1,609</b>	<b>(486)</b>	<b>-23%</b>	<b>(300)</b>
LESS: INCOME									
INCOME		(717)	(657)	(603)	54	(657)	60	-8%	0
<b>TOTAL INCOME</b>		<b>(717)</b>	<b>(657)</b>	<b>(603)</b>	<b>54</b>	<b>(657)</b>	<b>60</b>	<b>-8%</b>	<b>0</b>
<b>NET EXPENDITURE</b>		<b>1,378</b>	<b>1,263</b>	<b>854</b>	<b>(409)</b>	<b>952</b>	<b>(426)</b>	<b>-31%</b>	<b>(300)</b>

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

Overall Note

FORECAST  
VARIANCE  
£'000

CHANGE  
£'000

The main under spends relate to the earmarked budgets not being required.

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014 / 2015**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE**

AS AT	28 February 2015	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 11</b>									
ASSET MANAGEMENT AND OPERATIONS		29,467	27,011	26,110	(901)	28,936	(531) (1.8%)	42	
ECONOMIC AND BUSINESS DEVELOPMENT		3,996	3,663	5,233	1,570	4,184	188 4.7%	29	
PLANNING AND SUSTAINABLE DEVELOPMENT		6,229	5,710	4,154	(1,556)	5,461	(768) (12.3%)	14	
DIRECTORATE SUPPORT		865	793	689	(104)	715	(150) (17.4%)	(131)	
<b>TOTAL</b>		<b>40,557</b>	<b>37,177</b>	<b>36,186</b>	<b>(991)</b>	<b>39,296</b>	<b>(1,261) (3.1)%</b>	<b>(46)</b>	

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014 / 2015

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
ASSET MANAGEMENT AND OPERATIONS

AS AT	28 February 2015	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 11</b>									
STAFF COSTS		20,688	18,964	18,106	(858)	19,981	(707) (3.4)%	(98)	
PROPERTY COSTS		10,199	9,349	8,940	(409)	10,062	(137) (1.3)%	(358)	
ADMINISTRATION COSTS		680	623	808	185	938	258 37.9%	110	
TRANSPORT COSTS		1,391	1,275	1,317	42	1,560	169 12.1%	(146)	
SUPPLIES & SERVICES		11,214	10,280	10,814	535	12,858	1,644 14.7%	155	
TRANSFER PAYMENTS		875	802	863	61	853	(22) (2.5)%	0	
<b>GROSS EXPENDITURE</b>		<b>45,047</b>	<b>41,293</b>	<b>40,848</b>	<b>(445)</b>	<b>46,252</b>	<b>1,205 2.7%</b>	<b>(337)</b>	
LESS: INCOME									
INCOME		(15,580)	(14,282)	(14,738)	(456)	(17,316)	(1,736) 11.1%	379	
<b>TOTAL INCOME</b>		<b>(15,580)</b>	<b>(14,282)</b>	<b>(14,738)</b>	<b>(456)</b>	<b>(17,316)</b>	<b>(1,736) 11.1%</b>	<b>379</b>	
<b>NET EXPENDITURE</b>		<b>29,467</b>	<b>27,011</b>	<b>26,110</b>	<b>(901)</b>	<b>28,936</b>	<b>(531) (1.8)%</b>	<b>42</b>	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Vacancies are being managed across the Service with the main favourable variances being in School Catering, Roads and Facilities Management.

FORECAST VARIANCE  
£'000

CHANGE  
£'000

(707) (98)

**Property Costs**

The principal adverse variance is within AECC accommodation of £284K as the Council is to remain longer than anticipated.

(137) (358)

**Administration Costs**

The principal over spend is within postages which is forecast to be overspent by £114K.

258 110

**Transport Costs**

The main over spend is within fleet of £358K with an underspend in Roads Maintenance of £188K.

169 (146)

**Supplies and Services**

Fleet costs for vehicle repairs are forecast to be overspent by £773K 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.

1,644 155

**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 £436K. Additional income of £125K for Kittybrewster.

(1,736) 379

(531) 42

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014 / 2015**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
PLANNING AND SUSTAINABLE DEVELOPMENT**

AS AT	28 February 2015	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 11</b>		£'000	£'000	£'000	£'000	£'000		£'000	
STAFF COSTS		7,707	7,065	6,529	(536)	7,360	(347) (4.5)%	286	
PROPERTY COSTS		15,957	14,627	203	(14,424)	15,883	(74) (0.5)%	0	
ADMINISTRATION COSTS		114	105	195	91	226	112 98.2%	0	
TRANSPORT COSTS		3,153	2,890	2,762	(128)	3,039	(114) (3.6)%	(5)	
SUPPLIES & SERVICES		14,682	13,459	28,257	14,799	15,044	362 2.5%	(216)	
TRANSFER PAYMENTS		190	174	190	16	(15)	(205) (107.9)%	0	
<b>GROSS EXPENDITURE</b>		<b>41,803</b>	<b>38,319</b>	<b>38,136</b>	<b>(183)</b>	<b>41,537</b>	<b>(266) (0.6)%</b>	<b>65</b>	
LESS: INCOME									
INCOME		(35,574)	(32,610)	(33,982)	(1,373)	(36,076)	(502) 1.4%	(51)	
<b>TOTAL INCOME</b>		<b>(35,574)</b>	<b>(32,610)</b>	<b>(33,982)</b>	<b>(1,373)</b>	<b>(36,076)</b>	<b>(502) 1.4%</b>	<b>(51)</b>	
<b>NET EXPENDITURE</b>		<b>6,229</b>	<b>5,710</b>	<b>4,154</b>	<b>(1,556)</b>	<b>5,461</b>	<b>(768) (12.3)%</b>	<b>14</b>	

VIREMENT PROPOSALS  
None this cycle.

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Vacancies are being managed across the service and include under spends from a wide variety of services including Development & Public Transport Unit Drivers

FORECAST VARIANCE £'000	CHANGE £'000
----------------------------	-----------------

(347)	286
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**Property Costs**

It is anticipated there will be an under spend of £73K within the Park & Ride budget.

(74)	0
------	---

**Administration Costs**

School Transport is forecast to incur additional costs of £35K & Development Management £55K which have not been provided for in the budget.

112	0
-----	---

**Transport Costs**

An under spend of £82K in the running costs of school transport and Public Transport Unit Drivers of £72K.

(114)	(5)
-------	-----

**Supplies and Services**

Roads Projects are forecasting a requirement of £100K for consultants that was not provided for in the budget, £162K for Transportation Strategy and £210K for Environmental Strategy.

362	(216)
-----	-------

**Transfer Payments**

Savings are forecast in Environmental Strategy of £210K this links to supplies & services comment.

(205)	0
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**Income**

Planning application and building application income continues to exceed budget.

(502)	(51)
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(768)	14
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014 / 2015**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
ECONOMIC AND BUSINESS DEVELOPMENT**

AS AT	28 February 2015	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 11</b>									
	STAFF COSTS	2,163	1,983	1,917	(66)	2,025	(138) (6.4)%	(43)	
	PROPERTY COSTS	140	128	44	(84)	74	(66) (47.1)%	8	
	ADMINISTRATION COSTS	293	269	327	58	369	76 25.9%	51	
	TRANSPORT COSTS	297	272	207	(65)	320	23 7.7%	(3)	
	SUPPLIES & SERVICES	1,732	1,588	2,692	1,104	2,101	369 21.3%	10	
	TRANSFER PAYMENTS	1,759	1,612	1,150	(462)	1,760	1 0.1%	130	
<b>GROSS EXPENDITURE</b>		<b>6,384</b>	<b>5,852</b>	<b>6,337</b>	<b>485</b>	<b>6,649</b>	<b>265 4.2%</b>	<b>153</b>	
LESS: INCOME									
	INCOME	(2,388)	(2,189)	(1,104)	1,085	(2,465)	(77) 3.2%	(124)	
<b>TOTAL INCOME</b>		<b>(2,388)</b>	<b>(2,189)</b>	<b>(1,104)</b>	<b>1,085</b>	<b>(2,465)</b>	<b>(77) 3.2%</b>	<b>(124)</b>	
<b>NET EXPENDITURE</b>		<b>3,996</b>	<b>3,663</b>	<b>5,233</b>	<b>1,570</b>	<b>4,184</b>	<b>188 4.7%</b>	<b>29</b>	

VIREMENT PROPOSALS  
None this cycle.

REVENUE MONITORING VARIANCE NOTES

**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.

FORECAST VARIANCE £'000 (138) CHANGE £'000 (43)

**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.

(66) 8

**Administration Costs**

Additional expenditure is forecast in European Funding, Aberdeen Renewables Group and the Hydrogen Bus Project.

76 51

**Transport Costs**

Additional expenditure is forecast in a number of areas, principally in European Funding £15K, Events £5K and Projects £5K.

23 (3)

**Supplies and Services**

Additional expenditure is forecast in a number of areas, principally in Hydrogen Bus Project £230K and Events £122K.

369 10

**Transfer Payments**

No significant variance.

1 130

**Income**

Relates to a number of increases & decreases of income for various projects.

(77) (124)

188 29



**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2014/2015**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE  
DIRECTORATE SUPPORT**

AS AT	28 February 2015	ANNUAL BUDGET	YEAR TO DATE			OUTTURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
<b>ACCOUNTING PERIOD 11</b>									
	STAFF COSTS	789	723	699	(24)	763	(26) (3.3)%	(7)	
	PROPERTY COSTS	0	0	0	0	0	0 0.0%	0	
	ADMINISTRATION COSTS	54	50	19	(31)	32	(22) (41.0)%	(17)	
	TRANSPORT COSTS	5	5	7	2	6	1 20.0%	(3)	
	SUPPLIES & SERVICES	69	63	(36)	(99)	(34)	(103) (149.3)%	(104)	
	TRANSFER PAYMENTS	0	0	0	0	0	0 0.0%	0	
<b>GROSS EXPENDITURE</b>		<b>917</b>	<b>841</b>	<b>689</b>	<b>(152)</b>	<b>767</b>	<b>(150) (16.4)%</b>	<b>(131)</b>	
LESS: INCOME									
	INCOME	(52)	(48)	0	48	(52)	0 0.0%	0	
<b>TOTAL INCOME</b>		<b>(52)</b>	<b>(48)</b>	<b>0</b>	<b>48</b>	<b>(52)</b>	<b>0 0.0%</b>	<b>0</b>	
<b>NET EXPENDITURE</b>		<b>865</b>	<b>793</b>	<b>689</b>	<b>(104)</b>	<b>715</b>	<b>(150) (17.4)%</b>	<b>(131)</b>	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

No significant variance from budget is forecast for this item.

FORECAST VARIANCE £'000 CHANGE £'000

(26) (7)

**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.

(22) (17)

**Transport Costs**

No significant variance from budget is forecast for this item.

1 (3)

**Supplies and Services**

No significant variance from budget is forecast for this item.

(103) (104)

**Income**

No significant variance from budget is forecast for this item.

0 0

(150) (131)

Appendix B  
Capital Monitoring

Period 11	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	7,585	6,183	(1,402)	8,186	6,591	(1,595)
Cycling Walking Safer Streets Grant	238	249	11	341	341	0
Access From the North / 3rd Don Crossing	4,445	3,410	(1,035)	7,945	4,533	(3,412)
Western Peripheral Route	22,191	16,363	(5,828)	24,191	18,048	(6,143)
Corporate Office Accommodation	471	220	(251)	471	540	69
Nestrans - Capital Grant	1,295	648	(648)	1,295	1,295	0
Fleet Replacement	2,891	1,483	(1,408)	3,591	1,986	(1,605)
Planned Renewal & Replacement of Road Infrastructure	3,662	1,942	(1,720)	4,193	3,384	(809)
Land Acquisition - Contingency	550	676	126	550	676	126
Hydrogen Buses	6,163	6,083	(80)	6,293	6,276	(17)
City Broadband (Accelerate Aberdeen)	2,000	1,806	(194)	6,008	3,001	(3,007)
St Nicholas House Demolition	1,221	1,007	(214)	1,221	1,007	(214)
CATI: South College Street	30	45	15	3,992	58	(3,934)
CATI: Berryden Corridor	401	225	(176)	997	433	(564)
CATI: Pedestrianise Union St	0	50	50	0	51	51
A96 Park & Choose / Dyce Drive Link Road	2,424	373	(2,051)	9,949	409	(9,540)
TNRP - Investment in Advance Factory Units	0	3	3	100	30	(70)
City Centre Regeneration	125	135	10	500	434	(66)
City Deal	250	0	(250)	250	80	(170)
Aberdeen City Hydrogen Energy Storage (ACHES)	0	0	0	0	474	474
Free P1-3 School Meals Investment	0	0	0	450	450	0
	<b>55,942</b>	<b>40,902</b>	<b>(15,040)</b>	<b>80,523</b>	<b>50,097</b>	<b>(30,426)</b>

Period 11	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	690	608	(82)	1,000	680	(320)
Victoria House	1,800	1,379	(421)	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	2,050	18	(2,032)	2,963	22	(2,941)
Waste: Grove Nursery HWRC	0	0	0	0	0	0
Waste: Investment in Waste Collection	150	0	(150)	1,050	0	(1,050)
Waste: Refused Derived Fuel Plant	300	0	(300)	2,000	0	(2,000)
Waste: Co-Mingled MRF	640	630	(10)	2,079	629	(1,450)
Waste: Investment in WTS and existing HWRCs	50	0	(50)	1,120	0	(1,120)
Waste: Bridge of Don HWRC	900	0	(900)	900	0	(900)
SIP New Build Housing Programme	14	37	23	14	300	286
	<b>6,634</b>	<b>2,667</b>	<b>(3,967)</b>	<b>13,435</b>	<b>3,092</b>	<b>(10,343)</b>

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	19 May 2015
<b>DIRECTOR</b>	Pete Leonard & Ewan Sutherland
<b>TITLE OF REPORT:</b>	2014/15 Housing Revenue Account
<b>REPORT NUMBER:</b>	CHI/15/149

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### 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 28 February 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.

### 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	640
Loss of Rent - Garages, parking etc	140
Capital Financing Costs	(730)
Dwelling Houses Rent Income	340
Housing – Heat with Rent Income	(100)
Housing – Parking Income	(50)
Housing – Insurance Income	(30)
	(400)

- 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.
- Loss of Rent – Council Houses is currently forecast to be £640K 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 £340K 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 28 February 2015.
- 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 Structural Repairs General and the Modernisation programme and the purchase of the police houses is now likely to now go ahead in 2015/16.
- 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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(34)6353

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

**DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD**

As at	28 February 2015	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
PROPERTY COSTS		31,148	28,553	27,970	(583)	31,804	656	2%	0
ADMINISTRATION COSTS		11,759	10,780	9,779	(1,001)	10,435	(1,324)	-11%	0
SUPPLIES & SERVICES		494	453	319	(134)	532	38	8%	0
TRANSFER PAYMENTS TOTAL		2,276	2,087	2,708	621	3,070	794	35%	(60)
CAPITAL FINANCING COSTS		14,254	0	51	51	13,519	(735)	-5%	0
<b>GROSS EXPENDITURE</b>		<b>59,931</b>	<b>41,873</b>	<b>40,827</b>	<b>(1,046)</b>	<b>59,360</b>	<b>(571)</b>	<b>-1%</b>	<b>(60)</b>
LESS: INCOME									
OTHER GRANTS & CONTRIBUTIONS		0	0	0	0	0	0	0%	0
INTEREST		(130)	0	0	0	(130)	0	0%	0
OTHER INCOME		(83,163)	(76,233)	(76,092)	141	(82,994)	169	0%	79
<b>TOTAL INCOME</b>		<b>(83,293)</b>	<b>(76,233)</b>	<b>(76,092)</b>	<b>141</b>	<b>(83,124)</b>	<b>169</b>	<b>0%</b>	<b>79</b>
<b>NET EXPENDITURE</b>		<b>(23,362)</b>	<b>(34,360)</b>	<b>(35,265)</b>	<b>(905)</b>	<b>(23,764)</b>	<b>(402)</b>	<b>0%</b>	<b>19</b>

VIREMENT PROPOSALS

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
<b>Property Costs</b> The main reason for the movement is an forecast over spend in repairs and maintenance of £400K as a result of higher than anticipated spend in income and voids.	656	0
<b>Administration Costs</b> 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
<b>Supplies and Services</b> 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
<b>Transfer Payments</b> 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.	794	(60)
<b>Capital Financing Costs</b> 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)	0
<b>Income</b> The forecasts for Dwelling House Rent Income and various other rents are based on current forecast level of income.	169	79
	<b>(402)</b>	<b>19</b>

2014/15

	<b>Approved Budget £'000</b>	<b>Actual at 28/02/15 £'000</b>	<b>Estimated Out-turn £'000</b>	<b>Notes</b>
Expenditure	46,923	30,810	41,762	<b>1</b>
Slippage	(5,161)			<b>2</b>
<b><u>Total Expenditure</u></b>	<b><u>41,762</u></b>	<b><u>30,810</u></b>	<b><u>41,762</u></b>	
<b><u>Funded by:</u></b>				
Borrowing	19,208	9,848	18,903	<b>3</b>
CFCR	22,459	20,867	22,764	<b>4</b>
Grant Income	95	95	95	
<b><u>Total Income</u></b>	<b><u>41,762</u></b>	<b><u>30,810</u></b>	<b><u>41,762</u></b>	

**(Note 1) Expenditure**

As at 28 February 2015 the Council has paid £30.8M 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 28 Feb £'000
<b>SCOTTISH HOUSING QUALITY STANDARDS</b>		
<b>1 Compliant with the tolerable standard</b>		
1.1 Major Repairs	1,102	730
Roofs Renewal/Gutters/RWP/Roughcast		
Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast		
	<hr/>	<hr/>
	1,102	730
<b>2 Free from Serious Disrepair</b>		
2.1 <u>Primary Building Elements</u>	6,433	5,611
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.		
Structural Repairs General Housing	1,642	33
Structural works carried out in order to keep the building stable and structurally sound		
<u>Secondary Building Elements</u>		
2.2 Upgrading Of Flat Roofs General	600	324
Replacement of existing roof covering and upgrading of insulation to meet current building Regulations.		
2.3 Upgrade Flat Roofs Multi Storey	692	186
Full replacement of the flat roofs and also checking the replacement of roof ventilation as required		
2.5 Mono Pitched Types	606	271
Replacement of the external render of the building, replacement of gutters and downpipes and environmental works		
2.6 Window Replace General	1,258	1,283
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.		
2.7 Window Replace Multi Storey	0	0
A rolling programme to replace existing double glazing to meet current standards. This is on a cyclical programme.		
2.8 Balcony Storm Doors	60	5
Replacement of existing doors with more secure, solid doors		
2.9 Balcony Glass Renewal - Multi Storey	457	353
Replacement of existing balcony glazing on a cyclical basis		
	<hr/>	<hr/>
	11,746	8,066
<b>3 Energy Efficient</b>		
<u>Effective insulation</u>		
3.1 General Houses Loft Insulation	165	21
Installation of loft insulation where there is none previously or the topping up of existing Insulation to comply with current building regulations.		
<u>Efficient Heating</u>		
3.3 Heating Systems Replacement	5,852	4,825
Replacement of boiler/whole system as deemed necessary.		
3.4 Medical Need Heating	0	0
Installation of gas/electric heating depending on the medical assessment.		
This can be installing a completely new system, modifying or extending an existing system.		
3.5 Energy Efficiency Multi Blocks	4,400	4,460
Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants		
3.6 Energy Efficiency Sheltered	760	580
Introduction of energy efficiency measures in sheltered housing such as new or upgraded Systems.		

Project	Original Approved Programme £'000	Actual As at 28 Feb £'000
<u>Additional Energy Efficiency measures</u>		
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
	11,362	9,886
 <b>4 Modern Facilities &amp; Services</b>		
<u>Bathroom and Kitchen Condition</u>		
4.1 Modernisation Programme Replacement of bathrooms and kitchens.	10,549	5,517
	10,297	5,517
 <b>5 Healthy, Safe &amp; Secure</b>		
Healthy		
5.1 Condensation Measures Installation of heating systems and ventilation measures to combat condensation.	76	13
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	1,703	1,645
5.4 Lift Replacement Multi Storey/Major Blocks Replacement of lifts where they are beyond economical repair. This can be full replacement replacement of specific parts of the lift.	823	797
5.5 Smoke Detectors	62	33
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	22
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.	44	114
Secure		
5.11 Door Entry Systems Installation of door entry and replacement of existing doors where required	85	0
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	3,375	2,655

Project	Original Approved Programme £'000	Actual As at 28 Feb £'000
<b>NON SCOTTISH HOUSING QUALITY STANDARDS</b>		
6 Community Plan & Single Outcome Agreement		
6.1 Housing For Varying Needs New build including extra care housing.	100	657
6.2 Community Initiatives Refurbishment of properties or environmental improvements in designated areas.	409	15
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	32
6.6 CCTV – Multi Storey Provision of CCTV for the multi storey service	314	76
6.7 Adaptations Disabled Installation of level access showers, ramps, stair lifts and kitchen adaptations	1,342	672
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	64
6.10 Housing For Varying Needs- Extra Care/Adaptations Adaptations required to ensure existing sheltered housing stock meets current standards	579	102
6.11/ Roads/Paths	100	68
6.12 Upgrade of Roads to an adoptable standard and the Formation or upgrading of paths	100	0
6.13 Garages Upgrade of Garages	0	0
6.14 New Affordable Housing	650	1,626
6.15 Purchase of Police Houses	1,350	0
	5,515	3,313
7 Service Development		
7.1 Conditions Surveys Surveying of Council houses to identify failures against Scottish Housing Quality Standard	60	76
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	3
	185	84
8 Service Expenditure		
Corporate Fees	3,089	557
	3,089	557
Total Budget	46,923	30,810

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	19 May 2015
<b>DIRECTOR:</b>	Pete Leonard & Ewan Sutherland
<b>TITLE OF REPORT:</b>	2014/15 TRADING SERVICES BUDGET MONITORING
<b>REPORT NUMBER:</b>	CHI/15/150

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### **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 This is the final report in the format of the previous Directorates Housing and Environment and Enterprise, Planning & Infrastructure Trading Services. Work has been carried out to align the budgets to the new Directorates and the first report in the new format will be to the August Committee.

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 £1.4M.

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 remains 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 £1.4M 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 £717K. This variance is mainly due to an increase in income from rental of £240K and Grassums of £585K.
- Car Parking – the forecast is for an overall favourable variance of £572K. 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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☎ 01224 346353

## Housing &amp; Environment

As At End of February 2015		Year To Date			Forecast to Year End		
Accounting Period 11	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)	(3,771)	(1,107)	2,664	(2,681)	1,433	36.6
Total	(4,114)	(3,771)	(1,107)	2,664	(2,681)	1,433	36.6

## Enterprise, Planning &amp; Infrastructure

As at End of February 2015		Year to Date			Forecast to Year End		
Accounting Period 11	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)	(4,426)	(5,125)	(699)	(5,486)	(717)	15%
Car Parking	(4,747)	(4,312)	(4,910)	(598)	(5,319)	(572)	12%
	(9,516)	(8,738)	(10,035)	(1,297)	(10,805)	(1,512)	13.6%



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure – Performance Report
REPORT NUMBER:	CHI/15/159
CHECKLIST RECEIVED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to present Committee with key performance measures and progress of 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.

### 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**  
**19<sup>th</sup> May 2015**

**Aberdeen at Night**

The 2015 Annual National Best 'Bar None' Awards were held on Thursday 26<sup>th</sup> March in Edinburgh.

Aberdeen won national awards in the following categories;

- Best Public Health Initiative – The Garage Aberdeen – for Dry Aberdeen
- Best Use of Innovation – Institute Nightclub Aberdeen – for the Girls United Campaign

Once again a fantastic result for Aberdeen, an opportunity to showcase and receive recognition for the great partnership work going on between City Centre business and the Council.

**Equalities**

The Equalities team assisted the Lord Provost is hosting the International Women's Day event at the Beach Ballroom on the 8th March. This celebration marked women's contributions to their communities, workplaces and to city life. The team has also been working on the Council's first Gaelic Language Development Action Plan which is currently out for consultation, final amendments will be made before presenting the report to committee on 9 June 2015.

**Community Planning**

On the 27<sup>th</sup> March Community Planning Aberdeen's Welfare Reform Board hosted a "Feeding Aberdeen" seminar at the AECC, to consider and respond to the rapid growth within food banks in the city, where there is evidence of an increasing numbers of residents resorting to food banks in order to make ends meet. The seminar was chaired by Donald Urquhart, Head of Communities and Housing, and was attended by over 80 services, organisations and individuals involved in responding to the impact of welfare reform and the provision of emergency food aid. Following a welcome from the Lord Provost the seminar heard presentations from Mary Anne Macleod, Research Officer at the Poverty Alliance, Dr Flora Douglas, University of Aberdeen, and Caroline Comerford, NHS Grampian providing academic research and findings regarding the growth of emergency food aid, the experience of food insecurity and information on those that are currently using food banks in the city and why.

**Tillydrone Engagement**

An estimated 450 people took part in surveys carried out in Tillydrone by Aberdeen City Council staff alongside partner organisations to discover what they wanted in the planned, new £3 million Community Hub. Local people were asked what they liked about Tillydrone, what they would change, how they would change it and their preferred site out of a possible 4 options. The next step in the consultation process will include site visits to other community hubs. A detailed analysis of the feedback will be carried out over the next few

weeks, and the community will have a further opportunity to comment after publication.

### **Community Learning Healthy Minds Team - Walking Group**

The Healthy Minds team aims to assist adults who are recovering from mental health issues to access leisure and learning opportunities within Aberdeen City. They have been working in partnership with the Occupational Therapy Department at Cornhill to facilitate hill walks with those in recovery. Walks to be completed by this group this summer include Scolty, Gight, Baudy Meg, Loch Dubh, Clachnaben and Craig Leek and great feedback has been received.

### **Dyce Shuttle Bus, New Access Road and Turning Circle.**

The Nestrans project for a new bus and cycle only access road between Foinavon Close and Dyce Railway Station, which will be used by the local airport shuttle bus service, under construction since the end of January, is nearing completion. In March all kerbing, road and footway construction was completed. Any remaining signing, lighting and the erection of a bus shelter are due to be carried out during April. All work on site as part of the Aberdeen City Council construction contract is therefore expected to be completed by the end of April. An opening will be required through the railway property boundary fence before Dyce station is accessible from the new construction layout. It is anticipated that changes to the bus services, accessing the new road, will occur sometime in May 2015.

### **Employability, Skills and Community Enterprise**

The team hosted a successful "Moving Forward" recruitment fair for people aged 16 – 25 in the Music Hall on Monday 23<sup>rd</sup> March. Over 30 companies and support agencies promoted current vacancies and work programmes. Over 250 young people attended the event.

The biennial Sector Skills Needs Audit was launched on 19<sup>th</sup> March, shared with internal and external partners, and will lead to the development of a joint action plan.

The Business Boosters and Positive Procurement Programme continue to attract local businesses. These workshops and networking sessions are available on average 3 times per month and have recently covered the following business growth topics: Framework Agreement, Healthy Workplaces, Stress Management, New Business Rates evaluation system etc.

### **Commercial Access to ACC Ducting**

Accelerate Aberdeen have received advice regarding the options to allow commercial access to ACC current and future ducting networks and proposals for additional consideration of applications of a council ducting network.

The next step is the development of market rate assessment to make available wholesale market access to spare capacity in ACC ducting networks. Additional research is recommended to look at the wider benefits to the council, wider public services and community and business outcomes

through a broader strategic investment in ducting networks. At the Communities, Housing and Infrastructure committee on 18<sup>th</sup> March the development of a market rate and business model for delivering commercial access was approved.

### **North Regeneration Areas – Public Wi-Fi access**

Discussions with the Future Cities Catapult have identified an opportunity to deliver an initial project on the impact of digital connectivity in areas of multiple deprivation through a collaborative engagement of community, academia, FCC and the public sector.

Accelerate Aberdeen will commit £150,000 from existing capital funds to allow the delivery of a “Connected Communities” Wi-Fi network, managed by Station House Media Unit.

### **Aberdeen Local Development Plan**

The Proposed Aberdeen Local Development Plan, Proposed Supplementary Guidance and supporting documents are available for public consultation over a ten week period with a completion date of Monday 1<sup>st</sup> June. Anyone can submit suggestions as to what changes should be made. Unresolved objections will be examined by an independent person, before conclusions are presented to the City Council and Scottish Ministers. A series of staffed drop-in events are being held across the City, from Monday 20<sup>th</sup> April to Thursday 30<sup>th</sup> April, to explain what’s in the proposed Plan.

### **MUSIC Project Final Event & Project Close (Mitigation in Urban Areas: Solutions for Innovative Cities)**

The EU Interreg and Aberdeen City Council funded MUSIC Project has now come to an end. The final event was held on 25-26/03/2015 which shared learning points from the five European countries involved in the MUSIC Project in addition to many other initiatives from across Europe working on transitions towards sustainability. Outputs from the MUSIC Project in Aberdeen included three work packages:

- Work package 1  
Stakeholder led process to develop a vision and action plan to reduce carbon dioxide emissions in Aberdeen, including outputs from initial short term working groups on transport, education and work behaviours;
- Work package 2  
Involved development of Geographic Information System (GIS) tools in collaboration with the Luxembourg Institute of Science and Technology (LIST), including development of a tool to identify areas of fuel poverty in Aberdeen;
- Work Package 3  
Investment in a pilot project to install Solar Photovoltaic Panels on Loirston Primary School and a supporting educational package on energy for primary and secondary school pupils. This project has now ended however the educational programme is still being developed.

### **Aberdeen's Emission Strategy**

Aberdeen City Council, in partnership with Leeds University Institute of Transport Studies (ITS) is carrying out a unique vehicle testing study across various sites in Aberdeen, including King Street, Wellington Road, Bridge of Dee, Great Western Road and Great Northern Road between 14-24 April 2015. ITS owns and operates the only remote vehicle emission equipment in the UK. Tailpipe emissions from vehicle exhausts are measured via remote sensing equipment as vehicles drive through a monitoring site. The monitoring site also includes a camera to record vehicle registration numbers. Registration numbers can be used to identify the vehicle type (car, van, light and heavy commercial vehicle, and buses), age and fuel type linked to the emissions from the specific vehicles. This survey will create a true reflection of the emission levels within the City, as previous surveys have all been carried out in a controlled test environment. With an improved understanding of fleet characteristics and vehicle emissions from vehicle testing, the Council will be able to develop more effective management strategies to improve air quality within the 3 Air Quality Management Areas.

### **Aberdeen is the first local authority in Scotland with in-house BREEAM assessors**

Aberdeen City Council is the first local authority in Scotland to have its own in-house BREEAM (Building Research Establishment Environmental Assessment Methodology) assessors, to review developments for environmental performance. A total of 15 staff are being trained across several services. BREEAM sets the standard for best practice in sustainable building design, construction and operation and has become one of the most comprehensive and widely recognised measures of a building's environmental performance. It is used in master-planning and new construction, encouraging designers, the construction industry and others to think about low impact design from design stage through until after the building is occupied. The assessors will use the information to review and improve new City Council or City Council-related developments.

### **Recruitment**

There is a low level of skilled tradesmen in the Aberdeen area looking for employment, and several vacant positions at the council. Officers from Building Services attended a recruitment fair for tradesmen on the 17<sup>th</sup> of March in Dundee with the intention of attracting them to work for the Council. There was a high volume of footfall attending the fair, due to the company Muirfields going into administration in previous weeks, and Aberdeen were the only Council attending, this meant there was a lot of interest. Application packs were handed out to the tradesmen, in total 20 packs were completed and to date 3 applicants have been successful.

### **ACSEF – Economic Strategy**

Following the approval of the draft ACSEF-led Economic Strategy for the North East, the service is working on a draft plan as to how the Council will

contribute towards the strategic economic objectives for the region, in the context of the overall development of the City Region Deal bid. Following the confirmation that both Councils can begin discussions with the UK and Scottish Government on the development of a City Region Deal, we have been contributing to the internal discussions on the next steps for both Councils, the wider public and private sector partners and the UK and Scottish governments. As a funding partner, we are contributing to a review of ACSEF and its core activity alongside Aberdeenshire Council and Scottish Enterprise.

### **Scottish Cities Alliance**

As part of our leadership and delivery role of the Scottish Cities Alliance, we attended the annual MIPIM (Marché International des Professionnels Immobilier) conference in Cannes between the 9<sup>th</sup> and 13<sup>th</sup> of March. Attending as part of a wider collaboration allowed the Council to attend the international property conference and discuss immediate and specific opportunities with investors, fund managers and developers.

### **Aberdeen Hydrogen Bus Project**

The official opening of the UK's first fully integrated hydrogen production and bus refuelling station happened on the 11<sup>th</sup> March in Aberdeen. The opening of the station was a major milestone in the bus project as it marks the beginning of the operational phase.

The launch attracted attention from UK wide media, resulting in media coverage in local & national newspapers, radio stations, trade press and TV as well as coverage from the market-leading coach and bus industry weekly magazine – Route One.

The event was well attended by the project partners and funders, with representatives from industry, other local authorities, academic representatives, potential hydrogen users including the NHS and local supply chain organisations.

The hydrogen buses are now in the teething phase, both First and Stagecoach have begun putting the buses into service on the X17 route and the X40 route. As this is a demonstration project a few issues are expected, however generally the buses have been performing well. After a few months of testing the buses, they will go into full service and run as part of the everyday fleet.

### **City Centre Master plan**

The third public consultation for the city centre master plan took place in March and April 2015. Comments from the people of Aberdeen have already shaped the evolving Masterplan to improve the heart of the Granite City. Key themes for the development of the city centre's long-term future have emerged following consultation with the people who live and work in the city, as well as a range of business and community stakeholders. The transformation of our city centre will breathe new life into Aberdeen, which remains one of the UK's key business and cultural destinations.

The proposals which could help deliver an additional 11,000 jobs and add £290 million to the city's gross annual income include:

- Queens Square: The transformation of the Queen Street area into a new mixed-use urban quarter.
- Castlegate/ Castlehill: A vibrant public square to reinvigorate Castlegate/Castlehill;
- Denburn Valley: The reawakening of the Denburn Valley as the setting for a new generation of city living.
- Heart of the City: Union Street gets the space it deserves through being the pedestrianisation of as part of Aberdeen's historic main street.
- Union Street West: A contemporary business/retail/ leisure feel to the west end of Union Street and the renovation of Golden Square and Bon Accord Square as accessible green spaces.
- Station Gateway: A much enhanced gateway and better pedestrian routes to and from the railway station to radically improve first impressions of Aberdeen.
- South Dee: A new pedestrian bridge across the Dee to link to a new residential community at South Dee and enhanced riverside promenade.
- North Dee: A significant new office and business quarter at North Dee.

### **Aberdeen Exhibition and Conference Centre**

The final public consultation for the proposed new AECC took place on Friday 27 March at Aberdeen's Bon Accord Centre.

Henry Boot Developments – Aberdeen City Council's development partner for the project – launched the third round of public consultation events on plans for a new exhibition centre at Bucksburn and the redevelopment of the current AECC site at Bridge of Don, in advance of planning applications being submitted in early summer.

The events ran from 10am-6pm on 27 & 28 March at the Upper Mall of the Bon Accord Centre, Aberdeen. From Monday 30 March – Friday 10 April, the exhibition was on display in Marischal College, where comments could be submitted to the developer. Plans for the new £333m Aberdeen Exhibition and Conference Centre were approved by the full council in March. The plan includes two hotels, with the current site being developed for housing. The hotels, plus a business park and green energy plant, are aimed at offsetting the costs.

### **Renewables**

On the 23<sup>rd</sup> & 24<sup>th</sup> March AREG successfully exhibited and presented at the Scottish Renewables annual conference in Edinburgh. This event attracted over 800 of the key people in the Scottish and UK renewable industries and is a major event in the renewables calendar. Delegates included policy makers, regulators, agencies, developers and utilities providing an excellent opportunity to promote the capabilities of the City and its supply chain in renewable energy and provide a profile for AREG members that should lead to new business opportunities for them.

Also in March, AREG held a membership showcase event to promote the capabilities of AREG members with a view to assisting them establish new relationships and win business. The topics reflected the broad range of



capabilities in the local industry and AREG members and included quality management, arbitration, access systems, marine services and engineering and renewable heat.

On May 6<sup>th</sup> and 7<sup>th</sup> AREG also exhibited at the All-Energy exhibition in Glasgow. Whilst All-Energy is no longer based in Aberdeen, the City, AREG and the local supply chain needed to maintain their profile and position at the event to underpin future economic benefit and employment potential to be gained through winning new business in the renewable energy industries.

### **Connection Voucher Scheme (CVS)**

There have been 257 enquiries received to date, they are being responded to by the Digital Team. It is a requirement of the scheme that each enquiry has to be looked at on an individual basis in order to assist the enquirer and help them move onto the next stage of the process and submit an application.

From the 257 enquiries, 59 have progressed to applications for funding from the CVS scheme with 42 approved for a voucher.

The pre-registered packages total is now 48 approved applications.

The CVS page on the Aberdeen Invest Live Visit website, [www.aberdeeninvestlivevisit.co.uk](http://www.aberdeeninvestlivevisit.co.uk), has had 4,884 visits overall.

### **Innovation Framework**

ENET have changed their name and are now trading under the title Elevator. RGU and University of Aberdeen centres have had their equipment installed and refurbishments completed. Official launch events will take place in April. ACC and the 3 hub sites also aim to instigate and deliver a program of enterprise education for individuals leaving the energy industry.

Pete Leonard  
Director

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# 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	1,805	1,044	2,849
Number In Post (FTEs) **	1,487	879	1,487	879	2,366	
Number of Vacancies (FTEs) **	318	165	318	165	483	
98 Average Sickness Absence						
83 Health & Safety Matrix Compliance						
99 Number of Staff who have undertaken Training Workshops/Online Modules						

\*\* Figures correct as at 10<sup>th</sup> February 2015. Updated figures will be supplied following completion of restructure.

### 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	

<b>Improving Customer Experience</b>		
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.		Not available
50 Non-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		

<b>Responsible Resource Stewardship</b>		
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.		

<b>Improving Customer Experience</b>	
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)	

<b>Responsible Resource Stewardship</b>	
49 Percentage Total Waste Recycled/Composted	Not available
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	




<b>Improving Customer Experience continued</b>	
90 Road Cat 1 defects repaired within 2 work days	
91 Potholes Cat 1 defects repaired within 2 work days	
92 Gulleys 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				Traffic Light Icon
	Current Target	Current Value		
<b>1</b> The overall monetary value of former tenants arrears, as at the end of each rent period	£1,400,000	£1,253,154		
<b>2</b> The overall monetary value of payments received for former tenants arrears for the year to date.	£165,000	£161,750		
The number of current residential tenants with rent arrears at the end of each rent period		6,351		
The monetary value of current residential tenants arrears at the end of each rent period		£2,555,783		
<b>3</b> 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%		
<b>4</b> 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%	34.2%		
<b>5</b> 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	15.7		
Analysis				Date Updated
<p><b>Current Arrears:</b> At year end the value of residential arrears for current tenants stood at £2,555,783. This is a decrease of 14.4% from January's figure of £2,984,290 and a marked improvement of 12.9% from the Council's position at year end 2013/14 when current arrears stood at £2,933,253 demonstrating significant improvement in Rent and Arrears Management performance.</p> <p>In March 6,351 tenants had outstanding balances on their rent accounts; a decrease of 11.2% from the 7,148 recorded in January. The number of tenants owing more than 13 weeks rent recorded in March stands at 6% and is unchanged from the 6% recorded in January previously; this is well within the Council's 8.6% target.</p> <p>The level of arrears cases can be broken down as follows:</p> <p>1077 (17%) tenants owing £50 or less                  2312 (36.4%) tenants owing between £50.01 - £250                  2312 (36.4%) tenants owing between £250.01 - £1000                  622 (9.8%) tenants owing between £1000.01 - £3000                  28 (0.4%) tenants owing more than £3000.01</p>				29-Apr-2015

	<p><b>Arrears Actions:</b> In 2014/15 Aberdeen City Council issued 7712 first and second warning letters; this is a 7.6 % decrease from the 8350 second warning letters issued in 2013/14. 2193 NOSP's were issued in 2014/15; a decrease of 12.9% from the 2,518 NOSP's issued in 2013/14. There have been 208 repossession of Council tenancies in 2014/15; this is up 60% from the 130 repossessions recorded in 2013/14.</p> <p><b>Terminations:</b> In 2014/15 34.2% of tenants terminated their tenancy with more than 1 week of rent arrears; this is slightly down from the 35.3% recorded in January but above the Council's target of 29%. In 2013/14 32.3% of tenants terminated their tenancy with more than 1 week of rent arrears. The average debt owed by tenants leaving in arrears in 2014/15 amounted to 15.7 weeks, this is above the Council's 13.4 week target but lower than the 15.9 week figure recorded in January. In 2013/14 the average debt owed by tenants leaving in arrears in amounted to 13.6 weeks.</p> <p><b>Former Arrears:</b> The total cumulative value of former tenant arrears at the end of the March rent period stood at £1,253,154 which has decreased by 16.3% a marked improvement from the £1,496,955 recorded in January. This is well below our current target of £1,400,000. At year end in 2013/14 former tenant arrears stood at £1,410,665. In 2014/15 £161,750 was collected in arrears payments from former tenants, this is 15.3% higher than the £140,322 collected in the previous year. The Council has written off £676,436 in 2014/15, this is 32.9% up from the £509,144 recorded in 2013/14.</p> <p><b>Action:</b> Although the number of evictions is higher than in the previous year, this has been largely due to the changes within the Scottish Court Service rather than any changes to our court actions/processes or indeed decision making. The changes introduced early last year within the Court Service have resulted in us having had the benefit of two static Sheriffs hearing the Heritable Court actions. This has meant that there have been less cases continued or sisted in court when tenants have failed to keep to the arrangements that have previously been made in Court.</p> <p>The Department of Work and Pensions have now confirmed that the payment of Universal Credit will be rolled out in Aberdeen City during November 2015. This will have a dramatic effect on how we collect rent, and so officers are currently reviewing best practice from sites where the roll out has already begun in order that we can be as prepared as possible for November. Staff are already trying to make contact with all our tenants in order to get up to date contact telephone numbers/email addresses so that we can make contact quickly if an account falls into arrears.</p>
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<b>Tenancy Management</b>			
	<b>Current Target</b>	<b>Current Value</b>	<b>Traffic Light Icon</b>
<b>6</b> Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	80%	73.2%	
<b>7</b> Satisfaction of new tenants with the overall service received by the Estates Service. (Year to Date)	90%	97.2%	
<b>8</b> Percentage of Tenancy Management actions (specifically Abandonment, Assignment, Joint Tenancy, Lodger, Single Abandonment, Single Termination, Sublet, Succession) which saw a decision/outcome made within the month and within our statutory target	100%	93.7%	

<p><b>9</b> Percentage of New Tenant Visits (Routine Visits) in the month with an outcome completed within statutory timescales</p>	<p>100%</p>	<p>68%</p>	
<p>The total number of instances of mobile device usage by Housing Officers citywide in the quarter</p>		<p>25,801</p>	
<p>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</p>		<p>63%</p>	
<p>The year to date number of legal repossessions following decree.</p>		<p>208</p>	
<p><b>10</b> Percentage of new tenancies sustained for more than a year</p>	<p>94%</p>	<p>92.8%</p>	
<p><b>Analysis</b></p>			
<p><b>Tenant Satisfaction:</b>  In 2014/15 2015 the percentage of tenants satisfied with the standard of their home when moving in currently stands at 73.2% which is up 1.2% from the 72% satisfaction recorded in January; this is below the Council's target of 80%. In 2013/14 76% of tenants were satisfied with the standard of their home when moving in.</p> <p>The percentage of new tenants that were satisfied with the overall service they received is currently 97.2% which meets the Council's target of 90% customer satisfaction. In 2013/14 93% of new tenants were satisfied with the overall service they received. This figure is up from the 96.7% recorded in January demonstrating sustained customer satisfaction with the overall service received by the Estates Team.</p> <p><b>New Tenant Visits:</b>  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 March stands at 68% this is up from the 61% recorded in January but down 10.4% from the 78.4% of visits completed in 2013/14 and is below target.</p> <p><b>Customer Service Actions:</b>  The percentage of Customer Service Action Outcomes (Abandonments, Assignations, Joint Tenancies, Lodgers, Single Abandonments, Single Terminations, Sublets and Successions) achieved within statutory timescales in March was 93.7%. This is up from the 90.2% recorded in January however performance was below the statutory target of 100%. In 2013/14 90% of Customer Service Actions were achieved within the statutory timescales.</p> <p><b>Tenancy Sustainment:</b>  The percentage of new tenancies sustained for more than 12 months is unchanged from January with 92.8% recorded in March; narrowly missing the Council target of 94%. This is an improvement from the 91.4% recorded Year end in 2013/14. There have been 208 repossessions of Council tenancies in 2014/15; this is up 60% from the 130 repossessions recorded in 2013/14.</p> <p><b>Estate Management:</b>  The number of instances of mobile device usage by housing staff in Q4 of 2014/15 stands at 25,801 representing a 7.1 % increase from the 24,085 recorded in Q3. From these actions 63% related to rent and arrears management. This is up 13% from the 50% previously recorded in Q3 of 2014/15 showing an increase in rent and arrears management activity.</p> <p style="text-align: right;">29-Apr-2015</p>			



<b>Void Management</b>				<b>Traffic Light Icon</b>
	<b>Current Target</b>	<b>Current Value</b>		
<b>11</b> Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	1.97%	1.95%		
<b>12</b> The year to date average number of days taken to re-let all properties - Charter Indicator	50	92.6		
<b>13</b> The average number of days taken to let a Fast track void in the year to date	14	14		
<b>14</b> The average number of days taken to let a Routine void in the year to date	28	62		
<b>15</b> The average number of days taken to let a void due to Death in the year to date	42	101		
<b>16</b> The average number of days taken to let a void due to SHQS works in the year to date	49	102		
<b>17</b> The average number of days taken to let a void due to major works in the year to date	49	110		
<b>18</b> The average number of days taken to let a void which went through an OT assessment in the year to date		125		
<b>19</b> The percentage of offers of accommodation accepted year to date average	65%	65.7%		
<b>20</b> The overall percentage of void properties as a percentage of stock as at the end of each month	2.3%	2.2%		
The overall number of offers of accommodation refused monthly		27		
<b>21</b> The percentage of Void properties relet within 4 weeks	56.6%	13.6%		
<b>Analysis</b>				<b>Date Updated</b>
<p><b>Analysis:</b>  There were 1578 relets in 2014-2015, around the same number as in the previous year. However, the average time taken to relet all properties in 2014-2015 was 92.6 days compared with 71.5 in the previous year and 50.4 for 2012-2013. The relet of 47 Low demand properties was significant in terms of the average relet time as the average relet time for a Low demand property was 288.6 days. If Low demand properties alone are considered, 15 such properties remained void for a period exceeding a year with the longest remaining void for 945, 756 and 707 days respectively.</p> <p>Relet time performance varies considerably dependant on the void path and nature of works requiring to be done with average days varying from 62 for a Routine void, to 101 for an empty property following the death of the tenant, 102 where the property requires to reach the SHQS standard, 110 for major works to 125 where equipment and adaptations are required.</p> <p>In line with the longer average relet time this financial year, performance in respect of the percentage of properties relet in under 4 weeks was just 13.6% (214 of the 1578 properties relet). Performance for the previous year was 20.8% (323 of the 1553 relets).</p>				30-Apr-2015

	<p>Rent lost due to voids amounted to £1,533,754. This equates to over £4200 per day. However, at 1.95% of gross debit, performance was ahead of the 1.97% target set. Rent lost due to voids has been increasing year on year since 2011-2012 as would be expected with the average relet period becoming longer.</p> <p>At year end, there were 484 void properties, of which 354 were available for relet and 130 were off charge. This compares with 510 at commencement of the financial year (461 available for relet and 49 off charge). The Smithfield and Haudigan projects have impacted on the numbers of properties unavailable and not to be relet.</p> <p>The offer acceptance rate continues to improve from 64.6% at year end last year to 65.7% at the end of 2014-2015. Of the resultant offers, 933 were accepted, 762 withdrawn and 623 properties refused. Year to date the pattern for refusals remains unchanged. The most common reason for applicants to refuse properties this financial year is Area (96 refusals), No response to the offer letter sent (74), Does not want to move at present (59), Personal reasons (53) and wants application cancelled (50)/ Health (50).</p> <p><b>Action:</b></p>
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<b>Tenant Participation</b>				<b>Traffic Light Icon</b>
	<b>Current Target</b>	<b>Current Value</b>	<b>Date Updated</b>	
The current number of Tenant Groups		48		
<b>22</b> Percentage of Tenant Groups which are registered	35%	35.4%		
The number of tenants in the financial year to date who have attended or are attending training (Tenant Participation). Types of training could be 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.				
<b>Analysis</b>				
<b>Analysis</b> 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 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.				
				24-Feb-2015

<p><b>Action</b></p> <p>A review of the Tenant Participation framework is ongoing and this is linked to the revision of our Strategy which requires review and revision to reflect the impending legislative changes which will emerge through the impact of the Community Empowerment Bill as well as the way in which the Council has recently restructured with a renewed focus on Communities. Therefore 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.</p>		
<p><b>Project</b></p> <p>Implementation of the Scottish Social Housing Charter</p>	<p><b>Progress To Date</b></p> <p>The submission of the Charter Indicators to the Scottish Housing Regulator is currently being prepared for submission by 31st May 2015 deadline.</p> <p>The preparation for the production of the second Annual Report to Tenants is underway with meetings taking place with officers and tenants, feedback on last years report is being used to inform the content and design for this years report which will be published in October 2015</p>	<p><b>Latest Note Date</b></p> <p>28-Apr-2015</p>
<p><b>Project</b></p> <p>Housing for Varying Needs Review</p>	<p><b>Progress To Date</b></p> <p>This review is currently in the first phase of the Implementation Plan - this phase will run from 2013 – 2015.</p> <p>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.</p> <p>The developments are: Balmoral Court, Bede House Court, Craighton Park, Meadow 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.</p> <p>Berrymoss Court and Parkhill Court at Dyce are subject to a recent committee recommendation for them to be "twinning" 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.</p> <p>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. Upgrade works have been scoped and improvements and changes to the building will be funded in the 2015/2016 budget.</p> <p>Sheltered Housing to Mainstream Housing: The first development to change from sheltered housing to mainstream housing will be Smithfield Court. All</p>	<p><b>Latest Note Date</b></p> <p>28-Apr-2015</p>

	<p>tenants have moved and refurbishment work has commenced.</p> <p>Phase 2: Recommendations for the next phase of this review will be presented to committee in Spring 2015.</p>
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**Housing Access Service**

<b>Allocations</b>			
	<b>Current Target</b>	<b>Current Value</b>	<b>Traffic Light Icon</b>
The current number of applicants' shortlisted on the housing urgent list as at the last day of the month		533	
The current number of applicants' shortlisted on the housing discretionary list as at the last day of the month		94	
The current number of applicants' shortlisted on the housing support list as at the last day of the month		739	
The current number of applicants' shortlisted on the housing waiting list as at the last day of the month		4,891	
The current number of applicants' shortlisted on the housing transfer list as at the last day of the month		1,682	
<b>23</b> The percentage of housing applications processed within 28 days of receipt, year to date average	84%	99.3%	
<b>Analysis</b>			
<p><b>Analysis</b>            At year end the number of applicants on the register awaiting housing had risen by 13% from 6805 at 31st March 2014 to 7686 at 31st March 2015. While we have seen an increase in the volume of applicants' on the housing register in 2014/15, the real term number of people applying for housing during the year actually fell by 42% as a result of the new housing options model applied. The actual cause of the increase is attributable to a 77% decline in the number of applications cancelled in the year, alongside a slight decline in the number of allocations made. The 77% decline in applications cancelled 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.</p> <p>As applicants' can be on more than one list the number of applications across all lists has also increased by 10% to 7939. Of the applications across the lists;</p> <ul style="list-style-type: none"> <li>. 533 are on the Urgent List</li> <li>. 94 are on the Discretionary List</li> <li>. 739 are on the Support List</li> <li>. 4891 are on the Waiting List</li> <li>. 1682 are on the Transfer List</li> </ul>			
			14-Apr-2015

- The biggest changes affecting the housing register in 2014/15 were;
- . 49% increase in the number of applications on the Urgent List
  - . 81% increase in applications on the Discretionary List
  - . 11% 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 increasing numbers 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 1324 (27%) applicants on the waiting list and 776 (46%) on the transfer list have 0 points representative of no housing need.









During the year 76% of applications were processed within 28 days up 13% on 2013/14 yet falling just short of the 80% target set. A review of this indicator was undertaken in August 2014, the target remained unchanged however new monitoring measures to improve case management were agreed and implemented in an attempt to raise standards. In the 7 months following the review 92% of applications were processed within target. Furthermore, in March 2015 a monthly high of 99% was recorded thus providing a platform and benchmark for improved practice in 2015/16.

The continual increase in applicants admitted on to the housing register places even greater demand and pressures on an already acute housing register, where the need for accommodation still greatly exceeds supply. At year end there were only 354 properties available to re-let therefore possessing the capacity to supply only 5% of the applicants' on the register with accommodation at this time.

- In 2014/15 there were a total of 1577 applicants' housed off the lists, an average of 131 allocations per month. A further breakdown of allocations reveals;
- . 657 have been housed off the Urgent list
  - . 108 have been housed off the Discretionary List
  - . 293 have been housed off the Support List
  - . 345 have been housed off the Waiting List
  - . 174 have been housed off the Transfer List

Further analysis of the quota for allocations reveals that 60% of lets were awarded to applicants under the urgent quota, meeting the target in 2014/15 for the first time since the implementation of the new allocation policy in 2012. The increase of applicants admitted to the relevant priority lists during the year is the likely driver of the increase.

**Action**

<b>Homelessness</b>				<b>Traffic Light Icon</b>
	<b>Current Target</b>	<b>Current Value</b>		
<b>24</b> The year to date percentage of statutory homeless applicants housed who have sustained their tenancies for more than 12 months	90%	89.2%		
<b>25</b> The average length of homeless journey (from presentation to discharge of duty) for those applicants' whose journey was completed during the month.	150	165.71		
The number of statutory homeless applications received in the month		155		
The number of households assessed as homeless or potentially homeless within each month		66		
<b>26</b> The year to date percentage of homeless decision notifications issued to homeless applicants within 28 days of presentation	80%	49.9%		
<b>27</b> The % of homeless cases in the month where contact has been lost with applicant either pre- or post- statutory decision	14%	13%		
<b>28</b> 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%	97%		
<b>29</b> The year to date % of all general need relets (all excluding sheltered, very sheltered and amenity housing) allocated to statutory homeless applicants.	50%	44.85%		
<b>Analysis</b>				<b>Date Updated</b>
<b>Analysis</b> The Homelessness and Resettlement Strategy outlines the Councils plan and commitment to reducing homelessness, with a longer term vision to finally ending homelessness in the city. At year end records indicate that 1521 formal homeless applications were made during 2014/15 up 15% on the 1319 applications received in 2013/14. This is the first reported annual rise in applications since 2010/11 when the number of applications received reached a record high of 3409. Records also reveal that 1593 assessment decisions were reached during the year marking a 43% increase upon the 1114 recorded in 2013/14. 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 succeeded in driving up the completion rate of assessments throughout the year, the average time taken to conclude assessments suffered, increasing to 49 days, 5 more than in 2013/14 and 21 days over target. However, slight improvement was noted against the percentage of assessments completed within the 28 day target where 50% of assessments met target, a 4 point increase upon the 46% achieved in 2013/14. Irrespective of this improvement the overall value still fell short of the 80% target set. Of the assessments concluded in 2014/15 key trends indicate; . A 51% increase in the number of unintentional homeless determinations, 339 more when compared with the previous year. The numerical increase in 2014/15				14-Apr-2015

however is consistent with and proportionate to the overall increase in assessment decisions completed when compared with 2013/14. Of all the statutory homeless decisions concluded 80% have been considered unintentional, a 2 point fall on the 82% achieved in 2013/14.

- . A 65% increase in the number of intentional homeless determinations reached rising from 151 in 2013/14 to 250 in 2014/15. Again this is symptomatic of the increase in volume of assessments completed. Of the statutory cases assessed the percentage found to be intentionally homeless shows little variation rising from 19% in 2013/14 to 20% in 2014/15.
- . An 83% rise in the number of lost contact prior to assessment determinations, 72 more than in 2013/14. Despite the rise in lost contacts there has been a 24% (28) fall in the number of withdrawn determinations and an overall 6 point fall in the percentage of cases assessed where no duty exists.

While the YTD application and assessment data points towards an upturn in activity the HL-3 (Scottish Government temporary accommodation placement level data capturing system) actually denotes a 4% reduction in the number of applicants' requiring temporary accommodation in 2014/15 (951) when compared with the previous year (986). Latterly information has come to light that indicates an under-reporting in offers made to homeless applicants. Work is currently being undertaken to update HL-3 records.

The homeless outcomes data also reveals a 6% downturn in the number of cases closed in 2014/15 when compared with 2013/14. Of the 1218 cases closed this year key trends show;

- . 710 applicants with a recorded last action were assessed as statutory homeless, of which 650 (91%) were offered or provided permanent accommodation, 2% higher than last year and 11% higher than the revised 80% target set.
- . A 55% reduction in the number of cases returning to previous accommodation or making their own arrangements when compared with the previous year
- . A 93% increase in the number of cases where the outcome is unknown. This is consistent with the increase in the lost contact prior to decision assessments reached and symptomatic of closing historic cases.
- . 1227 general need relets were made of which 45% (557) were allocated to homeless households, a 9% increase upon 2013/14 with progress being made towards meeting the 50% target set.

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 latter. Data reveals that of the 750 statutory homeless cases closed in the year the average journey time stands at 165 days, with 58% (433) of the individual cases having met target. Of the 141 non-statutory homeless cases closed this year the average journey time stands at 171 days, with 83% (114) of the individual cases having met target.











For those applicant's re-housed by the homeless service the tenancy sustainment rate remains high at 89.2%, yet the performance has fallen each year since 2011/12 when sustainment rates stood at 93.6%.

**Action**

<b>Housing Advice</b>				<b>Traffic Light Icon</b>
	<b>Current Target</b>	<b>Current Value</b>		
Number of housing advice cases registered in the year (YTD)		6,201		
Number of housing advice cases closed in the reporting year (YTD)		3,414		
<b>Analysis</b>				
<p><b>Analysis</b></p> <p>In its first year of operations the Housing Access Service provided 6207 applicants' with advice and assistance to help meet their housing needs. A breakdown of the primary reasons for why advice was required shows that;</p> <ul style="list-style-type: none"> <li>. 27% were asked to leave the parental home and required assistance with remaining in the home or finding alternative accommodation.</li> <li>. 15% wanted assistance with finding their own accommodation.</li> <li>. 12% experienced relationship breakdown and required assistance with finding alternative accommodation.</li> <li>. 12% were living in overcrowded conditions.</li> </ul> <p>Data from the inaugural Scottish Government publication of Prevent 1 indicated 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. Local recording for the second half of the year suggests that the numbers of people seeking advice and assistance accelerated during this period and therefore would anticipate little change to the national standing when the Prevent 1 return is next published.</p> <p>Of the approaches above, the vast majority (85%) were 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 3414 cases closed in the year;</p> <ul style="list-style-type: none"> <li>. 19% of applicants were given advice and assistance that enabled them to remain in their current accommodation</li> <li>. 33% made a homeless application to be assessed under homeless legislation.</li> <li>. 37% of applicants lost contact</li> </ul> <p>Since December there has been a slowing of case closures. At year end there were still 2748 cases that remained open, of which the average time active was 110 days. With the high proportion of cases being delivered to type 1 advice, the ratio of cases closed in the year appears to be disproportionate.</p>				
				21-Apr-2015



## Housing Support Service

Homelessness Temporary Accommodation				Traffic Light Icon
	Current Target	Current Value		
<b>30</b> Percentage of households requiring emergency or temporary accommodation to whom an offer was made in the year	100%	99.09%		
Number of households where the Council was required to make an offer of temporary or emergency accommodation during the reporting year (YTD)		1,412		
The number of offers of temporary or emergency accommodation made during the reporting year		1,425		
Percentage of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		6.02%		
Number of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		85		
The YTD % of users' who completed the homeless questionnaire and were satisfied with the overall quality of temporary accommodation provided.		66.6%		
The total number of homeless households staying in temporary accommodation of all types above the aggregate target period (6 months) within each month		70		
Current tenancy arrears for temporary homeless flats excluding resettlement properties		£278,555		
<b>31</b> Current arrears as a percentage of <b>GROSS</b> 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		£1.691,779		
Analysis				Date Updated
<p><i>Provision</i> The Homelessness and Resettlement Strategy outlines the Councils commitment to reducing homelessness, lessening the need and reliance for temporary accommodation with a longer term vision to finally ending homelessness in the city.</p> <p>At year end (31/03/2015) the housing support service had a temporary stock profile of 566 units consisting of;</p> <ul style="list-style-type: none"> <li>. 315 furnished ACC flats, 56% of the overall stock profile</li> <li>. 60 Hostel rooms, 11% of the overall stock profile</li> <li>. 24 B&amp;B rooms, 4% of the overall stock profile</li> <li>. 65 Hotel rooms 11% of the overall stock</li> <li>. 102 Privately leased units (including those sublet from housing associations), 18% of the overall stock profile.</li> </ul>				28-Apr-2015

During its first year of operations Support Services have overseen a 17% rise in the temporary stock profile, sanctioning the addition of a further 16 flats leased from the HRA and creation of 65 (current) occupancy agreements for use of hotel rooms. Additional accommodation was required in part to meet the pressures originating from an upturn in homeless applications, where a 15% increase upon the 1319 applications received in 2013/14 was recorded. Alongside the rise in applications a 54% increase in the number of statutory assessments completed was also noted, awarding 1252 households a right of access to temporary accommodation where required. In spite of this increase applicant demand over the last 5 years (2010/11-2014/15) has actually fallen by 56% with the number of statutory homeless determinations reached having declined by 37%, yet temporary accommodation stock has continued to grow during this period. Further analysis identifies a lack of movement through temporary accommodation in 2014/15 as a key contributor to the pressures faced. Relative trends indicate;

- . 8% reduction in terminations of temporary accommodation upon that recorded in 2013/14 with fewer applicants moving between temp, leaving to find their own accommodation and abandoning their accommodation.
- . The average length of stay in temporary accommodation (placement prior to terminating) rose to 98 days, 22 more than the 76 days recorded in 2013/14
- . 25% of households in temp at 31st of March 2015 had occupied their current temporary placement for longer than the 6 month target set.
- . 4% reduction in the number of applicants' requiring temporary accommodation in 2014/15 when compared with the previous year. Figures are taken from the local HL-3 recording which is used to provide placement level data to the Scottish Government however latterly information has come to light that indicates an under-reporting of offers made to homeless applicants. Work is currently being undertaken to update HL-3 records.
- . 6% reduction in the number of homeless outcomes achieved with fewer applicants making their own arrangements and returning to family or friends.
- . A 22 day increase in journey times for all cases closed in the year. A 62 day increase was noted for those cases closed with an intentionally homeless determination.
- . The average length of time to reach a homeless decision rose to 49 days, 21 days more than the 28 day target set.
- . High ratio of unintentionally homeless cases deferred for support delaying the transition from temporary accommodation to permanent accommodation. Snap shot in time analysis completed of households in temporary accommodation throughout the year indicates on average 78% of cases are deferred at any given time.
- . Due to the high volume of cases deferred the number of applicants' available for selection is very low.

Latterly, the team has begun drafting an action plan to free up movement through temp and reduce the time households spend in this type of accommodation. Some of the actions identified will take time to implement and depend upon the co-operation and agreement of other services. Actions initiated by both Support Services and the Housing Access Service during the year include;

- . Creation of new deferment codes to improve case management by enabling the teams to identify which stage within the support process the applicant is at. A new 28 day target to complete support assessments has been proposed but has yet to be finalised.
- . A new identifier was established for those applicants' who require little or no support so that they can be shortlisted and allocated permanent accommodation soon as possible. Since implementation in February there have been 31 applicants housed where the average length of time between the identifier being created and the applicant being housed is 20 days.
- . A new temp referral mechanism has been created through I-world that should streamline and enhance practices while also allowing for improved monitoring of cases.
- . STG 1 applicant details are beginning to be registered and input on the day of presentation as per HL-1 guidance allowing for more accurate recording and better monitoring of applications.
- . After a review of the allocations policy 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 the day after being shortlisted and made live on the register.

For those applicant's re-housed by the homeless service the tenancy sustainment rate remains high at 89.2%, yet the performance has fallen by 4.6% since 2011/12 in spite of the resources invested during this time.

From the 36 questionnaires received in 2014/15, analysis reveals that 66.7% (24) 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 31st March 2015, 89% (256) of the 287 households accommodated in temporary A.C.C flatted accommodation were in arrears. The total value of arrears stood at £278,555 a 7% increase upon the £261,407 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 £1088, the equivalent of approximately three and a half 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 £1,691,779. During 2014/15 398 households terminated with arrears (20% of total households with FTAs) worth a value of £506,440 (30% of the total value) an average of £1272 per household and equivalent to approximately four weeks rent and service charge for this type of property.

**Action**





As detailed above, improvements have been made to develop processes within the Support Service and Housing Access service. The support being provided to applicants deferred for support is able to move with the homeless household, to prevent prolonging deferrals and extending the time in temporary accommodation. The support is now moving with the homeless household and aims to provide a seamless package of support which enables the client to work towards set objectives within the support plan. The support plan identifies outcomes the clients have selected to receive support to improve their circumstances. There continues to be improvements developed to achieve a more customer focused process for cases with an intentionality decision. The period of 'reasonable time' in temporary accommodation starts after the homelessness decision has been given to the homeless household. The homeless household will now work towards plan of support to review their housing options.






A rent management system for all temporary accommodation types is being developed which aims to match the same process for mainstream rent management /arrears. Clients are being advised of the support available at an earlier juncture, which includes referrals to the Financial Inclusion team. At the same time as establishing a more robust rent management system the service are developing a process to address the former tenancy arrears this financial year.

## Private Sector Housing

<b>HMO and Landlord Registration</b>			
	Current Target	Current Value	Traffic Light Icon
HMO Licenses in force		1,103	
HMO License Applications Pending		128	
Number of Current Landlord Registrations Approved		17,996	
Number of Current Properties Approved		20,709	
<b>Analysis</b>		<b>Date Updated</b>	
Landlord Registration - We are automatically applying £110 Late Application Fees on the expiry of Registrations which have not been renewed, and we are continuing to serve Rent Penalty Notices on landlords whose Registrations have expired and not been renewed, despite requests to the landlord to do so.			
HMO Licensing - We are currently in the process of identifying unlicensed HMOs on the basis of addresses where 3 or more persons with different surnames are claiming Student Council Tax Exemption.		05-May-2015	

## Property Management









<b>Repairs Management</b>			
	Current Target	Current Value	Traffic Light Icon
<b>32</b> The year to date average length of time taken to complete emergency repairs (hours)	24	6.05	
<b>33</b> The year to date average length of time taken to complete non-emergency repairs (days)	10.1	11.04	
<b>34</b> Percentage of repairs appointments kept	90.6%	97.89%	
<b>35</b> 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%	92.9%	

<b>36</b> Percentage of Void Properties off charge	5%	15.9%	
The number of offers of accommodation refused monthly for property reasons			
		6	
<b>Analysis</b>			
<p><b>Analysis:</b>  There have been 20,299 emergency repairs completed in 2014-2015. This is significantly less than the 27,972 emergency repairs completed in the previous financial year. Nevertheless, the average time taken to complete an emergency repair rose from 4.69 hours to 6.05 hours.</p> <p>Additionally, there were 36,519 Non emergency repairs completed this financial year compared with 43,183 in the previous year. The average time to complete a non emergency repair rose from 10.1days to 11.04days.</p> <p>Together, there were 14,337 less repairs this financial year than in the previous.</p> <p>Over the previous financial year, 861 tenants have been surveyed to determine satisfaction with the Repairs and Maintenance Service. 800 or 92.9% were either very or fairly satisfied with the service they have received. This is in line with the views of tenants in the previous year and is above the 80% target set in respect of this indicator.</p> <p>At the end of March 2015, there were 130 voids off charge – 54 properties at Smithfield Court, 63 never to be relet due to the Haudigan project and 13 properties which were undergoing major works, during which time the properties would be unsafe to occupy. This equates to 15.9% of void stock and compares with 3.4% at commencement of financial year.</p> <p>Refusals based on property related reasons continue at around a fifth of all refusal reasons given. However the most common 'Property' related reasons for refusal are 'Rooms too Small', 'Not interested in this house type for any area' and 'Wants a different size of property'. There has been a shift away from tenants refusing properties based on 'Poor condition of the property'. Indeed, just 9 refusals were made for that particular reason.</p>			
<b>Action:</b>			
24-Apr-2015			
<b>Property Management</b>			
<b>37</b> The percentage of Council properties with current gas safety certificates	100%	100%	
<b>38</b> The percentage of Council properties where current gas safety check was carried out within 12 months of the previous check	100%	97%	
<b>39</b> 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%	
<b>Analysis</b>			
<b>Date Updated</b>			

<p><b>Analysis:</b> As at 31st March 2015, 17,012 council properties had gas appliances or flues, all of which had gas safety certificates. Of those, 16,499 properties had their certificates renewed within a year of their previous (97%).</p> <p>Performance in respect of gas safety has improved considerably on the position at the end of the previous financial year when 98.2% of council properties had gas certificates, but just 67% had certificates within 12 months of the previous certificate being renewed.</p> <p>12% of all gas safety inspections have been post inspected together with 11% of gas repairs and new installations.</p> <p><b>Action:</b></p>	24-Apr-2015
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Project	Progress To Date	Latest Note Date
Delivery of new affordable housing	<p>Completions 2014/15 = 22            Charleston, Cove = 6 LCHO - Scotia            Cattofield = 16 - 12 rent &amp; 4 MMR - Castlehill HA</p> <p>Completions 2015/16 = 20            Froghall = 20 social rent - Grampian HA</p> <p>Expected Completion 2015/16 - 16/17 = 593            Old Church Road = 20 - rent - Langstane HA            Dubford = 48 LCHO Barratt Homes            Smithfield Court = 3 Aberdeen City Council            Dubford = 3 LCHO - Scotia            Marischal Street = 7 Langstane HA - Tenement Rehab April 15            Hopetoun = 21 social rent - Grampian HA May 15            Victoria House = 20 - rent - Aberdeen City Council May 15            Copper Beech = 35 - 20 MMR &amp; 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            Manor Walk = 90 social rent - Aberdeen City Council            Smithfield Primary School = 119 social rent - Aberdeen City Council            Froghall Road = 19 - mid market rent - NHT            Countesswells = 30 - mid market rent - NHT            Huxterstone = 20 - mid market rent - NHT            Cornhill = 10 - mid market rent - NHT            Park Road = 22 - LCHO Barratt Homes            Summerhill Road = 26 - social rent - Langstane HA</p>	05-May-2015

## Street Scene

Street Scene				
Street Scene	Current Target	Current Value	Traffic Light Icon	Date Updated
<b>40</b> Street Cleansing - LEAMS (Local Authority Environmental Audit Management System). Statutory performance indicator that measures street cleanliness.	80	75.8		
<b>41</b> Street Cleansing - Vandalism (% of streets with presence of vandalism)	5	2.3		
<b>42</b> Street Cleansing - Graffiti (% of streets with presence of graffiti)	10	10		
<b>43</b> Street Cleansing - Weed Growth (% of streets with presence of weed growth)	20	9.8		
<b>44</b> Street Cleansing - Detritus (% of streets with presence of detritus))	20	75		
<b>45</b> Street Cleansing - Staining (% of streets with presence of staining)	20	30.3		
<b>46</b> Street Cleansing - Flytipping (% of streets with presence of flytipping)	10	12.9		
<b>47</b> Street Cleansing - Flyposting (% of streets with presence of flyposting)	5	4.5		
<b>48</b> Grounds - LAMS (Land Audit Management System) measures the cleanliness and maintenance quality of green spaces.	80	NA		
<b>Analysis</b>				
<p>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.</p> <p>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.</p> <p>There are 3 surveys per year of five % of the streets (two internal plus one externally validated). This gives a 15% annual survey. A target of 80% has been set which the service just failed to meet scoring 76%. This still represents a good standard of street cleanliness.</p> <p>Performance within Street Scene achieved good levels across all PIs with most targets being met. Detritus failed to meet the challenging target set and this is mainly down to the winter weather. Winter time always brings challenges to deal with detritus in the form of fallen leaves left over from Autumn and winter grit on the roads.</p> <p>On the whole the service is performing very well and improvement in performance is expected to continue in 2015.</p> <p><b>48 Grounds – LAMS This is a cyclical grounds maintenance indicator which is only monitored from April to October each year. Updated figures will be supplied to the next Committee.</b></p>				
			23-Apr-15	

## Waste Collection and Disposal

## Waste Collection and Disposal

	Current Target	Current Value	Traffic Light Icon
Percentage of Household Waste Recycled/Composted (Quarterly figure) *	27%	35.2%	
<b>49</b> Percentage of total waste recycled/composted (monthly figure)	27%	<b>Not available</b>	
Refuse Complaints received per 1000 households (Annual figure)		24.689 (13/14)	
<b>Analysis</b>			<b>Date Updated</b>
<b>* Data correct to Q3 2014/15</b>			
















Project	Progress To Date	Latest Note Date
Zero Waste Project	Detailed negotiations continue with SITA UK Limited on the variation of the Waste Management Services Contract and are nearing conclusion. Tendering for the main elements of construction work is underway for 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. This process and final contract negotiations are anticipated to be complete by July 2015. A planning application for the new facility was submitted in March 2015. 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 has been submitted to this committee with recommendations on how to proceed.	24-Apr-15


Project	Progress To Date	Latest Note Date
Attain efficiency savings in the domestic waste collection services	Food Waste Collections. Phase 4 (private factored properties) has now started. The project is still on schedule to complete by end-2015. Feedback on the new mixed communal recycling service in Torry 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. Planning is now underway to expand this service to all communal properties before the end of 2016. A report requesting approval to proceed with procurement of a new management system for the waste and recycling service has been submitted to this committee; the system will provide enhanced customer service, reduce administration and improve working practices within the service, enabling savings to be made by reducing the number of collection vehicles and crews required. These savings will offset increased cost	24-Apr-15












pressures arising from the statutory requirement to introduce mixed recycling services.

## Trading Standards and Environmental Health

Trading Standards and Environmental Health				Traffic Light Icon
	Current Target	Current Value		
<b>50</b> Non Domestic Noise % responded to within 2 days*	100%	96.2%		
<b>51</b> High Priority Pest Control - % responded to within 2 days*	100%	97.4%		
<b>52</b> High Priority Pest Control - % completed within 30 days *	100%	89.7%		
<b>53</b> Low priority Pest Control % responded to within 5 days *	100%	100%		
<b>54</b> Low priority Pest Control % completed within 30 days *	100%	100%		
<b>55</b> High Priority Public Health - % responded to within 2 days*	100%	98.4%		
<b>56</b> High Priority Public Health - % completed within 30 days *	100%	88.5%		
<b>57</b> Low Priority Public Health -% responded to within 5 days *	100%	98.3%		
<b>58</b> Low Priority Public Health -% completed within 30 days *	100%	100%		
<b>59</b> Dog Fouling - % responded to within 2 days *	100%	100%		
<b>60</b> Dog Fouling -% completed within 30 days *	100%	100%		
<b>61</b> All Other Dog Complaints - % responded to within 5 days*	100%	100%		
<b>62</b> All Other Dog Complaints - % completed within 30 days*	100%	100%		
<b>63</b> Food Safety Hygiene Inspections % premises inspected 6 monthly**	100%	100%		
<b>64</b> Food Safety Hygiene Inspections % premises inspected 12 monthly **	100%	98.94%		

<b>65</b> Food Safety Hygiene Inspections % premises inspected more than 12 monthly**	100%	90.98%	
<b>Analysis</b>			
* Data correct to February 2015			
** Data correct to Q3 2014/15			
Date Updated 06 May 2015			

### Community Safety

<b>Community Safety</b>			
	Current Target	Current Value	Traffic Light Icon
<b>66</b> Serious Assault (cumulative total)	120	146	
<b>67</b> Assault with less serious injury (cumulative total)	3,050	3,074	
<b>68</b> Wilful secondary fires (wheelie bin/ grass/ refuse) (cumulative total)	230	248	
<b>69</b> Accidental dwelling fires (cumulative total)	240	274	
<b>70</b> Domestic Abuse (cumulative total)	2,620	2,952	
<b>71</b> Noise related/tenancy related complaints (cumulative total)	2,620	2,144	
<b>72</b> Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets - Charter Indicator	98%	97.3%	
<b>73</b> Percentage of calls attended that were attended within one hour in the year	95%	97.4%	
<b>74</b> Customer Satisfaction with the service received from the Anti-Social Behaviour Investigation Team in the year to date	80%	81%	
<b>Analysis</b>			
<b>Analysis</b> Overall violence in the city continues to reduce, however there has been a slight increase in serious assaults bringing the figure in line with the five year average. The majority of serious assaults take place within the city centre and are linked to the consumption of alcohol and the night-time economy. Assault with less serious injury (common) has seen a reduction on the previous years figure with <b>3074</b> reported as opposed to 3214 in 2013/14. The year's figure is also			

encouraging when compared with the previous 5 year average which stands at 3930 showing that there has been approximately 25% fewer incidents than average.

Secondary wilful fires saw a slight increase in 2014/15 with **248** incidents reported compared with 237 in the previous year. The 248 reported is however somewhat lower than the previous 3 year average of 309. Accidental dwelling fires saw an increase of 27 (1.1%) when compared with the previous year with the neighbourhood of Torry seeing the largest amount with 28 of the **274** recorded.

The number of incidents of domestic abuse has risen by almost 20% in 2014/15 with a figure of **2952** compared with 2473 in 2013/14. Approximately 60% of these incidents have been investigated as crimes. As a key local and national priority, there is a concerted focus on addressing this issue, with the Violence Against Women group playing a key role.

Noise related/tenancy related complaints have seen a sharp drop this year with **2144** complaints compared with 2352 in the previous year. This figure is 10% lower than the last 5 year average and is an encouraging indication that antisocial behaviour in Aberdeen is on the decrease.

The percentage of antisocial behaviour cases reported in the last year resolved within locally agreed targets stands at **97.3%** for the year which is very close to our internal target and again shows good performance in an indicator which is reported to the Scottish Housing Regulator.

The percentage of calls attended within 1 hour continues to perform well also with **97.4%** of calls attended by staff within an hour of receiving initial contact. As a reactive service, the ASBIT team are aware of the importance of swift response times and this is an encouraging level of performance. This indicator comfortable achieves the Council's internal target of 95%.

There continues to be a monthly telephone questionnaire carried out on behalf of the antisocial behaviour team, with a random sample of customers who have used the service within the month selected and called for their views on the service received. In 2014/15, **81%** of those contacted said they were satisfied with the service received from the ASBIT team, which, given the nature of the service, can only be described as good performance, especially given that this figure is slightly higher than our internal target of 80%.

#### **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. We have a well developed strategy in the city centre to reduce alcohol related disorder and have made substantial progress in improving community safety and its reputation, which is recognised with the award of Purple Flag.

A key strategic priority is to see domestic violence decrease within the city. The Violence Against Women group, supported by the Community Safety development officer, consists of various partner agencies from the third sector, Police and within the Council and a key priority within the group is to raise the profile of domestic abuse within the city and enhance our data analysis with a view to developing a problem solving approach. Over the past 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.






Former Housing and Environment - General



Traffic Light Icon	Indicator	Last Update	Current Target	July 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015	
				Value	(%)	Value	(%)	Value	(%)	Value	(%)	Value	(%)	Value	(%)	Value	(%)	Value	(%)	Value	(%)
	<b>75 Overtime - Spend to Date</b>	March 2015	£918,520	£187,639	(20%)	£263,463	(29%)	£349,869	(38%)	£417,410	(45%)	£475,538	(52%)	£540,210	(59%)	£601,798	(66%)	£664,311	(72%)	£736,991	(80%)
	Business Support		£0	£562		£562		£562		£562		£562		£562		£562		£562		£562	
	Regeneration & Housing Investment		£17,150	£5,730		£7,057		£8,601		£10,520		£12,520		£15,347		£16,693		£17,888		£20,038	
	Housing and Community Safety		£63,265	£21,117		£26,057		£31,881		£37,194		£43,490		£51,141		£54,526		£58,247		£59,060	
	Environmental Services		£838,105	£160,230		£229,787		£308,826		£369,134		£418,966		£473,159		£530,018		£587,614		£657,330	
	<b>76 Agency Staff - FTE's</b>	March 2015	N/A	237.85		218.4		195.01		207.49		206.99		171.07		154.14		182.51		180.69	
	Business Support		N/A	1		1		1		1		1		1		0		1		1	
	Regeneration & Housing Investment		N/A	155.17		142.91		124.84		135.93		137.46		105.58		103.90		129.60		122.84	
	Housing and Community Safety		N/A	13		12		12		13		13		14		11		11		10	
	Environmental Services		N/A	68.68		62.49		57.17		57.56		55.53		50.49		39.24		41.91		46.81	
	<b>77 Total Payments to Staff (% of Budget)</b>	March 2015	£28,745,873	£8,284,957	(29%)	£10,319,370	(36%)	£12,462,154	(43%)	£14,541,675	(51%)	£16,641,620	(58%)	£18,744,550	(65%)	£21,034,126	(73%)	£23,069,324	(80%)	£25,301,869	(88%)
	Business Support		£1,168,840	£352,342		£436,673		£522,055		£618,032		£709,545		£798,290		£890,527		£973,174		£1,076,708	
	Regeneration & Housing Investment		£3,330,653	£895,756		£1,114,423		£1,327,374		£1,511,960		£1,719,787		£1,931,392		£2,204,040		£2,395,813		£2,622,682	
	Housing and Community Safety		£4,917,537	£1,404,695		£1,750,199		£2,091,125		£2,429,291		£2,787,782		£3,144,872		£3,515,398		£3,853,429		£4,223,497	


	Environmental Servs	£19,328,843	£5,632,164	£7,018,075	£8,521,601	£9,982,393	£11,424,505	£12,899,996	£14,424,161	£15,846,909	£17,378,982
<b>Analysis</b>											
Strong financial management is critical in successfully delivering our Services particularly with regard to Staff Costs which accounts for the major part our budget. For financial year 2014/15 Total Expenditure on Staffing as % of budget was 88% and as can be seen from above our Managers have held Overtime expenditure for the same period to 80% of budget. The number of Agency workers for all Services has decreased significantly over the year, with a particularly notable reduction in Environmental Services.											
											Date Updated 06 May 2015




### Former Enterprise, Planning and Infrastructure Service




Traffic Light Icon	Indicator	Last Update	Current Target	Monthly Performance (2014-2015)											
				July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	Value	Value	Value
	<b>78 Overtime - Spend to Date</b>	March 2015	£1,738,441	£351,902 (23%)	£430,938 (25%)	£535,457 (31%)	£649,059 (37%)	£745,318 (43%)	£874,676 (50%)	£972,563 (56%)	£1,091,837 (63%)	£1,218,952 (70%)			
	Asset Management & Operations		£1,634,178	£331,102	£401,058	£498,789	£606,421	£696,630	£819,674	£913,092	£1,023,620	£1,114,376			
	Directorate Support		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
	Economic & Business Development		£15,163	£1,778	£2,339	£2,523	£3,435	£3,636	£4,030	£4,030	£4,199	£4,250			
	Planning & Sustainable Development		£89,100	£19,022	£27,541	£34,145	£39,203	£45,053	£50,972	£55,441	£64,019	£69,326			
	<b>79 Agency Staff - FTE's</b>	March 2015	N/A	25.77	24.74	28.04	24.96	26.05	26.13	27.82	28.45	33.77			
	Asset Management & Operations		N/A	20.88	18.87	19.65	16.57	17.66	18.28	20.93	23.55	28.88			
	Directorate Support		N/A	0	0	0	0	0	0	0	0	0			
	Economic & Business Development		N/A	1.35	1.35	1.35	1.35	1.35	0.81	0.81	0.81	0.81			

Traffic Light Icon	Planning & Sustainable Dev.	Indicator	Last Update	N/A	3.54		4.52		7.04		7.04		6.08		4.08		Date Updated
					July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015				
				Current Target	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	
		<b>80 Total Payments to Staff (% of Budget)</b>	March 2015	£32,332,250	£9,038,230 (29%)	£11,348,303 (36%)	£13,704,075 (42%)	£16,075,719 (51%)	£18,393,946 (57%)	£20,827,730 (64%)	£23,200,234 (72%)	£25,597,294 (79%)	£28,074,708 (87%)				
		Asset Management & Operations		£22,075,867	£6,283,239	£7,886,305	£9,519,765	£11,164,898	£12,758,939	£14,470,079	£16,143,608	£17,811,817	£19,553,682				
		Directorate Support		£849,115	£258,159	£322,117	£386,111	£448,046	£510,267	£570,930	£633,072	£686,877	£747,923				
		Economic & Business Development		£2,202,090	£630,082	£780,702	£958,540	£1,133,287	£1,304,597	£1,470,606	£1,626,565	£1,793,949	£1,960,600				
		Planning & Sustainable Development		£7,205,178	£1,866,750	£2,359,177	£2,839,658	£3,329,488	£3,820,143	£4,316,115	£4,796,989	£5,304,650	£5,812,503				
<b>Analysis</b>																	
As can be seen above, total Overtime Spend for the financial year 2014/15 stands at only 70% of budget, a substantial improvement on the outcome for the previous financial year which saw a total 83% of budget spend. Similarly overall spending on staff for the financial year is 87%, which also shows tentative improvement on the previous financial year result of 89% .																	

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>81</b> Percentage of Invoices issued to External Customers within 28 days of work being carried out	March 2015	90%	90.8%	90.13%	92.2%	94.9%	89.8%	78.6%	88.3%	90.8%	90.9%
	<b>82</b> Percentage of Invoices issued to External Customers within 56 days of work being carried out	March 2015	100%	93.7%	96.7%	96.9%	97.1%	99.4%	95.5%	91.2%	93.7%	94.9%
<b>Analysis</b>												
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. For both February and March 2015, we have reached this 28 day 90% target, which was exceeded in 9 months of the financial year 2014/15. Of the 56 day 100% target, while this has only been met in 2 of previous 12 months, performance has been maintained at a high level throughout the year, fluctuating between 90 and 100%.												
												<b>Date Updated</b>
												06 May 2015




Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>83</b> Score for compliance with Health & Safety Matrix	March 2015	100%	97.3%	97.3%	97.3%	97.2%	97.2%	97.2%	97.2%	97.2%	97.7%
<b>Analysis</b>												
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.												
												<b>Date Updated</b>
												06 May 2015

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015	
				Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>84</b> Percentage of householder and non-householder planning applications dealt with within two months (monthly)	March 2015	70%	50%	45.1%	60.7%	37.1%	37.7%	42.7%	56.25%	59.4%	60.8%									
	<b>85</b> Percentage Income Received - Building Warrants	March 2015	100%	54.1%	65.25%	81%	93.3%	105.7%	118.1%	127.1%	138.6%	152.7%									
	<b>86</b> Percentage Income Received - Planning Application Fees	March 2015	100%	45.7%	55.83%	60.0%	65.6%	76.5%	90.8%	99.8%	106.6%	114.5%									
<b>Analysis</b>																					
Although falling short of our target of dealing with 70% of planning applications within 2 months this is indicative of the high volume of applications which continues to be submitted month on month, averaging 150 per month for the final quarter of the financial year. This is reflected by the fact that we have achieved almost 115% of our budgeted income for the year in relation to Planning Applications with budgeted income for Building Warrant fees exceeding expectations by over 50%.																					
<b>Date Updated</b> 06 May 2015																					



Traffic Light Icon	Indicator	Last Update	Current Target	July 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015	
				Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>87</b> Percentage of all traffic light repairs completed within 48 hours	March 2015	97%	98.5%	100%	100%	98.3%	97.7%	98.8%	97.7%	97.7%	96.6%	98.6%								
	Number of Traffic Light Repairs completed within 48 hours	March 2015		67	70	62	117	89	87	86	86	86	70								
	Total number of traffic light repairs to be completed within 48 hours	March 2015		68	70	62	119	90	89	88	88	89	71								













Analysis		Date Updated
Performance continues to exceed target, as it has done throughout the year with no concerns being raised.		06 May 2015


Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	Date Updated
	88 Percentage of all street light repairs completed within 7 days	March 2015	90%	83.4%	84.11%	71.28%	66.84%	55.74%	49.27%	64.68%	77.89%	75.40%	
	Number of Street Light Repairs completed within 7 days	March 2015	Not Applicable	211	381	470	252	408	337	500	451	472	
	Total number of street light repairs to be completed within 7 days	March 2015	Not Applicable	253	453	659	377	732	684	773	579	626	



Analysis		Date Updated
Performance has improved in recent months and has been over 75% for the past 2. While the total number of faults reported has remained high, longer daylight hours and improved staff conditions have contributed to more positive results.		06 May 2015





Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	Date Updated
	89 Percentage of Pothole repairs carried out within target time (Category 1 & 2)	Dec 2014	92%	97.8%	97.8%	100%	82.3%	94.8%	97.4%	87.9%	95.5%	100%	
	Number of Pothole repairs carried out within target time (Category 1 & 2)	Dec 2014		579	534	284	331	458	446	387	1326	1188	


	<b>90</b> Percentage of Road Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	68.9%	100%	100%	100%	96.2%	96.7%	100%
	<b>91</b> Percentage of Potholes Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	64.7%	100%	100%	100%	96.2%	98.6%	100%
	Number of Potholes Category 1 defects repaired within 2 working days	Dec 2014		33	38	20	33	79	60	429	76		178
	<b>92</b> Percentage of Gully Category 1 defects repaired within 2 working days	Dec 2014	0%	na	na	na	na	na	na	na	na	na	na
	Number of Gullies Category 1 defects repaired within 2 working days	Dec 2014		0	0	0	0	0	0	0	0	0	0
	<b>93</b> Percentage of Slabs Category 1 defects repaired within 2 working days	Dec 2014	92%	100%	100%	100%	100%	100%	100%	100%	na	59.1%	100%
	Number of Slabs Category 1 defects repaired within 2 working days	Dec 2014		3	11	13	7	23	18	13	0	13	23
<b>Analysis</b>													
Despite poor weather during January and February, performance has been maintained in target range for the final quarter, ending the year at 100%. For the financial year 2014/15 overall, 97.5% of all Category 1 defects were repaired within target time.													
													<b>Date Updated</b>
													06 May 2015

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015	
				Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>94</b> Delivery – E,P&I staff did what they said they would do	Q4 2014/15	80%					72.5%							77.2%						79.1%
	<b>95</b> Professionalism - How well did E,P&I staff do their jobs	Q3 2014/15	80%					78%							86.7%						80.8%
	<b>96</b> Satisfaction with the overall service that was received from EP&I	Q3 2014/15	80%					76%							80.4%						76.6%
<b>Analysis</b>																					
This information is reported quarterly, pooled from the 15 Customer Surveys which are currently live. Figures continue to show a high level of positive feedback in relation to satisfaction with service provided. Examples of overall satisfaction with service for the final quarter of 2014/15 are: Roads Maintenance: 75.2% Development Management: 51.7% Facilities Management (Admin/Buildings/Security): 81.7%																					
Date Updated 06 May 2015																					

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014		August 2014		September 2014		October 2014		November 2014		December 2014		January 2015		February 2015		March 2015	
				Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>97</b> Percentage of Freedom of Information requests cleared in Month		100%	97.9%	96.3%	100%	88.2%	89.7%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	96.9%
<b>Analysis</b>																					
Figures for December show all 25 FOIs due during December were cleared within the prescribed time frame.																					
Date Updated 06 May 2015																					

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>98</b> Average sickness absence - Enterprise Planning & Infrastructure		10	9.3	9.8	10.4	10.4	10.6	11.2	11.7	11.6	
	<b>98</b> Average sickness absence - Housing & Environment		10	11.4	11.7	11.8	11.7	11.7	11.8	11.9	12.6	
<b>Analysis</b>												
<p><b>EP&amp;I</b> After consistently achieving the Council target of losing less than 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.</p> <p><b>H&amp;E</b> The same upward trend in average number of Days Lost due to Long Term sickness has impacted negatively on outcomes for Housing and Environment, with the overall Average Sickness absence increasing by 1.2 days since the end of Q1 2014.</p>												
<b>No figures for March 2015 are available due to restructuring work being carried out by HR/ICT.</b>												
06 May 2015												

Traffic Light Icon	Indicator	Last Update	Current Target	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>99</b> Number of Staff who have undertaken Training Workshops/Online Modules		na	66	66	65	74	71	41	82	136	46
	Asset Management & Operations		na	37	37	51	51	45	24	52	92	31
	Directorate Support		na	6	5	0	2	2	1	2	5	1
	Economic & Business Development		na	14	14	4	5	10	10	14	7	1

	Planning & Sustainable Development		na	9	10	10	10	16	14	6	14	32	13
<b>Analysis</b>													
After increasing dramatically during January and February, there has been a significant drop in uptake during March. However, as a month on month average during the financial year 2014/15, 93 staff undertook training workshops or online modules in each month as compared with 86 per month on average during the previous year.													
													<b>Date Updated</b>
													06 May 2015

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Audit, Risk and Scrutiny
DATE	11 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure Risk Register
REPORT NUMBER:	CHI/15/139
CHECKLIST RECEIVED	Yes

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### 1. PURPOSE OF REPORT

The Audit and Risk Committee of 23 September 2014 approved a report by the Council's Performance and Risk Manager with regard to a "System of Risk Management".

Members of the Committee agreed a schedule of future reports, which required the Service Risk Register for Communities, Housing and Infrastructure to be presented to the Committee in this cycle. The Service Risk register is attached at Appendix 1.

### 2. RECOMMENDATION(S)

The Committee are asked to:

- (i) approve the Service Risk Register for Communities, Housing and Infrastructure;
- (ii) note the risks contained within it and the mitigating actions that the service is taking to address these risks;
- (iii) note that the Service Risk Register will form an integral part of the Service Business Plan for Communities, Housing and Infrastructure.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

However the Service Risk Register identifies the increasing demand pressures upon the service and the potential risks arising should action not be taken to act upon this demand; either in terms of the need for an increase in resources or actions to respond to and reduce demand through transformational change.

#### 4. OTHER IMPLICATIONS

There are no other implications specifically arising from this report. Implications arising from the risks identified are addressed within the risk register itself.

#### 5. BACKGROUND/MAIN ISSUES

5.1 The Risk Register focuses on seven distinct areas of risk, business continuity planning, financial management, health and safety, workforce planning, customer engagement, staff engagement and on service priorities/major projects.

5.2 The wide range and consequent diversity of services provided by Communities, Housing and Infrastructure have necessitated that a high level generic approach be adopted in the compilation of the Risk Register.

It should be noted therefore that this document is supported and augmented by a series of more specific and detailed Risk Registers at an operational (and major project) level.

5.3 It is anticipated that appointments to senior posts within Communities, Housing and Infrastructure will commence in the coming weeks, allowing work on the new Business Plan for the Service and accompanying Improvement Action Plan to be undertaken over the course of the next few months.

Steps have also been taken to identify risks to the Council posed by Arms-Length External Organisations which will, in due course, be reflected in our Service Risk Register. For Communities, Housing and Infrastructure the impacting ALEOs are Aberdeen Power and Heat and Aberdeen Exhibition and Conference Centre.

5.4 These exercise will possibly result in refinement to operational risk registers. Should these operational risk registers require material adjustments to the Service Risk Register these will be intimated to Committee as appropriate.

5.5 Within the Register ownership of each Risk has nominally been assigned collectively to the Senior Management Team. However responsibility for ownership and accountability for each Risk will ultimately rest with each individual Head of Service for his or her area of Service.

#### 6. IMPACT

Corporate – The system of risk management impacts on all aspects of decision making across the Council. The Local Code of Corporate Governance tasks Councils with six principles. Principle 4 requires that



Councils maintain transparent, informed decision-making which is subject to effective scrutiny and the management of risk.

Public – The report is designed for information purposes and no Equalities and Human Rights Impact Assessment has been prepared.

Services are required to carry out regular reporting of risk to Committees. The Service identifies and manages risk in accordance with National, Corporate and Local priorities, strategies, policies and procedures.

## 7. MANAGEMENT OF RISK

The report details the strategic risks identified within Communities, Housing and Infrastructure and the mitigating actions and controls which are in place to respond to these. The Service also manages risks to individuals on a daily basis in line with agreed national and local best practice for risk management

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

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APPENDIX 1

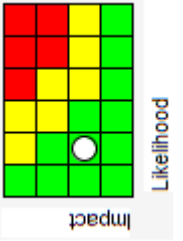
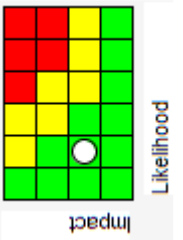
# CH&I Risk Register

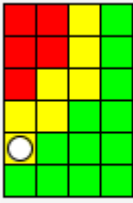
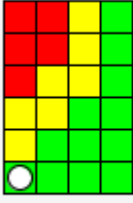
**Report Type:** Risks Report  
**Report Author:** Kenny Easton  
**Generated on:** 13 April 2015

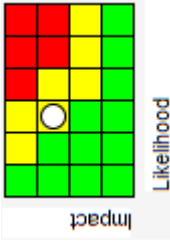
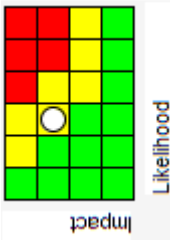


Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI	Communities Housing and Infrastructure Risk Register						SMT
Risk Factors		Internal Controls			Mitigating Actions		

Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI001	Risk that effective business continuity and disaster recovery arrangements are not in place	Identifies that breakdown in key systems and or functions may result in Customers/ Service users being unable to access Services	Potential harm/loss of life to public. Inability to meet statutory requirements. Inability to perform day to day service provision. Negative impact for customers. Reputational damage.				SMT
<b>Risk Factors</b>				<b>Mitigating Actions</b>			
<p>Council has statutory/ legislative duty to ensure provision of services to the public, potentially jeopardised by having inadequate disaster recovery planning and business continuity arrangements in place</p>				<p>Council has a Business Continuity Policy in place. Co-ordinating Role of Emergency Planning Manager Critical functions identified by CMT Effective and current business continuity plans in place On-going communication with staff to ensure staff awareness and appreciation of mitigation in place Continue to engage with and contribute to corporate business continuity planning process</p>			
<b>Internal Controls</b>							
<p>Internal arrangements in place to review all business continuity arrangements ensuring plans remain current and consistent approach and best practice adopted across the entire Communities, Housing and Infrastructure Service Close liaison with Emergency Planning Manager and compliance with Review and Testing Schedule</p>							

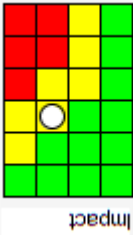
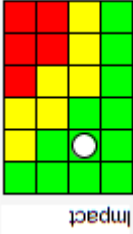
Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI002	Risk of poor financial management and financial decision making	Recognises the need for a robust system of financial management to be in place to ensure the Council can continue to meet its statutory obligations	Resources insufficiently funded potentially resulting in harm/loss of life to public. Inability to meet statutory requirements Reduced ability to fully deliver services and City, Council and directorate priorities Budget overspends/ underspends Reputational damage				SMT
<b>Risk Factors</b>				<b>Mitigating Actions</b>			
Continuing tight budget settlements pressurising service provision				<p><b>Internal Controls</b></p> <p>Robust budget setting process in place, clearly aligned to vision, aims and objectives of Council Adoption of evidence based approach to budget setting Regular monitoring of budgets – Revenue Account Housing Revenue Account, Capital Programme, Trading Account Regular Committee Reporting</p> <p>Input to budget process – service and growth options. Robust Performance Management at all levels Development of dashboard approach Head of Service briefings post Budget Day Finance updates/decision making at SMT Monthly meetings budget holder/finance partner Availability of tools such as Collaborative Planning/BOXI to assist</p>			

Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI003	Risk of poor or inadequate Health & Safety arrangements	Reflects the requirement for the adoption of a robust approach to Health and Safety in relation to all our activities and their potential impact on staff, contractors and 3 <sup>rd</sup> parties alike.	Injury to or possible death of member of public, contractor or employee Damage to property, plant or equipment Criminal prosecution as result of legislative breaches Reputational damage Financial loss Increased absence rates Increased absence rates				SMT
<b>Risk Factors</b>							
<b>Internal Controls</b>							
Increase in work related injuries, Reduction in Accident/Incident reporting – increase in absences and incidence, Lack of robust monitoring and recording, Lack of awareness of injuries to staff, contractors, 3rd parties Ineffective Health & Safety training for Managers/Staff Ineffective closure of Incidents	<p>Corporate Health &amp; Safety Policy in place Corporate Health &amp; Safety Improvement under development Corporate Health &amp; Safety Audit Plan agreed Corporate Health &amp; Safety Committee quarterly meetings Programme Health &amp; Safety training Regular circulars issued on updates by Health &amp; Safety team Legislative compliance (e.g. Fleet Management review, Legionella, Gas, Asbestos, CDM regulations) First Aiders, Fire Wardens identified Reporting Accidents/Incidents via YourHR, Tool Box Talks, Support of HR Business Partners in Absence Management, Schedule of Fire Risk Assessments in place, Occupational Health Provider</p>						
<b>Mitigating Actions</b>							
Service Health & Safety Policy under development, Service Health & Safety Improvement under development Service Health & Safety quarterly meetings, Development of dashboard approach Reporting Accidents/Incidents via YourHR Minutes of local Health & Safety meetings circulated to all staff Accidents/incidents reported to SMT monthly Regular liaison with HR Business Partners monitoring cases.							

Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI004	Risk that effective work force planning is not developed and implemented	Acknowledges the importance of robust workforce planning in future proofing service planning and delivery	Inability to meet service standards due to recruitment issues, long term vacancies, appointment of less experienced or trained staff. Increased workload for experienced staff leading to job disaffection, poor morale levels Skills not matched to changing needs Staff trained at Council expense, subsequently leaving for private sector Staff shortages Reputational damage				SMT
<b>Risk Factors</b>							
<b>Internal Controls</b>							
<p>Inability to recruit and retain appropriate staff to key posts due to ability of private sector to pay more competitive rates</p> <p>HR Policies in place relating to Work Force Planning Performance Review and Development Staff development and training Retraining of staff Apprenticeship Schemes Ongoing liaison with HR Business Partners Use of metrics to develop understanding of workforce issues</p>							
<b>Mitigating Actions</b>							
<p>Workforce Planning key element of budget process Future planning and proofing Prioritisation Skills Audit Attendance of staff at local, national and international career fairs, Liaison with Further Education Centres, Oil and Gas Sectors Selling Aberdeen – the place Adoption of New Ways of Working Smarter Working Trade Union Liaison, Improved internal Communications – e-mag Provision of key worker accommodation</p>							

Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI005	Risk of not effectively communicating and engaging with Customers (Stakeholders)	Recognises the need for effective dialogue between the Service and its Customers ensuring our aims and objectives continue to remain in line with the needs and expectations of our Customers	Low level customer satisfaction Mismatch in expectation levels Increased scrutiny by regulatory bodies. Reputational Damage Increased volume of complaints Resources diverted to address perceived service failures. Services fail to address customer needs				SMT
<b>Risk Factors</b>				<b>Mitigating Actions</b>			
<p>Inadequate engagement with customer base. Feedback from survey exercises not used to inform service design and delivery. Feedback from complaints handling not used to inform service improvements.</p>				<p>Training of staff in managing customer expectations. Further development Customer surveying. Customer experience improvements (Roads/Street Lighting "bridging gap in communications") Improved awareness and understanding of customer Regular reporting of complaints to SMT encouraging 'lessons learned' Development of dashboard approach Website development</p>			
<b>Internal Controls</b>							
<p>Corporate systems governing complaints handling Regular meetings with key stakeholder groups Involvement of stakeholders in strategy groups Performance information reported to Committee Training for front line staff Customer Feedback Surveying</p>							



Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI006	Risk of not communicating and engaging effectively with Staff	Identifies the need for effective dialogue with our staff to ensure they remain engaged and committed to our aims and objectives, enhancing job satisfaction and a sense of pride in working for the organisation	Low staff morale , Staff feel disconnected, Higher absence rates, Difficulty in retaining staff, Engagement less experienced staff leading to poorer service delivery Failure to achieve goals due to lack of understanding				SMT
<b>Risk Factors</b>				<b>Mitigating Actions</b>			
Feedback from survey exercises not used to inform staff and service development.				1-2-1s, PR&D Team Meetings Management team meetings Quarterly e-mag, local newsletters Zone, Website developments Development of Action/Improvement Plan following Staff Survey findings Development Director's Blog Staff Briefings, Town Hall Meetings Long Service recognition			
<b>Internal Controls</b>							
Regular staff updates, e-mails, bulletins, Zone, Chief Executive's Blog Staff Surveys Employee Voice Involvement of front line staff in improvement process Full consultation with staff on any changes being made Re-alignment of services to ensure clear lines of accountability and responsibility Star Awards Counselling Service staff and family							

Code	Title	Risk Description	Potential Impact	Current Risk Matrix	Residual Risk Matrix	Approach	Ownership Managed By
CHI007	Failure to deliver Service commitments within the Business Plan including Major Projects	Acknowledges the need to ensure plans are properly scoped and costed, that progress is appropriately monitored to ensure the Council meets its aspirations and commitments	The Service/Council fails to deliver on its high level aims and objectives. Potential legal action Reputational Damage				SMT
<b>Risk Factors</b>							
Various specific to individual projects Political risks							
<b>Internal Controls</b>							
Service: Operational risk registers in place Regular operational performance review – SMT, Committee, Projects: Individual Risk Register maintained for each project in SIP and Capital Programme Key and emerging risks highlighted monthly to SMT, CMT Admin Leaders Both: Public Performance Reporting				Service: Scoreboard shared Dashboard approach under development 1-2-1 Discussions Monthly reporting to SMT Service Improvement Plans Projects: Monthly reporting to SMT Regular meetings between SIP Programme Manager, Project Managers, Heads of Service Progress reported to Finance, Policy and Resources Committee			
<b>Mitigating Actions</b>							

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	19 May 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Local Fire and Rescue Plan Performance Report

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### 1. PURPOSE OF REPORT

The report brings before the Committee the Local Fire and Rescue Plan Performance Report for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015.

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- i. provides feedback to the Local Senior Officer on the performance report

and

- ii. are invited to make recommendations to support continuous improvement

### 3. FINANCIAL IMPLICATIONS

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

### 4. OTHER IMPLICATIONS

The discharging of the Council's responsibilities in relation to the Act 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

At its meeting of 13 January 2015, the Communities, Housing & Infrastructure Committee had before it a report by the Chief Executive on the Scottish Fire and Rescue Service - Aberdeen City Local Fire and Rescue Performance Report (OCE/14/042).

The report provided information to Committee members on local fire and rescue performance for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2014.

The Committee noted the report and resolved to request that the final performance report for 2014/2015 be brought to its meeting in May 2015.

6. IMPACT

As noted above, the subject matter of this report is relevant to the Council's work in relation to Community Planning, the Single Outcome Agreement and the delivery of the Business Plan.

The subject matter of the report will be of interest to the public.

7. BACKGROUND PAPERS

Aberdeen City Local Fire and Rescue Plan Annual Performance Report (April 2014 - March 2015)

8. REPORT AUTHOR DETAILS

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**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

Service Delivery Area – North

Aberdeen City Local Fire and Rescue Plan

**Local Performance Report  
(April 2014 to March 2015)**

**CONTENTS**

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## **Executive Summary**

The Aberdeen City Local Fire and Rescue Plan sets out the local priorities, actions and outcomes for the Scottish Fire and Rescue Service (SFRS) to deliver within Aberdeen for the period 2014-2017.

This document reports on the local performance against the Local Fire and Rescue Plan for Aberdeen City and covers the 12 months of the reporting year from April 2014 to March 2015 inclusively.

Our current performance has been reported via 6 high-level local performance indicators (LPI) aligned to the priorities detailed within the current Aberdeen City Local Fire and Rescue Service Plan designed to deliver a meaningful positive difference to our local communities.

These priorities have provided a clear direction for setting our local activities in order to continuously reduce fire risk within Aberdeen and concurrently maintain an effective and efficient response model.

It is encouraging to report that following analysis of the LPI's that the overall trend over the previous 12 months is one of a reducing fire risk profile in Aberdeen.

There continues to be a welcome reduction in the number of fire casualties although tragically two people did lose their lives in dwelling fires in Aberdeen during this reporting period.

Our main risk reduction activity is our free Home Fire Safety Visit (HFSV) service and we have continued to refine our approach to identify and support those individuals who we deem to be a higher risk from having a fire in the home

We continue to believe that targeting our HFSV's to those individuals will deliver a positive outcome for two of our key priorities and we are pleased to report that emerging activity suggests that we are being successful in increasing the number of referrals from our partners.

Responses to, and attendance at Unwanted Fire Alarms Signals (UFAS) remain at a high level as a proportion of the incidents we attend. As reported previously, this is not unexpected and we are engaging and working with local partners, via our new policy, to reduce activity in this area.

Local firefighters continue to ensure they are effective, efficient and safe when carrying out their duties at emergency incidents. We align to national training programmes and are building enhanced knowledge capacity in key priority areas e.g. local dementia awareness training.

It is encouraging to report that we continue to experience relatively low number of H&S events comparable to the wide range of emergency and non-emergency activities we undertake.

## **Section 1      Introduction**

This report provides detail on the performance of the Scottish Fire and Rescue Service in the Aberdeen City area. It outlines our progress in the delivery of local priorities as set out within the current Local Fire and Rescue Plan and the Scottish Fire and Rescue Service framework document.

These priorities are underpinned by local risk factors as identified and defined within the Single Outcome Agreement, local community safety strategic risk assessments and the known fire risk profile within Aberdeen.

It supports the drive to deliver continuous improvement in reducing the risk from fire for the citizens of Aberdeen and aims to provide sufficient information to allow the Committee to gauge how the Service is achieving the aspirations set out within the current local Fire and Rescue Plan.

The outcomes and measures provided in this report details a blend of quantitative and qualitative information to support Committee members in their local scrutiny role.

The Service aspires to deliver very high standards to our communities and our current performance is testament to the commitment, professionalism and dedication of our staff and the positive local partnerships embedded within the Aberdeen Community Planning and Safety forums.

However, we recognise that wherever our performance falls short of expectations we will respond promptly to address the areas of concern.

The report contains a series of Local Performance Indicators (LPI) that provides an assessment of the current fire risk within Aberdeen by:

- Subdividing the various fire related incidents into meaningful categories
- Setting out our direction of travel in reducing that risk
- Contextualising the fire risk profile
- Confirming the continued proactive measures that the Scottish Fire and Rescue Service are implementing.



## **Section 2      Performance Criteria**

Our focus remains on delivering long term sustainable positive outcomes by prioritising our activities to support continuous improvement.

Our current suite of performance indicators is not necessarily permanent and will be kept under continual review to reflect that risk reduction is a continual and dynamic process in a changing environment.

### **Local Performance Indicator Outcomes**

#### ***LPI 1 - Local Risk Management and Preparedness***

Our target is:

- To ensure our training, staff development and equipment continue to be fit for purpose to meet our current risk profile and is adaptable to changing circumstances
- To work locally with partner organisations and agencies to ensure effective wider consequence emergency response plans are developed for identified local risks including local business continuity plans.
- To fulfil our statutory duties in relation to the Civil Contingencies Act 2004 by way of our contribution to Grampian Local Resilience Partnership and North of Scotland Regional Resilience Partnership.

#### ***LPI 2 – Reduction of Accidental Dwelling Fires***

- Our target is to deliver a long term continuous improvement in the outcomes from accidental dwelling fires

#### ***LPI 3 - Reduction in Fire Casualties and Fatalities***

- Our target is to deliver a long term continuous improvement in the outcomes of fire casualties and fatalities

#### ***LPI 4 – Reduction of Deliberate Fire Setting***

- Our target is to deliver a long term continuous improvement in the outcomes from deliberate fires

#### ***LPI 5 - Reduction of Fires in Non Domestic Property***

- Our target is to deliver a long term continuous improvement in the outcomes from fires in non-domestic properties

#### ***LPI 6 - Reduction of Unwanted Fire Alarm Signals***

- Our target is to deliver a long term continuous improvement in the responses to Unwanted Fire Alarm signals

We have employed a Red, Amber, and Green (RAG) performance status measure that is primarily based against the previous rolling average of five years' incident data.

This allows us to take into account seasonal and yearly fluctuations within each LPI by allowing for deviation from normal activity levels.

Detailed below is an explanation of the RAG rating:

- Red: The level is greater than 10% on average over the five year period
- Amber: The level is greater than 5% but less than 10% on average over the five year period
- Green: The level is less than 5% or better on average over the five year period

We would wish to highlight that a number of the LPI's already demonstrate a relatively low baseline in terms of number of incidents, e.g. a reduction from eight to four incidents within a limited timescale would show a 50% decrease and not necessarily provide a true reflection of the risk level.

We have therefore provided, in Section 3, further context within a situational assessment that provides further information for the committee to scrutinise the Service's current performance.

On some of the high level LPI's we have also provided further segmentation of the data to provide additional information to support Committee members in their scrutiny role.

### Section 3 Performance Outcomes

Determining how successful the Service is in reducing the fire risk profile within Aberdeen is a complex task.

There are many factors that may impact on our ability to reduce fire risk. External environmental factors such as deprivation, substance dependency and lifestyle to name but a few can influence the fire risk profile within Aberdeen.

In recent years, positive progress has been delivered in reducing the fire risk profile in Aberdeen and our task remains to continuously improve these risk levels further.

We continually assess our incident activity to match our risk reduction activities so that we can seek to deliver a positive outcome.

We balance our approach to our risk reduction activities with a complimentary focus on neighbourhoods who statistically are at higher risk from fire *and* identifying & supporting individual vulnerable people within our communities

We recognise that working with a wide range of our local partners is a key element in delivering improved outcomes and place high value on these strong relationships.

The RAG assessment highlights the continual improvements that have been made during this reporting period and identifies areas where future work is required to be carried out.

The LPI summary table below provides Committee members with a visual overview of the current SFRS performance for Aberdeen City.

Aberdeen City - Local Performance Summary		
LPI	Risk	RAG status
01	Local Risk Management and Preparedness	Green
02	Reduction of Accidental Dwelling Fires	Green
03	Reduction in Fire Casualties and Fatalities	Green
04	Reduction of Deliberate Fire Setting	Green
05	Reduction of Fires in Non Domestic Property	Green
06	Reduction of Unwanted Fire Alarm Signals	Red

## LPI 1 - Local Risk Management and Preparedness

### LPI Assessment:

The main areas of measurement of operational preparedness are:

- Staff competence
- Health and Safety
- Availability of Operational Intelligence
- Appliance and Equipment Serviceability
- Operational Assurance

**Staff Competence** – All operational staff follow a nationally defined 3 year development programme which aims to ensure that all firefighters are equipped with the necessary skills required to perform their duties.

It is pleasing to report that all operational personnel are 'on track' with regard to the agreed development programme. This includes significant amount of continuous realistic training. The first of a series of thematic training exercises took place earlier this year which concentrated on a marine type incident which took place under 'real fire' conditions at our training facility at Portlethen. A number of other simulations will continue to take place this year.

All our Incident Commanders are required to frequently refresh command skills and are formally assessed on their performance. We also took part in a number of combined training events at Aberdeen Airport with operational crews working closely with airport fire personnel simulating various emergency scenarios.

**Health and Safety** – During 2014/15 we saw a welcome reduction in the number of reported 'injury accidents' and an increase in the number of reported near-misses. We view the increased reporting of near-misses as a positive trend. This allows the Service to proactively respond to an event that didn't cause harm and consider any additional measures to prevent it reoccurring.

Over the last year there has been a decrease in the number of staff reporting 'Acts of Violence' from 8 to 5 events. With none of the reports resulting in physical harm. It continues to be a source of great encouragement that we continue to experience positive support from the public in Aberdeen. All operational personnel have now been trained on a national electronic health & safety accident reporting and recording platform called RIVO safeguard.

**Availability of Operational Information** – We gather, utilise and maintain Operational Information to support overall staff safety at incidents e.g. operational personnel carry out visits to all Council owned multi-storey premises to ensure they are familiar with key building safety features and providing our partners with feedback on the status of those features.

**Appliance and Equipment Serviceability** – We are currently developing a national platform to tracking the serviceability of all appliances and equipment. In the meantime we continue to ensure all appliances and equipment are tested and maintained to the required standards. Since the establishment of the new Service, our area has welcomed the delivery of new fire engines at North Anderson Drive and Central fire stations.

**Operational Assurance** – The Service has implemented a system of measuring operational readiness and provides assurance of the quality of service delivery. The system seeks to identify and confirm good performance with the potential of sharing across the service as well as identifying areas for improvement.

All stations in Aberdeen City will be internally audited using a prescribed process during 2015. The system also allows for the measurement of operational performance during emergency incidents and well as providing a process to reflect on performance following an incident.

Status

## LPI 02 – Reduction of Accidental Dwelling Fires

<p><b>LPI Assessment:</b></p> <p>Over the reporting period 2014/15, there has been a slight increase in the overall number of Accidental Dwelling Fires.</p> <p>This has seen an overall rise comparable to the previous year of 29 incidents.</p> <p>We have identified that a significant number (86%) of these fires did not spread beyond the item that was first ignited.</p> <p>The number of incidents of this nature over the last 12 months when measured against the 5 year average remains very low (0.15%).</p>																			
<p><b>Situational Analysis:</b></p> <p>Although there has been an increase in the past year, we would wish to highlight that the longer term trend in the numbers of Accidental Dwelling House fires continues to demonstrate a positive direction of travel.</p> <p>We have noted the high proportion of dwelling fires that have resulted in little impact in terms of severity e.g. the number of fires that which are already self-extinguished prior to the arrival of firefighters.</p> <p>We believe this is indicative that householders are getting early warning of fires in the home and most likely as a result of having a working smoke alarm.</p> <p>We have however noted the slight overall increase in these types of fires we are actively exploring new opportunities in formalising and improving referral pathways from our local partners in identifying those most susceptible from having a fire in the home to allow preventative action and support to be given to our local communities.</p>	<div data-bbox="738 752 1425 1330" data-label="Figure"> <h3 style="text-align: center;">All Accidental Dwelling Fires - Aberdeen City</h3> <table border="1"> <caption>Data for All Accidental Dwelling Fires - Aberdeen City</caption> <thead> <tr> <th>Year</th> <th>Annual Count</th> <th>5-Year Average</th> </tr> </thead> <tbody> <tr> <td>2010/11</td> <td>265</td> <td>280</td> </tr> <tr> <td>2011/12</td> <td>315</td> <td>275</td> </tr> <tr> <td>2012/13</td> <td>260</td> <td>270</td> </tr> <tr> <td>2013/14</td> <td>240</td> <td>265</td> </tr> <tr> <td>2014/15</td> <td>270</td> <td>260</td> </tr> </tbody> </table> </div>	Year	Annual Count	5-Year Average	2010/11	265	280	2011/12	315	275	2012/13	260	270	2013/14	240	265	2014/15	270	260
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<p><b>Status</b></p>																			

### LPI 03 – Reduction in Fire Casualties and Fatalities

**LPI Assessment:**  
 The 5 year average for fire fatalities in dwelling houses in the Aberdeen City area currently averages at 2 per year.

Sadly we can report that over the past twelve months there were two recorded fire fatalities in dwelling houses.

The number of fire fatalities experienced in Aberdeen City remains very low and therefore small changes can dramatically affect statistical data reporting.

The number of overall fire casualties continues to reduce and we can report that over the last 12 months we have seen a reduction of 23% comparable to the 5 year average.

**Situational Analysis:**  
 While the number of fire fatalities remains low the Service will continue to aspire for zero fire deaths. The SFRS considers the most appropriate way to achieve this is to work with our partners to identify and pro-actively support those most at risk from fire.

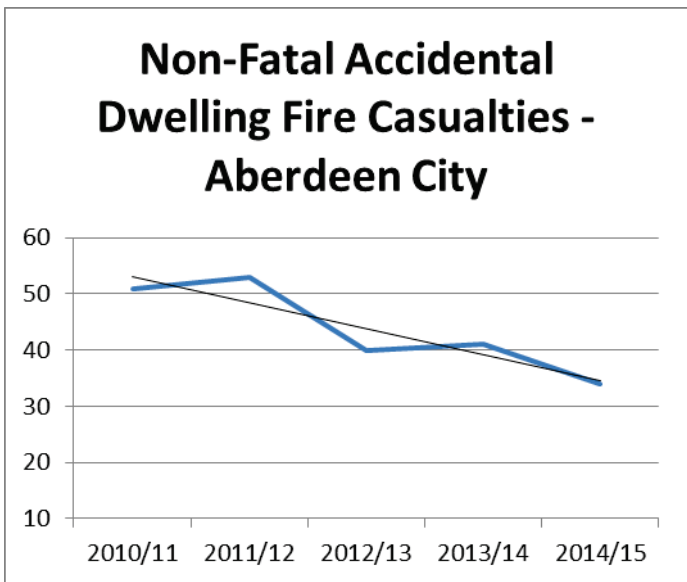
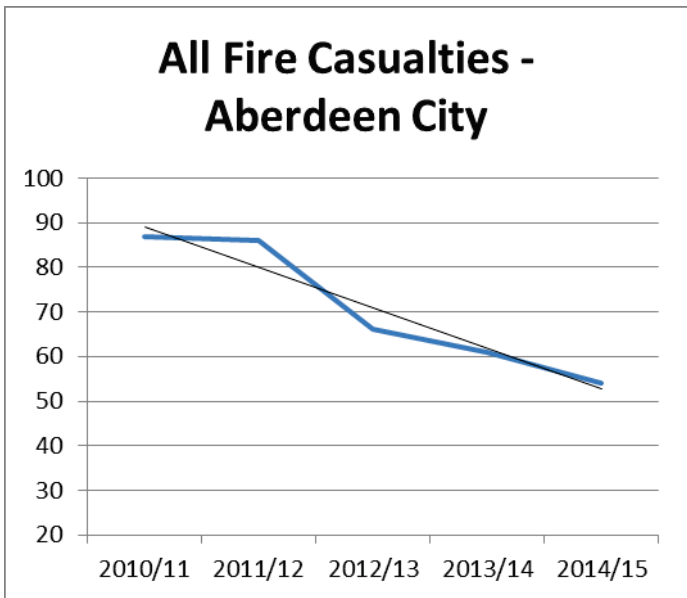
It is encouraging to note a continued reduction in fire casualties and that this has been achieved despite a slight increase in the overall number of Accidental Dwelling House fires.

Our analysis suggests that the continued delivery of Home Fire Safety Visits (HFSV), including the provision of working smoke alarms, has had a positive impact on our local communities i.e. less severe fires in dwellings and reduced harm to the occupants.

We are in the final stages of agreeing a 12 month pilot initiative with one of our local partners to maximise the effectiveness of HFSV's to those most vulnerable from fire.

The SFRS lead on the Home & Fire Safety Partnership Group within the Aberdeen Community Safety Partnership and this will be a key forum to further develop local partnerships.

**Status**



## LPI 04 – Reduction of Deliberate Fire Setting

### LPI Assessment:

The number of fires started deliberately in Aberdeen continues to decrease.

This year a total of 405 fires have been started deliberately and this represents a 38% reduction over the last 5 years.

The number of deliberately started dwelling house fires has continued to decrease. Over the last 12 months a total of 46 dwelling house fires were started deliberately.

The number of deliberate secondary fires recorded this year has risen slightly from last year although is still significantly below the 5 year average.

### Situational Analysis:

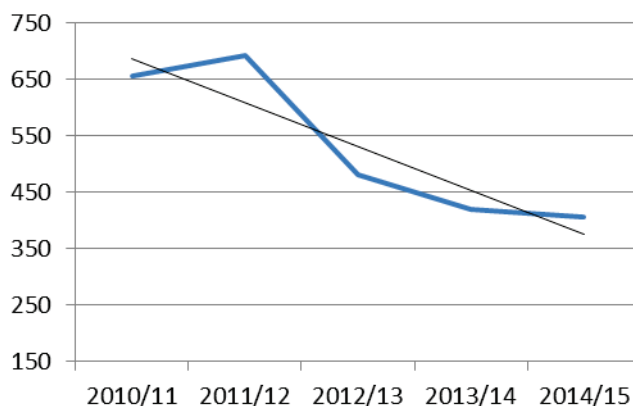
Deliberate dwelling house fires include fires started in refuse rooms in multi storey blocks of flats. This accounts for a significant number of all incidents although we would highlight that, incidents of this nature, also continue to reduce.

We believe this is as a result of a strong partnership approach to reducing these types of fires, in particular working with Aberdeen City Council and Police Scotland by improving security within premises of this type.

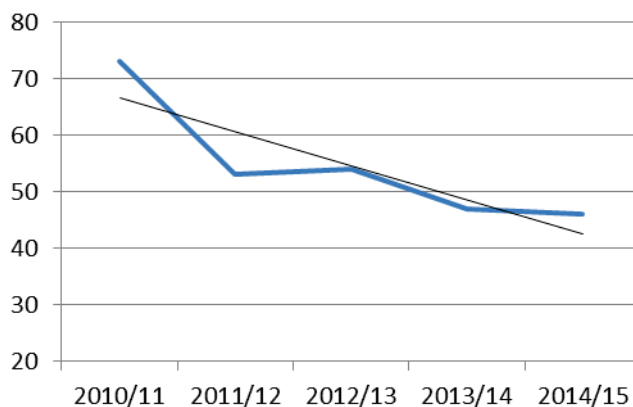
The Service continues to regularly inspect multi-storey properties and work in partnership to identify any areas for improvement.

The Service regularly prioritises the reduction of deliberately started fires within our national and local Thematic Plans that support the overall reduction of fire risk in Aberdeen City.

### All Deliberate Fires - Aberdeen City



### All Deliberate Dwelling Fires - Aberdeen City



## LPI 04 – Reduction of Deliberate Fire Setting

### Situational Analysis:

It is encouraging to note there is a continued reduction in the number of vehicle fires with a reduction in number of deliberate fires reported from the previous year.

The Service continues to work very closely with Police Scotland and other partners through the Aberdeen City Community Safety Hub to identify ways in which the number of incidents can be further reduced.

Specific initiatives that we have supported over the last 12 months include involvement in 'Operation Trinity' as well as investing in the production of a learning DVD called 'IMPACT' which further aims to reduce vehicle crime and Anti-Social Behaviour.

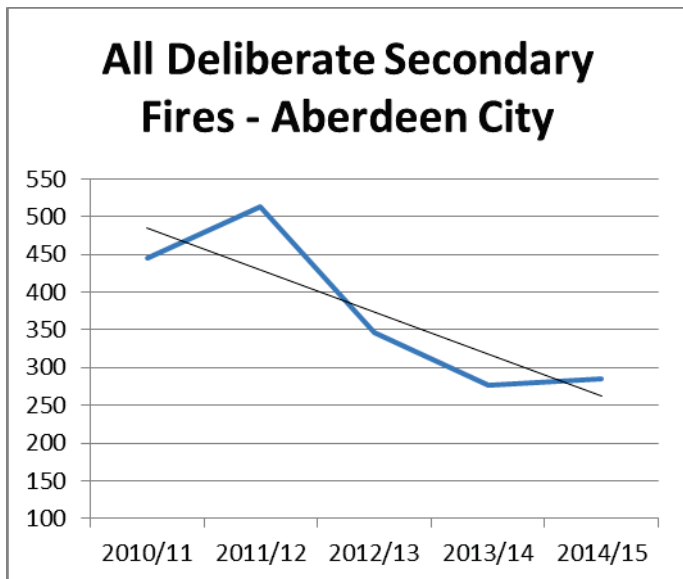
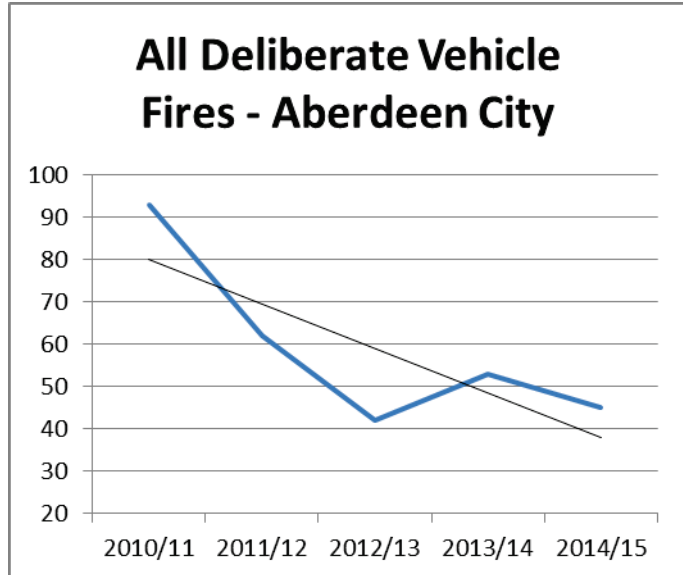
We have identified a slight increase in the number of deliberately set secondary fires but would highlight that this is still significantly below the 5 year average.

We will continue to target our work within schools in Aberdeen to engage with young people on the dangers and risks of deliberately starting fires.

At present we do not formally record the number of engagements with young persons that take place as our approach is now very specific to any emerging trends with identifiable areas of Aberdeen.

Over the last 12 months we have maintained our engagement with partners, notably with Park Rangers and Police Scotland colleagues, to limit the number of fires within areas of Aberdeen known to have a higher number of secondary fires.

### Status





## LPI 05 – Reduction of Fires in Non Domestic Property

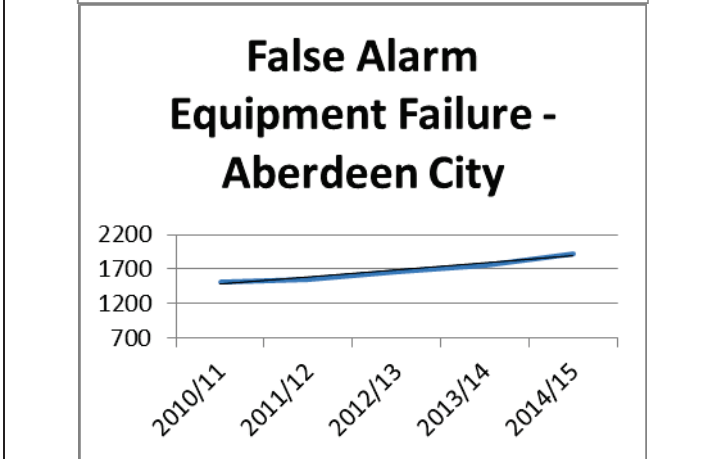
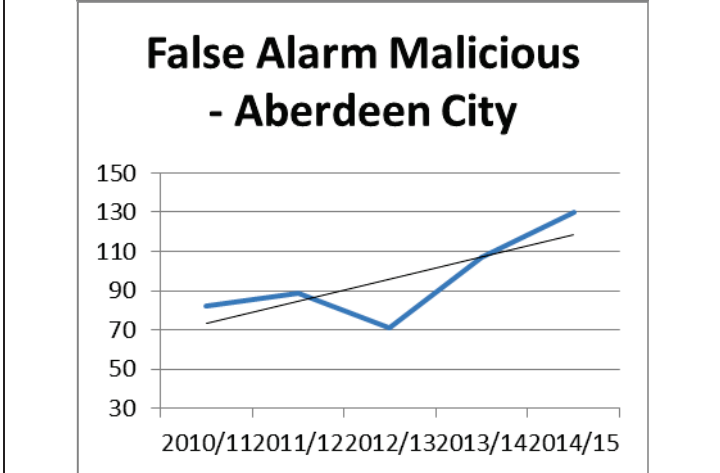
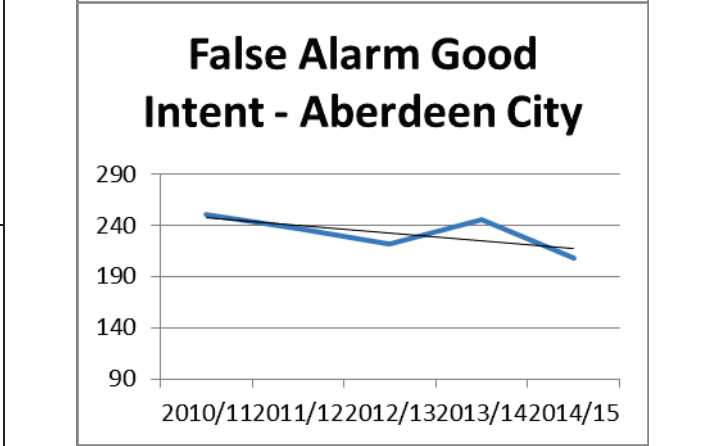
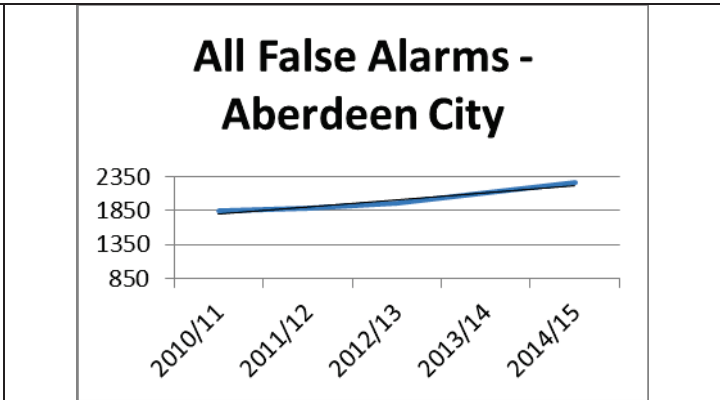
<p><b>LPI Assessment:</b></p> <p>During 2014/15 we have seen a good reduction in the number of Non-Domestic Fires compared to the previous year.</p> <p>Overall both accidental and deliberate fires of this incident type reduced in from 142 to 123 incidents.</p> <p>The Service also pro-actively sets a risk based annual programme of Fire Safety (FS) audit visits and we have met our annual target for the number of audits carried out by our Enforcement Officers.</p>	<table border="1"> <caption>Non-Domestic Fires - Aberdeen City</caption> <thead> <tr> <th>Year</th> <th>Number of Fires</th> </tr> </thead> <tbody> <tr> <td>2010/11</td> <td>140</td> </tr> <tr> <td>2011/12</td> <td>155</td> </tr> <tr> <td>2012/13</td> <td>130</td> </tr> <tr> <td>2013/14</td> <td>140</td> </tr> <tr> <td>2014/15</td> <td>120</td> </tr> </tbody> </table>	Year	Number of Fires	2010/11	140	2011/12	155	2012/13	130	2013/14	140	2014/15	120
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2014/15	120												
<p><b>Situational Analysis:</b></p> <p>This indicator covers the number of fires in all buildings excluding dwelling houses.</p> <p>In particular, it includes 'void' (unoccupied) properties, as well as businesses duty-bound to adhere to specific fire safety measures required by legislation.</p> <p>A holistic approach is taken by the Service to maintain focus on this incident type. We continue to work with our partners to ensure void properties are as 'secure' as possible to reduce the opportunity for wilful fireraising.</p> <p>We have also maintained our approach of actively conducting an audit of every building covered by Fire Safety legislation following a recorded fire to assess its compliance.</p> <p>In addition, we have widened our engagement with local businesses by offering goodwill re-assurance visits to neighbouring buildings adjoining or nearby to the building affected by the fire</p> <p>This approach and the subsequent engagements that have taken place has been positively welcomed by building owners, managers and responsible persons.</p>	<table border="1"> <caption>All Deliberate Other Building Fires - Aberdeen City</caption> <thead> <tr> <th>Year</th> <th>Number of Fires</th> </tr> </thead> <tbody> <tr> <td>2010/11</td> <td>30</td> </tr> <tr> <td>2011/12</td> <td>42</td> </tr> <tr> <td>2012/13</td> <td>25</td> </tr> <tr> <td>2013/14</td> <td>22</td> </tr> <tr> <td>2014/15</td> <td>16</td> </tr> </tbody> </table>	Year	Number of Fires	2010/11	30	2011/12	42	2012/13	25	2013/14	22	2014/15	16
Year	Number of Fires												
2010/11	30												
2011/12	42												
2012/13	25												
2013/14	22												
2014/15	16												
<p><b>Status</b></p>													

**LPI 06 – Reduction of Unwanted Fire Alarm Signals**

**LPI Assessment:**  
 Over the last 12 months we have recorded an overall rise in the number of Unwanted Fire Alarms Signals (UFAS).  
  
 Although this does not increase the risk within Aberdeen city it does result in increased activity for our local firefighters.  
  
 Whilst we have recorded a modest reduction in the number of False Alarm Good Intent calls this has been offset by the increase in False Alarm Equipment Failures.  
  
 Using our rating system, the average increase over a 5 year period has been determined as over 10% and subsequently we have designated this outcome as having a Red status.

**Situational Analysis:**  
 We believe it is important to highlight to Committee Members that not all of these types of calls are necessarily unwanted.  
  
 For example, increasing ownership of domestic smoke alarms does occasionally correlate in a subsequent increase in incidents being deemed as ‘false alarm - good intent’.  
  
 We continue to target this performance outcome for improvement and fully implemented the SFRS policy on Unwanted Fire Alarm Signals (UFAS) on the 1<sup>st</sup> December 2014.  
  
 The adoption of the UFAS policy has formalised our engagement with local businesses to reduce the impact of this type of call.  
  
 As we have reported previously, we anticipate a short term rise in this activity as a result of the introduction of our new Service policy before expecting to record a longer term reduction.  
  
 We have however already experienced some early successes with specific building which have resulted in significant reduced activity.  
  
 This has been achieved via local engagement and often with little or no cost to the building occupier.  
  
 The UFAS policy does not apply to single private dwelling houses.

**Status**



## Glossary of Terms

Risk	Definition
Accidental Dwelling Fires	<p><b>Accidental:</b> includes fires where the cause was not known or unspecified.</p> <p><b>Dwellings:</b> buildings occupied by households, excluding hotels, hostels and residential institutions. Mobile homes are specifically included in the dwelling count.</p>
Accidents and Near Misses	<p><b>Accident:</b> An unplanned uncontrolled occurrence that resulted in personal injury or property damage.</p> <p><b>Near Miss:</b> Any accident or incident that did not result in property and or equipment damage but had the <b>potential</b> to do so.</p>
Acts of Violence on Firefighters	<p>An incident where there was an attack on SFRS personnel travelling to/from or at the incident.</p> <p>Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment.</p>
Automatic Fire Alarms	A fire call was initiated by fire alarm, this includes any accidental alert.
Deliberate Dwelling Fires	Includes fires where deliberate ignition is merely suspected, and recorded by the SFRS as "doubtful".
Fatalities Dwelling Fires	<p>Fire fatalities include any fatal casualty which is the direct or indirect result of injuries caused by a fire incident. Even if the fatal casualty dies subsequently, any fatality whose cause is attributed to a fire is included.</p> <p>There are also occasional cases where it transpires subsequently that fire was not the cause of death. For all of these reasons, fatalities data may therefore be subject to revision.</p>

## Glossary of Terms

Risk	Definition
Fire Casualties	<p>Within a dwelling house people requiring medical treatment beyond first aid given at the scene of the fire, and those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually do).</p> <p>People sent to hospital or advised to see a doctor as a precaution, having no obvious injury, is recorded as "precautionary check-ups".</p>
Home Fire Safety Visits	<p>The SFRS must have entered the householder premises to make a full home fire safety visit where during this visit or a follow up visit to the premises a smoke or heat alarm was installed or home fire safety advice was provided.</p>
Other Building Fires	<p>Non Domestic property including unoccupied, commercial and retail premises.</p>
Secondary Fires	<p>Outdoor fires including grassland and refuse fires unless they involve casualties or rescues, property loss or if five or more appliances attend. They include fires in derelict buildings but not chimney fires.</p>
Unwanted Fire Alarm Signal (UFAS)	<p>A UFAS incident may be defined as “an event which has required an operational attendance by the fire and rescue service due to the unwanted actuation of a fire alarm system”.</p> <p>A UFAS incident will not have arisen from the occurrence of a genuine fire and as a result they can generally be divided into four categories:</p> <ul style="list-style-type: none"> <li>• UFAS, in which a system has responded to: <ul style="list-style-type: none"> <li>➢ A fire like phenomenon or environmental influence</li> <li>➢ Accidental damage</li> <li>➢ Inappropriate human action</li> </ul> </li> <li>• Equipment false alarms</li> <li>• Malicious false alarms</li> <li>• False alarms with good intent</li> </ul>
Vehicle Fires	<p>Uncontrolled burning involving a motor vehicle.</p>

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	19 May 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Aberdeen City Local Fire and Rescue Plan Review

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### 1. PURPOSE OF REPORT

The report brings before the Committee a summary review of the current Local Fire and Rescue Plan for Aberdeen City

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- i. provides feedback to the Local Senior Officer on this summary review

### 3. FINANCIAL IMPLICATIONS

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

### 4. OTHER IMPLICATIONS

The discharging of the Council's responsibilities in relation to the Act 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

The latest Scottish Fire and Rescue Service - Aberdeen City Local Fire and Rescue Plan 2014-17 was approved at a meeting of the Full Council on 14<sup>th</sup> May 2014.

This local plan is a statutory requirement under the auspices of the Police and Fire Reform (Scotland) Act 2012 and sets out the fire and rescue priorities from 2014-17.

The priorities have a significant focus on reducing risk in local communities by conducting preventative and protection activities with a strong link to local partnership working.

Under the Police and Fire Reform (Scotland) Act 2012 there is no statutory requirement to conduct an annual review of Local Fire and Rescue Plans.

The SFRS however believe it was helpful to carry out a 'light touch' review to ensure the current priorities remain relevant and/or to identify if any emerging issues over the previous 12 months suggested a need to modify the current plan.

The current Local Plan outlines 6 key priorities for the SFRS. These are:

- Local Risk Management and Preparedness
- Reduction in Accidental Dwelling Fires
- Reduction in Fire Casualties and Fatalities
- Reduction in Deliberate Fires
- Reduction in Non Domestic and Secondary Fires
- Reduction of Unwanted Fire Alarm Signals

### ***Summary of Review***

Over the past 12 months we have continued to deliver a longer term reduction in overall fires.

Whilst we welcome this positive direction it has been noted that the rate at which fires have been reducing can vary across differing incident types (We would highlight that in some categories of fires reported we currently are operating at extremely low baseline levels).

Some emerging information also seems to suggest that when fires are occurring, particularly within dwelling houses, the impact and severity of such fires appear to be lessening.

We intend to try and analyse this in more detail in the future but it does currently seem to suggest that increased ownership of working smoke alarms may be positively contributing in this area.

The current plan focuses on reducing risk of specific incident types and over the last 12 months there have been no emerging trends in other types of incidents that we believe required wider intervention.

The Home and Fire Safety Theme Group has now been established as a working sub-group of the Aberdeen Community Safety Partnership.

This group was established as a result of the last strategic assessment of community safety in Aberdeen and is now starting to develop local initiatives and identify innovative opportunities to strengthen the partnership approach to reducing the risk of harm.

We have also continued to develop our operational capability and have ensured that our firefighters are able to apply all procedures and processes to ensure a safe and successful outcome at operational incidents.

Over the last 12 months this has included applying new harmonised operational policies and procedures which ensure a consistent and quality assured level of performance is delivered across the whole of Scotland.

### ***Influencing Factors***

This review also considered the following wider factors:

- Refresh of Aberdeen CPP Single Outcome Agreement

The SFRS are contributing and playing a full part within local Community Planning on the content of our Single Outcome Agreement.

This work is on-going and is anticipated to take several months.

- Emerging issues from HMFSI inspection of Aberdeen City

Her Majesty's Fire Service Inspectorate (Scotland) have recently completed a 'place-based' inspection of local SFRS activities and arrangements in Aberdeen City.

This was a wide ranging inspection covering all areas of the SFRS work in Aberdeen City including reference to the current Local Plan.

The outcomes from the inspection are due to be published shortly.

- Engagement and consultation of SFRS Strategic Plan 2016-19

The SFRS are about to enter into a significant national engagement process across the country as it prepares the development of its next Strategic Plan.

This engagement is due to commence in early summer of 2015 with subsequent consultation taking place at an appropriate time after the draft version of the Plan has been developed.

It does therefore suggest it would be prudent not to make any amendments to the Local Plan until the information emerging from the above factors are known and can be carefully considered.

### **Conclusions**

It has been concluded that the current Aberdeen City Fire and Rescue Plan 2014-17 continues to currently focus priorities within areas that have the potential to deliver a positive impact to local communities.

It retains a sufficient scope and range of intended actions that allows the Service to utilise local, regional and national resources as necessary to seek to achieve improved outcomes.

There is therefore no intention at this time to amend the current Aberdeen City Local Fire and Rescue Plan 2014-17.

#### 6. IMPACT

As noted above, the subject matter of this report is relevant to the Council's work in relation to Community Planning, the Single Outcome Agreement and the delivery of the Business Plan.

The subject matter of the report will be of interest to the public.

#### 7. BACKGROUND PAPERS

None

#### 8. REPORT AUTHOR DETAILS

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**POLICE  
SCOTLAND**  
Keeping people safe

## **Aberdeen City Division**

**Local Policing Plan Quarters 3 & 4  
2014/15**

**May 2015**



Once again, I am proud to provide the committee with an account of Aberdeen City Division's performance against our Aberdeen City Local Policing Plan 2014-2017.

My team are performing consistently well on all fronts, despite difficult financial challenges. I consistently see a 'can-do' enthusiastic attitude from a professional workforce of officers and police staff, continually delivering across our City in some of the best examples of partnership working in the country.

This has helped us to remain 'in budget' for 2014/15 while providing a quality service for communities, which cannot always be reflected in statistics.

For instance, our local Police Scotland Young Volunteers scheme (PSYV), set up in partnership with Youthlink Scotland and Young Scot, is going from strength to strength in the Northfield area of the City, with high hopes for a new group coming to Torry.

We are not alone in the local public sector in facing challenges around recruitment of staff, partly due to the high cost of living in the City. We are collaborating innovatively to address this with projects including affordable accommodation schemes.

We always look to improve and build on our successes, while listening and giving feedback. I look forward to engaging with a small sub-group of the committee on how we can further enhance this report to ensure appropriate scrutiny on the policing service we provide to our local communities.

Adrian Watson  
Chief Superintendent  
Divisional Commander

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*Produced by Police Scotland Analysis & Performance Unit on 21<sup>st</sup> April 2015.*

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Violence, Disorder & Antisocial Behaviour					
		Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
1	Total No Group1: Crimes of Violence	298	325	27 fewer	-8.3%
<p>We have improved performance, with serious violent crime reduced by over 8%, when compared to the same period last year.</p> <p>Where violent crime has occurred, our response is based on three principle strands; victim, location and offender. We explore each of these aspects to ensure we are providing the best possible support to those who report such crimes, whilst examining the location and offenders to ensure there are no emerging patterns or recurrent issues. The year to date figures for recorded crime continues to decline and our detection rate for violent crime continues to increase.</p> <p>The Division has strengthened recognition of the link between alcohol and violence by re-aligning line management and reporting structures under one Inspector. Staff involved in these business areas conduct joint briefings on a daily business to assess what has happened, what this means and what action is needed. This also strengthens our links throughout the Community Policing Teams to deal with violence, disorder and anti-social behaviour.</p> <p>Our Violence Reduction Officer ensures recidivist offenders are targeted robustly from initial appearance in court and are monitored to ensure any bail conditions and curfews are being adhered to. There have been a number of recent successful applications for ASBO's under Anti-social Behaviour Legislation and this work is ongoing.</p> <p>As a continuing preventative measure, violent offenders with specific curfew or bail conditions, particularly where this relates to the City Centre, are monitored in the run up to the deployment of Officers on the Weekend Policing Plan (WPP). This now includes proactive visits to other individuals who are not subject to conditions but are seen as posing a potential risk to safety of the public in the city centre.</p>					

3

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A weekly planning meeting, with all internal partners, takes place to discuss the previous and also forthcoming WPP. This intelligence led meeting provides an analysis of the outcomes from the previous deployment and shapes activity for the following deployment, taking cognisance of local events and emerging trends. In addition, a monthly meeting takes place with external partners.

The staffing structure of the Violence Reduction Unit and associated shift pattern is changing to provide an enhanced capability to the Division's response to violent crime and the WPP.

The new Police Scotland Campaign Against Violence national Standard Operating Procedure has been published and is being actively promoted in policing Aberdeen.

In response to a number of recent instances of violence where a single blow has been struck, we are embarking on a campaign of awareness raising with the theme of "One Punch" and the implications and repercussions of this. We are in the initial planning stages of partnership work, including the Maxillofacial unit within the NHS regarding this.

The Purple Flag award, mentioned in the previous report, given for the highest standards around safety in the City Centre has been awarded again, in recognition of strong partnership working both locally and nationally.

2	Murder	1	1	same number	0.0%
3	Attempted Murder	14	21	7 fewer	-33.3%
4	Culpable Homicide (common law)	0	0	None	-
5	Culpable Homicide (other)	4	3	1 more	33.3%
6	Serious Assault detection rate	84.3%	82.9%		1.4%
7	Serious Assault	146	123	23 more	18.7%

The number of Serious Assaults has increased over this reporting period. One of the main drivers behind this is increased ethical recording, in line with victim interest and our Force values. Previously, a Serious Assault was recorded only where a Doctor indicated likelihood of permanent disfigurement. Many victims are being dealt with by nursing or Paramedic staff only and their opinion with regard to permanent disfigurement is now also considered. The Serious Assault detection rate has not been adversely affected by this however and actually shows an increase of 1.4%.

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8	Robbery detection rate	75.5%	60.7%		14.8%
9	Robbery	94	112	18 fewer	-16.1%

Compared to the same period last year there has been a significant drop in the number of Robberies with 18 fewer crimes recorded, while the detection rates remain very healthy with an improvement over the same period last year of 14.8%.

This reduction in recorded crime is very welcome and can be assimilated to a number of factors, not least remaining focussed on the positive work that has previously been implemented and proven to be effective. This includes the robust scrutiny applied daily by Supervisors and the Command Team to each and every crime of this nature. The intrusive reviews carried out by supervisors ensure all investigative opportunities are being maximised and preventative measures are being implemented.

Our ever evolving Action Plan is utilised to capture action taken and is regularly scrutinised to ensure that good practice, not only locally, but Nationally is captured for current and future use.

Analysis assists with the identification of any hot spots, specific times of the day / week / month or year or particular events that may impact on the occurrence of crimes. This scrutiny allows for the planning and dedication of either local, National or specialist resource which can then be strategically deployed and focussed in a particular area, thus making best use of Officers time. Analysis often shows a crossover of specific crime types within certain areas of the City which again allows for the improved deployment and focussing of resource.

We continue to work closely with the Crown Office and Procurator Fiscal's Service to ensure that if offenders are released on bail that they are subject to special conditions that curtail their movements, allowing us to monitor their whereabouts in line with the restrictions imposed.

Having a Detective Inspector dedicated to the prevention and enforcement of all Robbery related crimes ensures the appropriate scrutiny and review of all crimes and data. This single point of contact enhances the building of both internal and external partnerships which are necessary to effectively target the offenders who commit this type of crime.

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Where offenders are wanted in relation to a robbery or other serious violent crimes they are actively pursued and apprehended, thus reducing the potential of them committing further crimes.

Best use is made of the Campaign Against Violence (CAV) days of action where additional resource supplements and supports Divisional staff by carrying out specific tasks.

The Crime Reduction Officers continue to support Divisional resource by carrying out preventative work and recently arranged visits to all Bookmaker premises highlighting areas of potential vulnerability and providing security advice where necessary.

There remains a correlation between alcohol and the commission of serious and violent crimes with a significant number of victims being under the influence of alcohol or some other substance. As part of the Operation Oak Strategy, the Weekend Policing Patrols are briefed to respond to anyone they see who may be vulnerable and appropriate preventative action taken to ensure that persons reach their destination safely.

As part of our ongoing preventative strategy into acquisitive crime we have regular liaison and contact with the Second Hand dealers within the City where we conduct checks looking for the proceeds of crime. This is an area that we are looking to develop further and have dedicated Officers to carry out these checks.

10	Common assault detection rate	76.4%	71.1%		5.3%
11	Common assault	3,421	3,519	98 fewer	-2.8%

There are almost 100 fewer crimes of Common Assault than the same period last year - a reduction of almost 3% and the detection rate has increased to 5.3%.

In an effort to maintain and improve this good work, Common Assaults are being mapped to improve targeting of areas and offenders.

12	Stop and searches conducted	6,064	8,954		-32.3%
13	Number of positive stop and searches conducted.	1,538	1,800		-14.6%

The stop and search tactic has been subject of a great deal of attention during this reporting period. This has not affected our operational officers, who have continued to apply the practice in a consistent, fair and intelligence led manner. This is reflected in a similar number of stop searches across Quarters 1 & 2 and Quarters 3 & 4.

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The overall number of stop searches undertaken has continued to fall, while the percentage of those which are positive has increased to 25%.

The Aberdeen City Division Command team have proactively engaged with elected members to address any concerns regarding the practice and we continue to be open to dialogue on the topic.

14	Number of complaints regarding disorder	10,605	11,650	1045 fewer	-9.0%
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The continued decline in complaints of disorder is particularly welcomed. This type of annoyance and antisocial behaviour can have lasting consequences for any member of the community but particularly the elderly or vulnerable. Community Policing Teams regularly undertake proactive initiatives throughout the City to support the day to day activities of Officers, partners and communities to ensure there are less victims.

**Violence, Disorder & Antisocial Behaviour (continued)**

		Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
15	Number of Domestic Abuse Incidents Reported to the Police	3,070	2,696		13.9%
16	Total Crimes and offences in domestic abuse incidents	2,321	2,133		8.8%

Since April 2014, statistical information regarding Domestic Abuse has been drawn from the Interim Vulnerable Persons Database (iVPD), which hosts all Police concern reports, including those submitted about domestic abuse. Alongside confidence in reporting, strong governance around the accuracy and number of concern reports submitted has contributed to the increase in incidents recorded.

Historically, incidents were counted through a Command and Control application, which did not highlight the number of complainers or allegations made. Counter complaints are now being captured more accurately and cross checking by the Domestic Abuse Investigation Unit (DAIU) ensures that two iVPD reports are submitted in this scenario.

Aberdeen Division continues to work with partners to pilot the Disclosure Scheme for Domestic Abuse Scotland.

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17	Percentage of Domestic Incidents that result in a crime being recorded	59.9%	59.9%		0.0%
18	Total crimes and offences in domestic abuse incidents detection rate	81.4%	70.6%		10.8%
The increased detection rate for domestic abuse reflects the high levels of scrutiny and investigation for each investigation. Area Inspectors and Chief Inspectors routinely monitor domestic crimes, while the DAIU provide support.					
19	Total Detections for Domestic Bail Offences	188	117		60.7%
20	Ensure 95% of domestic abuse initial bail checks are conducted within a prescribed timeframe (24hrs).	99.7%	-		-
The support provided to victims of Domestic Abuse was increased during 2014/15, to include safe and well checks. This is undertaken during the first 24-hours after an incident is reported and a perpetrator appears in Court. At 99.7% Aberdeen City Division has the highest returns in Scotland.					
21	Hate Crime and offences detection rate	80.1%	80.1%		0.0%
Reported Hate Crime in Aberdeen remains relatively low and the progressive downward trend experienced in recent years continues. All Hate Crime reports are subject to robust scrutiny and management processes to ensure that offenders are identified, wherever possible. This contributes significantly to the high detection reflected in this report.					

Additional Identified Local Priorities					
		Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
22	Number of detections for drugs supply, drugs productions, drugs cultivation	226	257		-12.1%
As has been the case historically, the Division has no significant home grown drug dealers. The issue for the City is those visiting from Merseyside, West Midlands and London primarily. They are tackled by operational officers from Community Policing Teams, Proactive units and the Serious and Organised Crime Group (SOCG) Unit, who can call on the specialist assistance provided by the Specialist Crime Division.					

8

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The SOCG unit team focuses firmly on two strands of the Serious and Organised Crime in Scotland Strategy, namely:

*to Disrupt the activities of serious organised crime groups, including by clawing back the proceeds of their crimes;*

*to Detect crime by boosting capacity and improving co-ordination to give serious organised criminals no place to hide.*

Disrupt and Detect is not limited to drug dealing and SOCG officers may take a long term approach to crime groups, not necessarily producing volume drug supply charges, like their Proactive colleagues. For a significant portion of this reporting period, the team, assisted by colleagues from the Proactive Unit, were focussed on a SOCG whose aim was acquisitive crime. This accounts for a drop in volume drug supply charges when compared against the same period last year.

That said, 126 individuals assessed to be a mixture of principle and significant members of organised crime groups have been arrested. The Division also deprived criminals of in excess of 2.5 million pounds through the Proceeds of Crime Act (POCA).

23	Theft by housebreaking (including attempts) detection rate	21.5%	19.8%		1.7%
24	Theft by housebreaking (including attempts)	927	1,181	254 fewer	-21.5%

A 21.5% reduction in the number of housebreakings has occurred when compared to the same period last year, representing 254 fewer victims, whilst an improvement in detection rates has seen over 21% of these crimes being detected.

All reported housebreakings are reviewed on a daily basis by Sergeants from the Division's Proactive Team. The purpose of these reviews being to ensure all forensic and investigative opportunities are exhausted.

We liaise regularly with our forensic science colleagues, to ensure that where relevant, we 'fast track' the examination of forensic evidence recovered at a crime scene. This allows us the best opportunity of quickly identifying the people responsible for the crime, thus providing the opportunity to prevent them from committing further crimes.

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Representatives of the Crown Office and Procurator Fiscal Service are very supportive of our efforts to reduce repeat offending by our most prolific criminals, which has resulted in a large number of these individuals being either remanded in custody, or made the subject of curfew Bail conditions, which generally prevent the subject from being out with their home address during a specified timeframe.

These curfews are of great assistance to us in respect of reducing crime and we robustly monitor compliance. Anyone found to be breaching their specific conditions are reported to the Courts, in order that the conditions can be reviewed.

Regular analysis allows us to identify areas of the city most affected by housebreaking and other acquisitive crime and we use the data produced to inform our staff of where they need to concentrate their patrols.

A number of the recorded housebreakings relate to garden sheds and we now provide the owners with a simple to fit shed alarm as part of our overall response to such incidents. We have adopted this approach in an effort to prevent the owners becoming repeat victims and also in the hope that it encourages others in the community to consider the security of their own homes and outbuildings.

25	Theft by shoplifting detection rate	74.0%	74.4%		-0.4%
<p>Detections of shopliftings within the City Centre of Aberdeen have increased by over 15%. Under the Operation Oak strategy the City Centre Community Policing formed the 'Oak Unit' in the later part of 2014. These dedicated Officers were given the remit to increase visibility in the city centre and work directly with retailers to increase their knowledge base of known offenders, encourage proactive security intervention and give crime prevention advice to day time visitors to the area. Following its success and welcome feedback the unit is now running on a permanent basis.</p>					
26	Theft by shoplifting	1,976	1,774	202 more	11.4%
27	Vandalism & Malicious Mischief detection rate	25.8%	26.0%		-0.2%
28	Vandalism & Malicious Mischief	2,401	2,449	48 fewer	-2.0%
29	Number of detections for Consuming Alcohol in a designated place (where appropriate byelaws exist)	288	299		-3.7%

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Public Protection					
		Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
30	Number of Group 2 - Crimes of Indecency	497	407	90 more	22.1%
31	Group 2 crimes detection rate	76.3%	66.1%		10.2%
<p>Despite the significant increase in the reporting of Group 2 crimes, Aberdeen City Division has improved performance with the detection rate rising by over 10% to 76.3%.</p> <p>There is no one specific reason for the rise in reported crimes, however increased confidence in the Police must be a factor. Media campaigns on Rape like 'We can stop it' heightened public awareness and provided an explanation of what constitutes rape whilst national media coverage of high profile sexual abuse enquiries will also have had an impact on reporting.</p> <p>There is robust management of all Group 2 investigations, which are subject to review locally by a Detective Inspector as well as the area Chief Inspector to ensure detection opportunities are maximised.</p>					
32	Rape detection rate	70.1%	63.3%		6.8%
<p>The reporting of rapes was almost identical to that of last year, however the detection rate rose nearly 7% to 70.1%. Given all undetected cases and those subsequently recorded as 'no crime' are reviewed by the National Rape Review Team, and a number of detected cases are also subject to review, there are no obvious concerns in respect of investigative quality.</p> <p>The welfare for all victims of sexual crime is paramount and Sexual Offences Liaison Officers are deployed to ensure their well-being is to the fore. As in previous years there remains low reporting in respect of male victims although there was a slight increase on last year. We continue to work with partners to encourage male victims to come forward and this will also form part of a forthcoming media campaign.</p>					

Road Traffic Casualty Statistics				
	Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
People Killed	5	4	1 more	25.0%
People Seriously injured	79	102	23 fewer	-22.5%
People Slightly Injured	221	284	63 fewer	-22.2%
Children (aged<16) Killed	0	1	1 fewer	- 100.0%
Children (aged<16) Seriously Injured	6	9	3 fewer	-33.3%
<p>We continue to explore opportunities to ensure road users and pedestrians remain safe within the roads and streets of Aberdeen. While there was an increase of one fatality during the period compared to the same period last year, there was significant reductions in those injured. There is no room for complacency and Aberdeen City Division's dedicated Roads Policing Unit supports the Community Policing Teams to deliver Operation Whitebeam, our local safer roads strategy. This operation and the considerable partnerships which have been formed and maintained over many years has contributed towards these reductions, meaning there are less casualties on our roads We will continue our pro-active work to ensure this trend continues.</p>				

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*Produced by Police Scotland Analysis & Performance Unit on 21<sup>st</sup> April 2015.*

These data are not official statistics. This report provides data for the period 1 April 2014 to 31 March 2015. The data are provisional and should be treated as management information. The provision of this management information is to assist Divisions in supporting their community planning and engagement. All data have been extracted from Police Scotland internal systems and are correct as at 06/04/2015

Road Safety & Road Crime					
		Apr 2014 - Mar 2015	Apr 2013 - Mar 2014	Victims	% Change
33	Dangerous driving	100	100		0.0%
34	Speeding	2,358	1,760		34.0%
35	Disqualified driving	80	95		-15.8%
36	Driving Licence	481	732		-34.3%
37	Insurance	760	958		-20.7%
38	Seat Belts	672	1,046		-35.8%
39	Mobile Phone	945	916		3.2%
<p>Under the auspices of Operation Whitebeam, Community Policing and Road Policing officers continue to focus on road safety/road crime in Aberdeen City and the targeting of Priority Routes and those identified by the community as causing concern. Joint initiatives undertaken by Divisional and Road Policing officers throughout the City have contributed to the reduction in casualty statistics.</p> <p>During 2014/15, Road Policing Officers in Aberdeen stopped and engaged with 10,885 drivers throughout the City. We targeted our Priority Routes of A96, A93, A944, A956, A90 and Beach Esplanade, as analysis shows all have had a high instance of injury collisions, through high visibility patrolling along with the use of unmarked cars.</p> <p>Officers in Aberdeen Division also participated in national Road Safety campaigns throughout the year including Operation Zenith, targeting motorcycle use and Drink/Drug Driving. Through engagement with partners and the community we will continue to deploy resources where they are most needed.</p>					

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*Produced by Police Scotland Analysis & Performance Unit on 21<sup>st</sup> April 2015.*

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Public Confidence					
		Apr 2014 - Mar 2015			
		Number of Complaints about the Police		Number of Complaints per 10,000 Police Incidents	
40	Complaints received about the Police	234		29.7	
		On Duty Allegations	Off Duty Allegations	Quality of Service Allegations	Total Number of Allegations
41	Total Allegations Recorded	367	7	71	445
<p>Complaints against the Police are down overall. In Aberdeen this has resulted in a reduction in excess of 20% compared to the same period last year. A dedicated member of the Divisions Senior Management Team, the Chief Inspector Support, provides a robust scrutiny of all complaints to ensure any individual or organisational learning is captured, documented and shared. This ensures enhanced customer satisfaction and allows a fair and reasonable assessment of Officer conduct and behaviour.</p> <p>Where appropriate, Officers are provided with additional support and guidance through Early Intervention Management Plans to reduce the risk of further complaints.</p> <p>Police Scotland has established a Front Line Resolution Unit in the North, East and West of the country where staff can deal with the most minor complaints quickly, efficiently and in a consistent manner.</p>					

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*Produced by Police Scotland Analysis & Performance Unit on 21<sup>st</sup> April 2015.*

These data are not official statistics. This report provides data for the period 1 April 2014 to 31 March 2015. The data are provisional and should be treated as management information. The provision of this management information is to assist Divisions in supporting their community planning and engagement. All data have been extracted from Police Scotland internal systems and are correct as at 06/04/2015

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
TITLE OF REPORT	HMICS Inspection of Aberdeen City Division

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### 1. PURPOSE OF REPORT

To update members that Her Majesty's Inspectorate of Constabulary in Scotland will publish their report on their inspection of Aberdeen City Division, Police Scotland in May 2015.

### 2. RECOMMENDATION(S)

Members are asked to note that the recommendations in the report, when published, will be subject of a local action plan which the Local Police Commander will update the committee on in due course.

### 3. FINANCIAL IMPLICATIONS

No financial implications.

### 4. OTHER IMPLICATIONS

None

### 5. BACKGROUND/MAIN ISSUES

In 2014, HMICS announced their intention to carry out a 'Local Policing +' inspection of Aberdeen City Division.

In early 2015, HMICS staff visited the division and examined it across six overarching themes, namely:

- Outcomes
- Leadership and Governance
- Planning and processes
- People

- Resources; and
- Partnerships

HMICS have indicated a publication date around 14 May 2015, which does not meet the submission deadline for this meeting of the committee.

It is, however, anticipated that the full report will be provided to members by electronic link as soon as it is published by HMIC.

The Local Policing Commander will address recommendations from HMICS through a local action plan, which members will be updated on in due course.

6. IMPACT

None

7. MANAGEMENT OF RISK

n/a

8. BACKGROUND PAPERS

Nil

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Community Centre Compliance Monitoring
REPORT NUMBER	CHI/15/155
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report provides an update of the compliance monitoring process being undertaken with the Management Committees of leased community centres in relation to the Management Agreement with Aberdeen City Council.

The report also seeks approval to implement a number of actions resulting from this initial monitoring process.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Notes the position of the Management Committees of leased community centres in relation to their obligations within the Management Agreement
- b) Approve the development of the compliance monitoring process as identified in section 5.15 of this report.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendations contained within this report.

### 4. OTHER IMPLICATIONS

Legal Implications

The relationship between the Council and the Associations operating leased community centres is set out in a Lease and Management Agreement.

### Resource Implications

The Community Centre Liaison Officer is responsible for supporting leased community centres to comply with the Lease and Management Agreement.

## 5. BACKGROUND/MAIN ISSUES

5.1 Of the 24 Management Committees of leased community centres 19 have signed up to the terms of the new style lease and management agreement, while 5 have yet to sign.

5.2 The new style management agreement requires Management Committees to participate in the monitoring process which is intended to be supportive in nature, and support has been offered to all 24 management committees (including those which have not yet signed up to the new agreements).

5.3 Details of the compliance monitoring process is attached as appendix A.

5.4 As participation in the process was intended to assist Management Committees it helped highlight any issues relating to:

- the community centre premises,
- the operation and governance of the association and management committee;
- financial matters;
- activities carried out by the management committee or taking place within the premises;
- policy and regulation affecting the management committee;
- compliance with the management agreement.

5.5 The process was amended slightly following a medium risk identified in the Internal Audit Report on Community Centres considered by the Audit and Risk Committee on 26 June 2014.

5.6 This report recommended that this medium risk be addressed by the following actions:

- The Council should ensure that all leased community centres are subject to some form of monitoring on an annual basis.
- In addition, sample checks should be performed on the answers given by management committees in the health check monitoring framework to verify their accuracy. This should include, for example, obtaining documents to support answers given.

- The Council should include a section to document issues relating to PVG on the monitoring form.
- 5.7 The process was amended by the addition of a final checklist to record the presence of key documents either being shown or provided to the Council, including PVG information.
- 5.8 Of the 24 Management Committees, 7 did not appear to be in breach of the management agreement, 11 were in breach, in a minor way, and 6 have not participated in the compliance monitoring process. The breaches were primarily due to required policies not being in place. Generally the Management Committees have been willing to develop the required policies. Some Management Committees appear to be unaware of the implications of these requirements, despite the requirements being detailed within the signed management agreements. Details of the outcome for all 24 Management Committees is shown in appendix B.
- 5.9 Through this monitoring process it has become apparent that every Management Committee is unique and has different challenges. This ranges from some established Management Committees having required policies already in place along with a regular review cycle to some Management Committees that did not have any of the required written policies in place.
- 5.10 Some of the strong points identified by the monitoring include:
- Certain Management Committees have developed working practices which reflect recognised good practice even though there is no requirement to do so;
  - several Management Committees are developing activities elsewhere within their communities, not just within the community centre premises;
  - many Management Committees are willing to share their experience and expertise with others.
- 5.11 Some of the weaker points identified by the monitoring include:
- not all Management Committees are aware of the contents of the Management Agreement despite signing the document and many key policies were not in place leaving Management Committee members vulnerable;
  - several Management Committees struggle to recruit Management Committee members and other volunteers and often this puts excessive pressure on a few key individuals;
  - The support and supervision of staff, including volunteer staff, is not particularly robust.
- 5.12 Many of the long established community centre management committees have not been provided with adequate support and challenge from the Council over a number of years and this has resulted in some working practices developing that are no longer considered good practice.

5.13 The Management Agreement seeks to address this by ensuring that key policies reflecting good practice are developed for every Management Committee. Model policies for these have been provided to Management Committees to assist with this and most of the Management Committees have developed their policies based on these models.

5.14 It is possible that many Management Committees have adapted these model policies simply to have a written policy in place and that the content of the policy is not fully appreciated or implemented by the Management Committee.

5.15 To help address these shortcomings it is intended that the Compliance Monitoring process is developed as follows:

- a) Audit visits will be made to Management Committees on a random basis to check the robustness, and the understanding, of certain policies. This would be similar to the recent child protection audits that were carried out at the community centres which were operating under the old style lease.
- b) Management Committees should be required to have at least one training session per year, to be attended by all Committee Members. This training session would be delivered or arranged by Council Officers and relate to the operation of the community centre, and tailored to meet the needs of each centre[?]. It would include matters such as committee governance, good practice, policy development etc. Given the extensive experience within the Management Committees across the city it is anticipated that detail of this training should be developed with input from Management Committees. This will allow the good practice that takes place to be shared across the city.

## 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 provide a high quality education service within our schools and communities which will improve attainment and life chances of our children and young people to achieve their full potential in education, employment or training.
- 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.

- 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 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

The purpose of compliance monitoring seeks to reduce the risks involved in the operation of volunteer operated Community Centres.

The proposed amendments to the Compliance Monitoring process seek to further reduce known and potential risks.

Consideration of risk management at community centres is an ongoing operational consideration.

## 8. BACKGROUND PAPERS

13/1/15 Communities, Housing and Infrastructure, Community Centres  
26/6/14 Audit and Risk Committee, Community Centres  
30/5/13 Education, Culture and Sport Committee, Community Centres  
22/11/12 Education, Culture and Sport Committee, Community Centres  
20/9/12 Education, Culture and Sport Committee, Community Centres  
6/7/12 Education, Culture and Sport Committee, Community Centres  
28/3/12 Special Education, Culture and Sport Committee, Community Centres  
23/2/12 Education, Culture & Sport Committee, Community Centres  
24/11/11 Education, Culture & Sport Committee, Community Centres  
24/3/11 Education, Culture & Sport Committee, Implementation of Budget Decision – Reduce Communities Team

## 9. REPORT AUTHOR DETAILS

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## Compliance Monitoring Process

Aberdeen City Council has entered into a number of leases and management agreements with independent organisations in relation to community centre buildings across the city.

The Council has a responsibility to ensure that it has a sufficient oversight of the activities and governance of the leased community centres so it can demonstrate to elected members, local tax payers and other relevant stakeholders that it is making best value of its resources.

Every group who leases a community centre from Aberdeen City Council will have a management agreement in place and the council has a requirement to monitor the terms of this agreement.

A compliance monitoring process has been developed to ascertain if any group leasing a community centre building from the council requires any support and assistance in order for the group to meet its obligations with regards to the lease and management agreement. As the process is based around identifying where support and assistance is required it will also consider other issues not directly related to the lease and management agreement where the Management Committee may benefit from support. It also provides the group with the ability to formally raise any concerns it has in relation to the Council's obligations regarding the lease and management agreement.

The process is designed to be collaborative in nature and has been developed to minimise the time commitment required from the voluntary groups with the majority of preparatory and draft work been carried out by Council officers.

The process as follows:

1. The Community Centre Liaison Officer will complete a Council monitoring form and record any known issues for discussion with the Management Committee.
2. The Management Committee, or representative(s) from the Management Committee, should complete the self monitoring form and return it to the Community Centre Liaison Officer.
3. Community Centre Liaison Officer will prepare a very rough draft action plan based on the completed forms and provide a copy of this to the management committee, or representative(s) of the Management Committee, along with copies of all the completed forms, and forms still to be completed, for information. This very rough draft action plan is very much a working document in note form and will be a starting point for discussion and its contents are likely to change following discussion.

4. The Community Centre Liaison Officer will meet with the Management Committee, or representative(s) of the Management Committee, to discuss the very rough draft action plan and mutually develop this into a draft action plan which the Community Centre Liaison officer will prepare for consideration by the Management Committee at one of their forthcoming meetings.
5. The Management Committee will then consider the draft action plan at one of their Management Committee meetings. It is anticipated that the Management Committee will be in agreement with the contents of the draft action plan and that the plan will be agreed, perhaps with some amendments.
6. Progress of the action plan can be monitored by the Management Committee and the Council. At an agreed time following the adoption of the agreed action plan the Community Centre Liaison Officer will complete a final checklist, confirming that requirements of the management agreement in relation to key points, will be completed, assuming that this is the case.

The process is designed to be relatively straight forward and is intended to be supportive of Management Committees in relation to meeting their obligations in terms of the lease and management agreement. It is not intended to be prescriptive to management committees and it is recognised that some management committees may wish to develop different actions from those that are suggested by the Council.

This process is about ensuring there is partnership working taking place and that both management committees and the Council are aware of, and meeting, their obligations to everyone's benefit.



Appendix B - Community Centre Compliance Monitoring Position

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Airyhall				X	<p>This Management Committee (MC) is on an old style lease and management agreement and does not require to participate in the monitoring process.</p> <p>The MC has not participated in the monitoring process and has not developed an action plan.</p> <p>This MC would be in breach of the new management agreement, most likely in a minor way by not having appropriate policies in place.</p>
Altens		X			<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The MC were missing a few key policies and support has been provided to ensure these are developed and adopted.</p>
Balgownie		X			<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The final checklist has not yet been completed with this MC and evidence of the required policies has not been provided.</p> <p>This MC requires to prioritise the development and adoption of the required policies to avoid a major breach of the management agreement</p>

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Balnagask	X				This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.  The required policies are in place and the MC is not in breach of the management agreement.
Cairncry		X			This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.  The MC were missing a few key policies and support has been provided to ensure these are developed and adopted.
Carnegie Hall		X			This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.  This MC requires to prioritise the development and adoption of the required policies to avoid a major breach of the management agreement
Catherine Street		X			This MC has engaged in the Monitoring process and has developed an action plan which has been formally agreed by the MC.  The final checklist was not completed with this MC as they were producing the required policies.  The final checklist was completed independently of the MC after the MC provided the majority of the required policies.

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Danestone				X	<p>This MC is on an old style lease and management agreement and does not require to participate in the monitoring process.</p> <p>The MC has not participated in the monitoring process and has not developed an action plan.</p> <p>This MC would be in breach of the new management agreement, most likely in a minor way by not having appropriate policies in place.</p>
Ferryhill				X	<p>This MC is on an old style lease and management agreement and does not require to participate in the monitoring process.</p> <p>The MC has not participated in the monitoring process and has not developed an action plan.</p> <p>This MC would be in breach of the new management agreement, most likely in a minor way by not having appropriate policies in place.</p>
Hanover	X				<p>This MC is on an old style lease and management agreement and does not require to participate in the monitoring process.</p> <p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC would not be in breach of the new management agreement.</p>

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Hilton		x			<p>This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.</p> <p>The MC were missing a few key policies and support has been provided to ensure these are developed and adopted.</p>
Inchgarth	x				<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC is not in breach of the management agreement.</p>
Kincorth	x				<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC is not in breach of the management agreement.</p>

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Kingswells					This MC is on an old style lease and management agreement and does not require to participate in the monitoring process.
				X	This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.  The MC would be in breach of the new management agreement, in a minor way, simply by not having all appropriate policies in place and support has been provided to develop these.
Loirston Annexe					This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.
		X			The MC were missing a few key policies and support has been provided to ensure these are developed and adopted.
Lord Provost Henry Rae				X	Due to the proposed building developments at this site of this community centre and the anticipated changes it was decided that support should be given to the MC to develop the required policies and not to include the management committee in the monitoring process. Therefore, while an initial draft action plan was prepared it was not developed with the MC.

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Mastrick	x				<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC is not in breach of the management agreement.</p>
Northfield		x			<p>This MC has engaged in the monitoring process and has developed a draft action plan which is still to be formally agreed by the MC.</p> <p>This MC requires to prioritise the development and adoption of the required policies to avoid a major breach of the management agreement and have begun the process to do so.</p>
Old Torry	X				<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC is not in breach of the management agreement.</p>

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Powis Gateway		x			<p>This MC has not yet fully engaged in the monitoring process and has not developed any action plan.</p> <p>While a final checklist has been completed with this MC however, due to building works taking place, evidence of the required policies has not been provided.</p> <p>This MC requires to develop an action plan and provide copies of the required policies to the Council to avoid this becoming a major breach of the management agreement</p>
Ruthrieston	X				<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The required policies are in place and the MC is not in breach of the management agreement.</p>
Seaton				X	<p>Due to the capacity issues with the MC it was decided that support should be given to the MC to address these capacity issues and to develop the required policies and not to include the group in the monitoring process at this time. Therefore an action plan has not been developed.</p>
Sheddocksley		x			<p>This MC has engaged in the monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>The MC were missing a few key policies and support has been provided to ensure these are developed and adopted.</p>

Community Centre	No Breach	Minor Breach	Major Breach	Did Not Participate	Comments
Tillydrone		x			<p>This MC has engaged in the Monitoring process and has developed an action plan which has been formally agreed by the MC.</p> <p>This MC requires to prioritise the development and adoption of the required policies to avoid a major breach of the management agreement</p>



# Equality and Human Right Impact Assessment: The Form



## EHR/IA

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

<p><b>Name of Proposal:</b> Development of the compliance monitoring process for leased community centres</p> <p><b>Service:</b> Communities and Housing Team</p> <p><b>Committee Name or delegated power reference (Where appropriate):</b> Communities, Housing and Infrastructure Committee</p>	<p><b>Date of Assessment:</b> 16 April 2015</p> <p><b>Directorate:</b> Communities, Housing and Infrastructure</p> <p><b>Date of Committee (Where appropriate):</b> 19 May 2015</p>
<p><b>Who does this proposal affect?</b></p> <p>Please Tick ▼</p>	<p>Employees <input type="checkbox"/></p> <p>Job Applicants <input type="checkbox"/></p> <p>Service Users <input checked="" type="checkbox"/></p> <p>Members of the Public <input checked="" type="checkbox"/></p> <p>Other (List below) <input checked="" type="checkbox"/> The Management Committee members of Leased Community Centres</p>

## 2: Equality and Human Rights Impact Assessment- Pre-screening

<p><b>Is an impact assessment required?</b></p>	<p>Yes <input checked="" type="checkbox"/>      No <input type="checkbox"/></p>
<p><b>If No, what is the evidence to support this decision?</b>          (Once this section is completed, please complete section 8 of the form).</p>	<p>A contract in the form of a management agreement already exists between the Council and the management committees of the associations who operate the leased community centres.</p> <p>This contract already requires these management committees to ensure that those involved in the operation of the community centre are adequately trained.</p> <p>The first round of compliance monitoring has highlighted that many of the management committees were not aware of the contents of this legally binding document although they had agreed to sign it. This in itself highlights the need for training in this area.</p> <p>Adapting the monitoring process to include an element of training that management committees will participate in simply ensures that this requirement of the existing contract is being more closely adhered to.</p> <p>As any training provided by the Communities and Housing team will be delivered taking on board the participants specific requirements, such as childcare, disability etc. it is not expected there will be any equalities issues.</p> <p>It may have a slight positive indirect impact on equalities given that several of the management committees did not have an equalities policy in place, even though it was required within the management agreement.</p>

### 3: Equality and Human Rights Impact Assessment

#### a- What are the aims and intended effects of this proposal?

To Ensure that leased community centres managed by independent third parties operate to an acceptable standard.

A contract in the form of a management agreement already exists between the Council and the management committees of the associations who operate the leased community centres which already requires these management committees to ensure that those involved in the operation of the community centre are adequately trained.

The first round of compliance monitoring has highlighted that many of the management committees were not aware of the contents of this legally binding document although they had agreed to sign it. This in itself highlights the need for training in this area.

Adapting the monitoring process to include an element of training that management committees will participate in simply ensures that this requirement of the existing contract is being more closely adhered to.

As any training provided by the Communities and Housing team will be delivered taking on board the participants specific requirements, such as childcare, disability etc. it is not expected there will be any equalities issues from participation in this training..

As an element of the management agreement is that a equal opportunities policy requires to be in place there may be a slight positive, indirect, impact on equalities given that several of the management committees did not have an equalities policy in place and have required to develop one.

<p><b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)</p>	<p>No data is currently available regarding groups with protected characteristics. However the monitoring process did highlight that several of the groups did not have equality policies in place and this can now be addressed.</p>
<p><b>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.</b></p>	<p>N/A</p>

<p><b>d- Financial Assessment</b></p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost <input type="text" value="£ Nil"/></p> <p>Projected Savings <input type="text" value="£ Nil"/></p>
<p><b>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?</b></p>	
<p>This will assist with the Authorities duty by ensuring those third parties who lease community centres from Aberdeen City Council adhere to similar equality standards as the Council.</p>	

**f- How does this proposal link to the Council's Equality Outcomes?**

This will assist with the Council's equalities outcomes by ensuring those third parties who lease community centres from Aberdeen City Council adhere to similar equality standards as the Council.

#### 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* ?**

<b>Protected Characteristic:</b>	<b>Neutral Impact: Please ✓</b>	<b>Positive Impact: Please ✓</b>	<b>Negative Impact: Please ✓</b>	<b>Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *( see completion terminology)</b>
<b>Age</b> (People of all ages)		X		
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)		X		
<b>Gender Reassignment</b>		X		
<b>Marital Status</b> (Marriage and Civil Partnerships)		X		
<b>Pregnancy and Maternity</b>		X		

**Equality Impact Assessment Test:**



What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
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)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)		X		
<b>Religion or Belief or Non-belief</b>		X		
<b>Sex</b> (Women and men)		X		
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)		X		
<b>Other</b> (e.g: Poverty)		X		

## 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:**

<p><b>Article 6: Right to a fair and public hearing</b></p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p><b>Evidence:</b></p>
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p>
<p><b>Article 10: Freedom of expression</b></p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p><b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p><b>Evidence:</b> With good Equalities Policies in use there should be no change, or improvement, with regards to discrimination.</p>
	<p><input type="checkbox"/> <input type="checkbox"/></p>

<p><b>Other article not listed above, please state:</b></p>	<p><b>Yes</b>      <b>No</b></p> <p><b>Evidence:</b></p>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)</p>	<p> <input type="checkbox"/> <b>Red</b>      <input type="checkbox"/> <b>Red Amber</b>      <input type="checkbox"/> <b>Amber</b>      <input checked="" type="checkbox"/> <b>Green</b> </p>
<p><b>Reason for that rating:</b></p>	<p>There should be no negative impact and possible a minor positive impact.</p>

**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 <i>The Equality Act 2010</i> ?				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Independent third parties who operate the Community Centres may discriminate against particular groups and individuals.	Equal Opportunity policies are adopted and implemented by these third parties that are fit for purpose.	CCLLO	30/9/15	31/3/16
<b>8: Sign off</b>				

<p><b>Completed by (Names and Services) :</b></p>	<p>Alan Mulvie – Community Centre Liaison Officer</p>
<p><b>Signed off by (Head of Service) :</b></p>	<p>Donald Urquhart – Head of Communities and Housing</p>
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>           Equalities Team            Customer Service and Performance            Corporate Governance            Aberdeen City Council  <b>Business Hub 13</b>            Second Floor North            Marischal College            Broad Street            Aberdeen            AB10 1AB         </p> <p>Telephone 01224 523039 Email <a href="mailto:sandrab@aberdeencity.gov.uk">sandrab@aberdeencity.gov.uk</a></p>	



**9: Completion Terminology:**

<p><b>Assessment Pre-screening Rating:</b></p>	<p>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.</p>
<p><b>Assessment Rating:</b></p>	<p>After completing this document, rate the overall assessment as follows:  <b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.  <b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.  <b>Amber:</b> 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 <i>Action Planning</i> section of this document.  <b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
	<p>Equality data is internal or external information that may indicate how the proposal</p>

<b>Equality Data:</b>	<p>being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<b>Genuine Determining Reason</b>	<ol style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ol> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<b>Human Rights</b>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<b>Legal Status:</b>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Houses in Multiple Occupation – Old Aberdeen Community Council Area
REPORT NUMBER:	CHI/15/156
CHECKLIST RECEIVED	Yes

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### 1. PURPOSE OF REPORT

The Communities, Housing & Infrastructure Committee on the 28<sup>th</sup> of October 2014 received a report on the current provision of HMOs in the Old Aberdeen Community Council area. Committee agreed 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 in relation to the issues set out in the report

This report provides details on the meeting which was held on 31<sup>st</sup> March 2015.

### 2. RECOMMENDATION(S)

It is recommended that Committee note the contents of this report and requests that an update on the provision of HMOs in the Old Aberdeen Community Council area is included in the report instructed by Committee in August 2013 on the review of the city wide position of HMOs. This report is due to be submitted to Committee in August 2016.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### 4. OTHER IMPLICATIONS

There are no other implications arising from this report.

### 5. BACKGROUND/MAIN ISSUES

At its meeting on the 27<sup>th</sup> August 2013 the Housing & Environment Committee agreed that no policy on HMO overprovision be introduced

following analysis of the current HMO provision in the City and the responses to a public consultation.

The Director of Housing and Environment was instructed to continue to monitor policy and legal developments in HMO overprovision across Scotland and report back to Committee, as appropriate, if there were developments which required the Council's position on HMO overprovision to be reviewed.

Committee agreed that a review of the position of overprovision should be formally undertaken in 2016 (if this has not been required earlier) and to request officers monitor the HMO provision in Old Aberdeen and report back in 12 months.

On 28<sup>th</sup> October 2014 Committee received the report on the provision of HMO accommodation in the Old Aberdeen Community Council area. Committee then agreed 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 in relation to the issues set out in the report.

This meeting with interested parties was held on 31<sup>st</sup> March 2015.

In attendance were one elected member and representatives from Old Aberdeen Community Council, Old Aberdeen Heritage Society, University of Aberdeen, Aberdeen University Student Association, planning and housing officers from the Communities, Housing & Infrastructure Service. Invitations had also been extended to landlord representatives but they were unable to attend.

During the meeting officers from the City Council took the opportunity to explain the process followed when an application for an HMO licence is received and the legislation which sits behind this. Senior officers from the Planning team took the opportunity to explain further the role played by Planning, where appropriate in the process. It was important to do this as it is sometimes not clear regarding the role of each team and the legislation they work with.

As part of the general discussion concerning the HMO and landlord licensing process an explanation was provide on the role the City Council could play in relation to any concerns regarding individual HMO or licence which is causing concern.

The City Council are active in pursuing any inappropriate behaviour by either a landlord or resident but are often dependent on receiving reports or complaints that can bed followed up. To that end everyone in attendance was encouraged to contact either the private sector housing team or the Anti - Social Behaviour Investigation Team who deal with concerns regarding any individual property who would investigate any report.

Officers agreed to follow up any suggestions that were made with regard to how we could assist in mitigating some of the issues that arise from time to time. In particular discussions will be held with the waste team to establish what if anything can be done to help with both overflowing bins and indeed issues that arise at the end of term with regard to an increase in refuse following tenancy turnover. Clearly some of the concerns expressed were shared by both Student representatives as well as community representatives. The student representatives have agreed to have an early meeting with the private sector housing team to discuss how we can improve the performance by landlords in this area through either the landlord registration or HMO process.

Finally and by no means lastly we discussed at length the issue of overprovision of HMO's and the difficulties posed by the wording of the legislation and the quality of the guidance provided by The Scottish Government. The difficulties we have in Aberdeen in defining either what constitutes overprovision or defines a locality are shared with other local authorities. Requests for further clarification from The Scottish Government have not been productive to date. The absence of clear guidance does not allow us to easily define overprovision and introduce a policy which might not lead to a challenge regarding the basis for our policy. As we explained in determining whether there is overprovision we need to consider the demand for HMO provision. Clearly within this City demand remains at the traditionally high levels, in particular within close proximity of the University. Whilst the discussion was not solely regarding students, information was provided on the proposed new purpose built student developments within the City which will provide close to 2,000 new bed spaces over the next 2 years or so. Subject to attractive pricing of this new provision this may have a significant effect on demand for individual HMO accommodation in the community, whereby the market itself will regulate supply.

The City Council will continue to monitor the impact of HMO's on communities as well as the housing sector as a whole and further reports by officers will be provided to committee regarding this.

A copy of the letter sent to the participants following the meeting is attached as Appendix 2.

## 6. IMPACT

Corporate – None arising from this report.

Public – This report will be of interest to the public given their interest in HMOs as a form of accommodation.  
An EHRIA has not been completed.

Aberdeen- Smarter City Vision – This report provides factual information requested by a previous Committee. This report however could be linked to the Smarter City Priority below:

## Smarter Economy: High Level Priority

“We will improve access to affordable housing in both the social rented and private sectors, by supporting first-time buyers, regenerating areas within the city and by working with developers to maximize the effective use of developer contributions.”

### 7. MANAGEMENT OF RISK

The report provides factual information on HMOs and the OACC area with a recommendation to note the report.

The Council in determining an application for an HMO licence is ultimately open to legal challenge by either an applicant or objector. Any such challenge could lead to a decision by the Licensing Committee being reviewed by a Sheriff.

### 8. BACKGROUND PAPERS

### 9. REPORT AUTHOR DETAILS

Graeme Stuart - Housing Strategy and Performance Manager  
Phone: (52)3043  
E-mail: [gstuart@aberdeencity.gov.uk](mailto:gstuart@aberdeencity.gov.uk)

Private Rented Housing (Scotland) Act 2011

131A Overprovision

- (1) The local authority may refuse to grant an HMO licence if it considers that there is (or, as a result of granting the licence, would be) overprovision of HMOs in the locality in which the living accommodation concerned is situated.
- (2) In considering whether to refuse to grant an HMO licence under subsection (1), the local authority must have regard to—
  - a) whether there is an existing HMO licence in effect in respect of the living accommodation,
  - b) the views (if known) of—
    - i. the applicant, and
    - ii. if applicable, any occupant of the living accommodation,
  - c) such other matters as the Scottish Ministers may by order specify.
- (3) It is for the local authority to determine the localities within its area for the purpose of this section.
- (4) In considering whether there is or would be overprovision for the purposes of subsection (1) in any locality, the local authority must have regard to—
  - a) the number and capacity of licensed HMOs in the locality,
  - b) the need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need,
  - c) such other matters as the Scottish Ministers may by order specify.
- (5) Before making an order under subsection (2)(c) or (4)(c), the Scottish Ministers must consult—
  - a) local authorities,
  - b) such persons or bodies as appear to them to be representative of the interests of—
    - i. landlords,
    - ii. occupiers of houses, and
  - c) such other persons or bodies (if any) as they consider appropriate (which may include landlords or occupiers of houses)?.

#### 4.11A SECTION 131A – OVERPROVISION

4.11A.1 The local authority has the discretionary power to refuse to grant an HMO licence if it considers that there is, or that the grant of a licence would result in, overprovision of HMOs in the locality. It is for the local authority to determine the locality. In considering whether to refuse to grant a licence on this ground the local authority must have regard to whether there is an existing HMO licence in effect in respect of the living accommodation and, where known, the views of the applicant and any occupants. In considering whether there is overprovision, the authority must have regard to the number and capacity of licensed HMOs in the locality, as well as the need for HMO accommodation in the locality.

4.11A.2 Generally an HMO licence is granted for three years. Where there are large numbers of HMOs it will be open to a local authority as to how it treats applications from existing owners. If it refuses an application from an existing owner it will reduce HMO numbers, but this will have an adverse impact on existing landlords and possibly tenants.

4.11A.3 It will be for local authorities to decide whether and how to apply this power. Scottish Ministers would however expect local authorities who wished to use this power to develop, and consult on, an explicit overprovision policy. Local authorities may wish to jointly develop best practice guidance to facilitate this process.

Our Ref.  
 Your Ref.  
 Contact : Donald Urquhart  
 Email : [dourquhart@aberdeencity.gov.uk](mailto:dourquhart@aberdeencity.gov.uk)  
 Direct Dial : 01224 522199  
 Direct Fax : 01224 523764

2 April 2015



**Communities, Housing and Infrastructure**  
 Aberdeen City Council  
 Business Hub 11  
 2<sup>nd</sup> Floor West  
 Marischal College  
 Broad Street  
 Aberdeen AB10 1AB  
 Tel 08456 08 09 10  
 Minicom 01224 522381  
 DX 529451, Aberdeen 9  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear ,

#### Old Aberdeen

Thank you for coming to Marischal College on the 31<sup>st</sup> March 2015 to discuss concerns regarding the potential overprovision of HMO licences within your neighbourhood. It was particularly helpful to have representatives of not just local residents but also the University and Students Association. As I indicated to you I will be putting a report of this meeting to the next Communities, Housing and Infrastructure Committee on the 19<sup>th</sup> May.

During the meeting officers from the City Council took the opportunity to explain the process followed when an application for an HMO licence is received and the legislation which sits behind this. Senior officers from our Planning team had the opportunity to explain further the role played by Planning, where appropriate in the process. I think it was important for us to do this as it is sometimes not clear regarding the role of each team and the legislation they work with.

As part of the general discussion concerning the HMO and landlord licencing process I was able to explain to everyone what role the City Council could play in relation to any concerns regarding any individual HMO or licence which is causing concern. We are active in pursuing any inappropriate behaviour by either a landlord or resident but we are often dependent on receiving reports or complaints that we can follow up. To that end I encourage anyone with concerns regarding any individual property to contact either the private sector housing team or the Anti - Social Behaviour Investigation Team who will follow up any report.

I agreed to follow up any suggestions that were made with regard to how we could assist in mitigating some of the issues that arise from time to time. In particular I will discuss with colleagues in our waste team what if anything can be done to help with both overflowing bins and indeed issues that arise at the end of term with regard to an increase in refuse following tenancy turnover. Clearly some of the concerns expressed were shared by both Student representatives as well as community representatives. I am pleased that the student representatives have agreed to have

PETE LEONARD  
 DIRECTOR



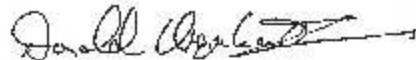
an early meeting with my private sector housing team to discuss how we can improve the performance by landlords in this area through either the landlord registration or HMO process.

Finally and by no means lastly we discussed at length the issue of overprovision of HMO's and the difficulties posed by the wording of the legislation and the quality of the guidance provided by The Scottish Government. The difficulties we have in Aberdeen in defining either what constitutes overprovision or defines a locality are shared with other local authorities. Requests for further clarification from The Scottish Government have not been productive to date. The absence of clear guidance does not allow us to easily define overprovision and introduce a policy which might not lead to a challenge regarding the basis for our policy. As we explained in determining whether there is overprovision we need to consider the demand for HMO provision. Clearly within this City demand remains at the traditionally high levels, in particular within close proximity of the University. Whilst I understand that the discussion we had was not solely regarding students, we were able to provide an indication of proposed new purpose built student developments within the City which will provide close to 2,000 new bed spaces over the next 2 years or so. Subject to attractive pricing of this new provision this may have a significant effect on demand for individual HMO accommodation in the community, whereby the market itself will regulate supply.

The City Council will continue to monitor the impact of HMO's on communities as well as the housing sector as a whole and further reports by officers will be provided to committee regarding this.

Thank you for attending the meeting I hope you found it helpful. I certainly did in order to understand better the issues and also the views of different interested parties.

Yours Sincerely



**Donald Urquhart**  
Head of Communities and Housing

CC:  
David Dunnie  
Gale Beattie  
George Wood  
Ronald Leith  
Gordon Mutch  
Jean Morrison  
Wendy Cruickshank  
Emily Beevor  
Dominic O'Leary  
Leith Forsyth  
Doug Yeats  
Graeme Stuart



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Affordable Housing Delivery
REPORT NUMBER	CHI/15/154
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

- 1.1 To update Committee on the current position with regard to Section 75 financial contributions for affordable housing and the income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties, and to provide details of affordable houses completed in 2014/15 and those expected to be completed in 2015/16 through to 2016/17.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

- 2.1 Notes the content of the report; and
- 2.2 instructs officers to continue to develop proposals for affordable housing projects to utilise the relevant funding (i.e. Section 75 financial contributions for affordable housing and the income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties), whether such projects are to be led by the Council or Registered Social Landlords.

### 3. FINANCIAL IMPLICATIONS

The Council is seeking confirmation from the Scottish Government's State Aid Unit that grant funding to Registered Social Landlords (RSLs) for affordable housing projects remains permissible under State Aid rules.

### 4. OTHER IMPLICATIONS

The increased provision of good quality affordable housing will make a significant contribution towards tackling the housing need identified in

Aberdeen and in particular increase provision of housing for homeless households.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Section 75 Negotiations

Section 75 agreements (under section 75 of the Town and Country Planning (Scotland) Act 1997) negotiated through the planning process with Housing Developers may, on occasion, require that the developer makes a financial contribution toward affordable housing rather than delivering affordable housing on the specific site to which the planning permission applies.

Such agreements to date have provided an income detailed below. Agreements are in place to provide an anticipated income of £1.2 million during 2015/16 with agreements currently being negotiated to provide a further anticipated income of £1.631 million. Although the balance appears to show a deficit, in reality additional funds will have been received before committed payments to RSLs become due.

<b>Section 75</b>	<b>£</b>
Income received	3,257,888
Interest received	158,037
Grants paid to RSLs	1,898,441
Commitments to RSLs	1,584,577
<b>Available Balance</b> (at 31.3.15)	<b>- 67,093</b>

The funding received comes with a requirement to be spent within 5 years of receipt, with the money held in an interest bearing account.

The Council has used all funds received up until February 2012. There is therefore no likelihood that any money would have to be repaid to developers, permitting the Council to disburse further grant up until February 2017.

In negotiating onsite affordable housing through the planning system it is important that the Council can assist in the delivery of the finance required by RSLs to acquire completed properties from a developer.

### 5.2 Council Tax Discount on Second Homes and Long-term Empty Properties

The Council used its new powers to reduce the Council Tax Discount for these properties from 2005/06. The extra income raised from this can be used by local authorities for the direct provision of affordable council housing as well as grant funding for RSLs.

Income received to date and current commitments are shown below.

	£
Income	12,053,248
Paid	6,129,861
Commitment	<u>552,920</u>
<b>Available Balance (at 31.3.15)</b>	<b>6,682,841</b>

This Council Tax Discount reduction provided an income of £1.124million for 2014/15. Based on current void rates in both the private and public sector, projected annual income is assumed to be around this figure, but shall be closely monitored every year and assumptions adjusted accordingly.

### **5.3 Affordable Housing Committed funding**

Donside - £469,141 January 2011 – Tenants First Housing Co-operative from Council Tax income

Donside special needs - £83,779 March 2011 – Tenants First Housing Co-operative from Council Tax income

Old Church Road - £100,510 October 2012 – Langstane Housing Association from Section 75 income

Cattofield - £150,949 August 2013 – Castlehill Housing Association from Section 75 income

Hopetoun Grange - £261,734 March 2014 – Grampian Housing from Section 75 income

Hopetoun Grange - £103,126 May 2014 – Grampian Housing from Section 75 income

Maidencraig - £968,258 May 2014 – Grampian Housing from Section 75 income

Total commitments = £2,137,497

### **5.4 Payments made during 2014/15**

Froghall - £121,360 – Grampian Housing from Section 75 income

Victoria House - £1,610,000 – Aberdeen City Council from Council Tax income

Detailed below are the completions of affordable housing in the last financial year:

## 5.5 Affordable Housing Completions

### 2014/15

Charleston, Cove = 6 LCHO (Low Cost Home Ownership) – Scotia  
Cattofield = 16 – 12 rent and 4 MMR (Mid Market Rent) – Castlehill  
Housing Association

**Total completions 2014/15 = 22**

### 2015/16

Froghall Terrace = 20 rent – Grampian Housing Association

## 5.6 Expected Completions 2015/16 – 16/17 = 593

Location	Developer	Type	Date	No. of units
Dubford	Barratt	LCHO	Thru 2015/16	48
Dubford	Scotia	LCHO	May 15	3
Hopetoun	Langstane HA	Social Rent	May 15	21
Cove	NHT	MMR	May 15	9
Old Church Rd	Langstane HA	Social Rent	June 15	20
Marischal St	Langstane HA	MMR	June 15	7
Smithfield Court	Aberdeen City Council	Social Rent	June 15	3
Cove	NHT	MMR	June 15	9
Victoria House	Aberdeen City Council	Social Rent	June 15	20
Copper Beech	Langstane HA	MMR	2015/16	20
Copper Beech	Langstane HA	Social Rent	2015/16	15
Cove	Scotia	LCHO	2015/16	12
Davidson Mill	NHT	MMR	2015/16	26
Friarsfield	CALA	LCHO	2015/16	8
Maidencraig	Grampian HA	Social Rent	2015/16	12
Maidencraig	Castlehill HA	Social Rent	2015/16	24
Park Road	Barratt Homes	LCHO	2016/17	22
Manor Walk	Aberdeen City Council	Social Rent	2016/17	90
Smithfield Primary Site	Aberdeen City Council	Social Rent	2016/17	119
Froghall Road	NHT	MMR	2016/17	19
Countesswells	NHT	MMR	2016/17	30
Huxterstone	NHT	MMR	2016/17	20
Cornhill	NHT	MMR	2016/17	10
Summerhill Road	Langstane HA	Social Rent	2016/17	26
				<b>593</b>

6. IMPACT

Corporate

SOA, National Outcome 10, “We live in well-designed, sustainable places where we are able to access the amenities and services we need”.

- Work with Registered Social Landlords to develop affordable housing including 2,000 new affordable houses

The 5 Year Corporate Business Plan and Housing and Environment Business Plan housing priorities:

- We will build new houses to increase provision of affordable houses for the council
- We will play our part in partnership working on community safety, protecting vulnerable people , health and well being and other community planning priorities

Public

The public would be interested in this report as it shows the Council’s commitment to work with partners in the provision of new affordable housing to meet the identified housing needs in the City.

7. MANAGEMENT OF RISK

N/A

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Graeme Stuart

Housing Strategy & Performance Manager

ph. (52)3043

E-mail – [gstuart@aberdeencity.gov.uk](mailto:gstuart@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Installation of feature lighting to multi storey blocks at Balnagask  (Morven, Brimmond, and Grampian Courts)
REPORT NUMBER	CHI/15/163
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to seek approval from Committee for the detail of this project to be developed.

### 2. RECOMMENDATION(S)

The Committee is recommended to instruct the Director of Communities Housing and Infrastructure to:

- a) develop this proposed project in detail;
- b) consult with the private owners of flats within these blocks, and seek their consent for the proposals; and
- c) report back to Committee on these outcomes.

### 3. FINANCIAL IMPLICATIONS

This project is designed to have no adverse revenue cost.

The capital cost of this project has been given an indicative estimate of £150,000.

It is intended that the HRA will recoup the initial capital outlay, from the savings in revenue costs, over an estimated period of seven years.

Once the HRA has recouped its outlay, it is proposed that the benefit of the reduced electricity costs (for the communal electrical lighting) will then be shared between the HRA and the private owners.

#### 4. OTHER IMPLICATIONS

The consent of the private owners will be required, if this project is to proceed. Of the 156 flats, within these three blocks, eight have been sold under Right-to-Buy legislation.

#### 5. BACKGROUND/MAIN ISSUES

The project consists of:

- the installation of feature (decorative) lighting to the exterior of these blocks;
- the replacement of the existing communal lighting with low voltage LED lighting; and
- the installation of photovoltaic collectors to the roofs.

The latter two elements of this project are incorporated so as to meet the running cost of the feature lighting, and to recoup the initial capital outlay of the overall installation.

As part of the development of this project, detailed studies will be undertaken of the:

- roofs, where the photovoltaic collectors are proposed;
- maintenance and replacement consequences of the new fitments;
- impact on the stand-by generator; and
- expected lux levels.

#### 6. IMPACT

This project will assist the enhancement of local identity, which will, in turn, support the regeneration of Torry.

This project will, in addition, reduce carbon emissions resulting from these blocks and will reduce energy costs.

#### 7. MANAGEMENT OF RISK

The risks of this project are associated with its technical consequences and the obtaining of the consent of the private owners. In order to purify these risks detailed technical studies will be undertaken, and detailed consultations will be undertaken with the tenants and private owners.

It is noted that a preliminary consultation was undertaken as to the acceptability of these proposals, at a meeting of the Residents



Association for these blocks on 16<sup>th</sup> February. The reaction to these outline proposals was generally positive.

8. BACKGROUND PAPERS

“Solar Photovoltaic (PV) and LED Lighting Proposal for Aberdeen City Council – Balnagask Circle Towers”. Mears. 28 November 2014

9. REPORT AUTHOR DETAILS

Bill Watson  
Principal Architect  
[williamwatson@aberdeencity.gov.uk](mailto:williamwatson@aberdeencity.gov.uk)  
tel 01224-439215

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Seaton Backies One
REPORT NUMBER	CHI/15/158
CHECKLIST COMPLETED	Yes

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### **1. PURPOSE OF REPORT**

The purpose of this report is to seek approval from Committee for the detail of this project to be developed and consulted upon.

Environmental improvements to two 'Backies' within Seaton:

26 to 32 Seaton Place East; 15 to 21 Seaton Road; 16 to 22 Seaton Avenue; 15 to 17 Seaton Drive;

and

4 to 7 Seaton Gardens; 5 to 7 Seaton Avenue, 8 to 14 Seaton Drive.

### **2. RECOMMENDATION(S)**

The Committee is recommended to instruct the Director of Communities Housing and Infrastructure to:

- a) develop this proposed project in detail;
- b) conclude the grant applications with the grant funders that have indicated support for this project;
- c) consult with the private owners of flats within these blocks, and seek their consent for the proposals; and
- d) report back to Committee on these outcomes.

### **3. FINANCIAL IMPLICATIONS**

The capital cost of this project has been given an indicative estimate of £498,000, excluding fees.

It is proposed that the capital cost is met by the Housing Revenue Account (£396,000) and grants from Aberdeen Greenspace (£51,000) and Aberdeen Forward (£51,000).

It is proposed that the Housing Revenue Account meets the cost of removing and replacing dilapidated installations, relocating the BT poles, and providing external lighting.

It is proposed that grants fund the provision of structure planting, bulb planting, and the provision of improved play and seating facilities.

Upon completion of the works these backcourts and play areas will be readily maintainable by the Council's environmental and repairs teams and these maintenance works will remain within the normal range of such works.

#### **4. OTHER IMPLICATIONS: Private Owners**

##### **4.1 Consents**

The consent of the private owners will be required if improvement works to individual back courts are to be undertaken.

Of the 150 flats, within 25 closes, 32 flats have been sold under Right-to-Buy legislation. Private owners have the right of veto on improvement works being undertaken to 19 of the back courts.

Where a decision cannot be made to improve individual back courts, it is proposed that repair works are undertaken. In such an eventuality the owners will not have the right of veto and they will have an obligation to meet a proportional share of the costs.

If, and where, improvement works are undertaken there will be little practical means of recouping a share of the costs from the private owners. Hence the recommendation (in section 3) that the Housing Revenue Account meets the cost of the majority of the works.

In return for subsidising the private owners the HRA will:

- achieve a better living environment for all the residents (in particular the children);
- reduce future maintenance liabilities, with the removal of some of the wash houses; and
- increase the participation of the residents in the use and control of their neighbourhood (in particular the children).

##### **4.2 Land Ownership**

Aberdeen City Council owns the major part of the land referred to in this report. Some of the cellars are, however, privately owned.

Where these cellars are removed, along with their adjacent wash houses, it is intended that these private owners will be given the opportunity to participate in an excambion process that will allow their land to be relocated (so as to allow the erection of private sheds in more appropriate locations).

## 5. BACKGROUND/MAIN ISSUES

The initiative to tackle the poor environment within Seaton first came about from a group of young mothers who were concerned that their children had nowhere safe to play. This led to the Seaton Backies steering group being formed in 2012.

A study trip by the steering group to a number of exemplar sites in Glasgow was undertaken and this was followed by three consultation events, in 2012 and 2013, to gauge the views of both the adults and children living in Seaton. Play areas, growing space, new storage facilities, and drying areas were found to be priorities for the residents of Seaton.

The Seaton Backies steering group have continued to be active, since 2012, improving the environment in Seaton, in partnership with other groups and organisations. They have helped organise the upgrading of a wide range of environmental features (play areas, a road underpass and planter boxes) with the assistance of the local community, Aberdeen Greenspace Volunteers, Church of God volunteers, and members of staff from Total Oil UK, Bibby Offshore and BP. In addition, Britvic Funding helped the creation of a new play area, within another Backie.

A 'Planning for Real' consultation event was held on 7<sup>th</sup> February 2015. Much of the preparation for this event was undertaken by the school children of Seaton Primary School. This 'Planning for Real' event:

- updated the community's wishes for these Backies;
- assisted cross-generational participation; and
- reinvigorated activist numbers.

*'Planning for Real' event: the pupils of Seaton Primary School constructed a model of Seaton. Members of the community then added comments as to what they considered were the issues within Seaton, and also what they wished done to enhance the area.*

The Council's proposals have since been tested by undertaking door-to-door sample interviews (25 households within the areas of the proposed works have been interviewed). These interviews have confirmed support for some wash houses being removed, and some wash houses being retained and repaired. It has also confirmed support for enhanced play and sitting-out areas being provided.

- a) The wash houses and cellars, that are no longer required, are to be removed.

- b) The wash houses and coal cellars, that are required, are to be repaired.
- c) The dilapidated fencing is to be removed and replaced to a revised configuration that enhances the usability of the Backie (to be consulted upon).
- d) The dilapidated clothes poles are to be replaced, where required. The existing paving dilapidations are to be made good.
- e) Litter and dog dirt bins to be provided. Dog grids and a dog toilet are to be provided.
- f) External lighting is to be provided. The BT poles are to be removed.
- g) Structure planting is to be provided, to enhance the usability of the Backies.
- h) Flower bulbs are to be planted by the residents and school children
- i) Enhanced play equipment, safety surfaces and seating is to be provided.

## **6. IMPACT**

### **6.1 Neighbourhood Regeneration**

This project will assist the enhancement of local identity, which will, in turn, support the regeneration of Seaton. It is envisaged that this project will encompass both physical and community regeneration.

### **6.2 Community development**

The community will be encouraged to develop during the course of this project and become empowered to make increasing use of their environment and take increasing control.

It is envisaged that the works, and the Council's community support team, will help establish steering groups from each Backie that will facilitate the community:

- making decisions as to the detail of what is to be implemented in their area;
- self-police the use, misuse and maintenance condition of their area; and
- lead on future developments.

During the course of the project there will be a continued interaction with the local schools. The children will be given the opportunity to plant flower bulbs, within these Backies. Where possible, the project will be employed to provide a practical demonstration of the curriculum requirements for teaching of environmental issues.

(This involvement with the schools will reinforce the Council's on-going use of the nearby community woodland as an educational resource, as part of the Tree-for-Every-Citizen project).

### **6.3 Corporate parenting**

It is envisaged that 2 work-start corporate parenting posts will be supported, by these works.

The trainees will participate in the works on this site, and in other locations. The trainees will be provided with a range of training, in support of the works, and to address any individual barriers to entering employment.

The Council's previous training projects and collaborations have been successful in providing pathways into full-time employment.

## **7. MANAGEMENT OF RISK**

The primary risk to this project is obtaining the consent of the private owners for any improvement works.

This risk has been greatly reduced by not making the progress of the whole project dependant on the consent of all the owners to all the works: the works to each back court will be progressed to the degree allowed for by the consents received. The works to some back courts may be restricted to being repair works; to other areas a higher standard of environment will be achieved. It is envisaged that having delivered a higher standard of environment to some areas peer pressure and financial pressure will facilitate the other areas also being brought up to a good standard

Further detailed consultations will be undertaken with the tenants and private owners in order to manage this risk.

## **8. BACKGROUND PAPERS**

'Seaton Backies, Planning for the Future'.  
Final report by erz Ltd, for Aberdeen Greenspace, December 2012.

## **9. REPORT AUTHOR DETAILS**

Bill Watson  
Principal Architect  
[williamwatson@aberdeencity.gov.uk](mailto:williamwatson@aberdeencity.gov.uk)  
tel 01224-439215





# Equality and Human Right Impact Assessment: The Form



## EHR/IA

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.

**Aberdeen City Council**

## 1: Equality and Human Rights Impact Assessment- Essential Information

<b>Name of Proposal:</b>	<b>Date of Assessment:</b>
Seaton Backies One	28.04.15
<b>Service:</b>	<b>Directorate:</b>
Land and Property	Communities, Housing and Infrastructure
<b>Committee Name or delegated power reference (Where appropriate):</b>	<b>Date of Committee (Where appropriate):</b>
Communities, Housing and Infrastructure	19 May 2015
<b>Who does this proposal affect?</b>	
Please Tick ▼	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Employees</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Job Applicants</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Service Users</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Members of the Public</span> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <span>Other (List below)</span> <input type="checkbox"/> </div> </div>

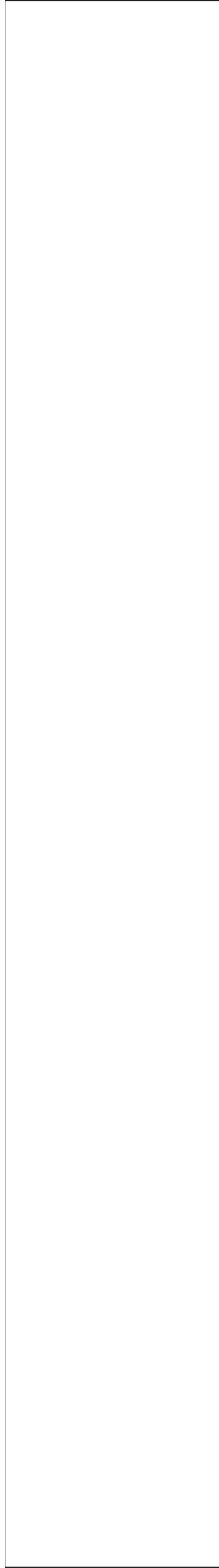
<b>2: Equality and Human Rights Impact Assessment- Pre-screening</b>	
<p><b>Is an impact assessment required?</b></p>	<p>Yes    <input checked="" type="checkbox"/>    No    <input type="checkbox"/></p>
<p><b>If No, what is the evidence to support this decision?</b> (Once this section is completed, please complete section 8 of the form).</p>	<p>Improving lighting, play and seating facilities Replacing existing infrastructure with similar infrastructure</p>

### 3: Equality and Human Rights Impact Assessment

<p><b>a- What are the aims and intended effects of this proposal?</b></p>	<p>Environmental repairs and improvements eg in particular improved lighting, play and seating facilities</p>
<p><b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)</p>	<p>none</p>

<p><b>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.</b></p>	<p>Not applicable</p>
<p><b>d- Financial Assessment</b></p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost <input type="text" value="£ 498,000"/></p> <p>Projected Savings <input type="text" value="£"/></p>

<p><b>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?</b></p>	<p>Positive outcomes from Improved usage of outside space may advance equality of opportunity (younger, older people using facilities more) and fostering good community relationships.</p>
<p><b>f- How does this proposal link to the Council's Equality Outcomes?</b></p>	<p>Contributes to Equality Outcomes - An Accessible City</p> <ul style="list-style-type: none"> <li>- Housing and Infrastructure which takes into account the different needs of different communities</li> <li>- Safe community</li> </ul>



#### 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)		X		Areas to be improved will be safer and more usable by children and seating facilities for older people improved
Disability (Mental, Physical, Sensory and Carers of Disabled people)		X		Improved seating facilities
Gender Reassignment	X			
Marital Status (Marriage and Civil Partnerships)	X			
Pregnancy and Maternity	X			



### 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* ?**

<b>Protected Characteristic:</b>	<b>Neutral Impact: Please ✓</b>	<b>Positive Impact: Please ✓</b>	<b>Negative Impact: Please ✓</b>	<b>Evidence of impact and if applicable, justification where a ‘Genuine Determining Reason’* exists *( see completion terminology)</b>
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	X			
<b>Religion or Belief or Non-belief</b>	X			
<b>Sex</b> (Women and men)	X			
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	X			
<b>Other</b> (e.g: Poverty)		X		Improved facilities in disadvantaged area of the city

**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 or degrading treatment or punishment**

Yes  No x

**Evidence:**

<p><b>Article 6: Right to a fair and public hearing</b></p>	<p><b>Yes</b></p> <p><b>Evidence:</b></p>	<p><b>No x</b></p>
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p><input type="checkbox"/></p> <p><b>Yes</b></p> <p><b>Evidence:</b></p>	<p><input type="checkbox"/></p> <p><b>No x</b></p>
<p><b>Article 10: Freedom of expression</b></p>	<p><input type="checkbox"/></p> <p><b>Yes</b></p> <p><b>Evidence:</b></p>	<p><input type="checkbox"/></p> <p><b>No x</b></p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p><input type="checkbox"/></p> <p><b>Yes</b></p> <p><b>Evidence:</b></p>	<p><input type="checkbox"/></p> <p><b>No x</b></p>
		<p><input type="checkbox"/></p>

<p><b>Other article not listed above, please state:</b></p>	<p><b>Yes</b>      <b>No x</b></p> <p><b>Evidence:</b></p>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment (Please see Completion terminology)</b></p>	<p> <input type="checkbox"/> <b>Red</b>      <input type="checkbox"/> <b>Red Amber</b>      <input type="checkbox"/> <b>Amber</b>      <input checked="" type="checkbox"/> <b>Green</b> </p>
<p><b>Reason for that rating:</b></p>	<p>Positive impact</p>

**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 <i>The Equality Act 2010</i> ?					
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:	
None					
<b>8: Sign off</b>					

<p><b>Completed by (Names and Services) :</b></p>	<p>Bill Watson</p>
<p><b>Signed off by (Head of Service) :</b></p>	<p>John Quinn</p>
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>           Equalities Team            Customer Service and Performance            Corporate Governance            Aberdeen City Council  <b>Business Hub 13</b>            Second Floor North            Marischal College            Broad Street            Aberdeen            AB10 1AB         </p> <p>Telephone 01224 523039 Email <a href="mailto:sandrab@aberdeencity.gov.uk">sandrab@aberdeencity.gov.uk</a></p>	



**9: Completion Terminology:**

<p><b>Assessment Pre-screening Rating:</b></p>	<p>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.</p>
<p><b>Assessment Rating:</b></p>	<p>After completing this document, rate the overall assessment as follows:  <b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.  <b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.  <b>Amber:</b> 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 <i>Action Planning</i> section of this document.  <b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
	<p>Equality data is internal or external information that may indicate how the proposal</p>

<b>Equality Data:</b>	<p>being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<b>Genuine Determining Reason</b>	<ol style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ol> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<b>Human Rights</b>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<b>Legal Status:</b>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Archaeology - Service Level Agreement with Aberdeenshire Council
REPORT NUMBER	CHI/15/168
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report seeks Committee authorisation to enter into a Service Level Agreement (SLA) with Aberdeenshire Council to provide the City Council with an archaeological service. Aberdeenshire Council would deliver expert archaeological advice and assistance in relation to local development plans, master plans, planning and other applications as well as ongoing maintenance and updating of the Sites and Monuments Record (SMR) for Aberdeen City.

### 2. RECOMMENDATION(S)

It is recommended that the Committee: -

- i) approve the proposal for the City Council to enter into an SLA with Aberdeenshire Council for them to provide us with an archaeological service for an initial period of 3 years, subject to review at the end of that period as to whether it will be continued thereafter.
- ii) approve the total estimated expenditure of £90,000 over 3 years for Aberdeenshire Council to provide the archaeological service during that period.

### 3. FINANCIAL IMPLICATIONS

Aberdeenshire Council have quoted a cost of £90,000 for a three year SLA – equating to £30,000 per annum paid half yearly or quarterly. The SLA would be funded by the income received by the Planning and Sustainable Development Service for planning applications (£1.45 million for financial year 2014/15).

#### 4. OTHER IMPLICATIONS

There would be a minimal cost associated in the time required for the Council's legal team to input into the drafting of a Minute of Agreement between the two Councils.

The Council is proposing to purchase these archaeological services directly from Aberdeenshire Council without seeking quotes from any other organisations or companies who may be able to provide these archaeological services. There is therefore a very remote risk of being challenged for failing to advertise this opportunity more widely. However, this proposal is fully aligned with the move towards greater partnership working and sharing of resources in the public sector and represents the most efficient use of resources.

There are no other anticipated legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications.

#### 5. BACKGROUND/MAIN ISSUES

##### **Background**

Following the retirement of the City Council's Keeper of Archaeology on the 26<sup>th</sup> November 2014, that post within the City has undergone restructuring. As a result ACC Museums & Galleries Service now employs an archaeologist specifically to deal with museum collections only, and not with planning related matters. Consequently there is no longer any specialist archaeological expertise available in the Council for advice and input into the planning process (ie. into development plan policy making, masterplanning or individual planning and other applications).

The record of archaeological sites in the City - the Sites & Monuments Record (SMR) - has not been updated since the start of 2010 and there is a significant amount of work required to bring this up to date and, thereafter to maintain the SMR in perpetuity.

Officers from ACC approached Aberdeenshire Council in December of 2014 to explore the possibility of entering into an SLA for them to provide an archaeological service as outlined above. An agreement was reached for a temporary, limited, archaeological service provision to be supplied to ACC under a fixed contract. This service is ongoing pending the establishment of a more permanent arrangement for archaeological advice. With this longer term arrangement in mind officers from Aberdeenshire Council have produced an option report for the provision of an archaeology Service for Aberdeen City Council under an SLA. This forms the basis of the information in this report. Officers at Aberdeenshire will be reporting separately to relevant

Aberdeenshire Committees with a view to gaining approval from that Council to progress jointly with the City Council to put in place an SLA.

### **Proposed scope of work to be undertaken by Aberdeenshire Council Archaeology Service under a Service Level Agreement**

Under the SLA between Aberdeenshire Council and Aberdeen City Council the work undertaken to fulfil the requirements of Scottish Planning Policy, Scotland's Historic Environment Policy, Planning Advice Note 2/2011, Joint Working Agreement and the wider strategies and policies associated with Scottish Government's Historic Environment Strategy 'Our Place in Time' would be as follows:

#### Planning

- *Provision of pre-scoping advice as required*
- *Input into Environmental Impact Assessment (EIA) Scoping and EIA Process as required*
- *Provision of comments and advice as required in Major Application/Masterplan Process*
- *Sign up to Planning Processing Agreements as required*
- *Monitor Weekly Planning Lists*
- *Input into Planning Application Process, including recommendations for conditions, recommendations for purification of conditions, sign-off of all archaeological stages including WSIs, DBAs, DSRs and PERDs*
- *Input into Policy Development as required, specifically LDP*
- *Monitoring of archaeological contractors as required*

#### Forestry

- *Input into Woodland Creation Schemes, including management advice*
- *Input into Felling Licence Applications, including management advice*
- *Input into Forest Design Plans, including management advice*

#### Scottish Rural Development Schemes (SRDP)

- *Provision of site specific records and management advice*

#### Utility Works

- *Water – provision of mitigation advice*
- *Electricity - provision of mitigation advice*
- *Gas - provision of mitigation advice*
- *Wind & Solar - provision of mitigation advice*
- *Offshore marine pipelines and other works - provision of mitigation advice*

#### Sites & Monuments Record (SMR)

- *Manage, maintain and update SMR database, associated archive, and related GIS overlay*
- *Host and provide online access to SMR data*
- *Provide regular internal GIS updates to ACC*
- *Acquire and manage archaeological information on behalf of ACC*
- *Provide data extracts for commercial, research and individual enquiries*
- *Provide general information and advice to ACC colleagues and external commercial contractors, groups and individuals – including landowners of undesignated sites - as required*
- *Include ACC area within NE Scotland Regional Research Framework (and co-ordinate academic research undertaken within area)*

#### Scheduled Monument Consent

- *Provide support and advice to ACC colleagues as required*
- *Liaise with Historic Environment Scotland (formerly Historic Scotland and RCAHMS) over designation enquiries, scheduling programmes and monitoring programmes*

#### Representation

- *Liaise with ACC departments and services as and when required (including, but not limited to, Roads & Transport, Museums & Galleries, and Economic Development)*
- *Liaise with National Agencies (including, but not limited to, Historic Environment Scotland, Transport Scotland, Forestry Commission, and National Museums of Scotland)*
- *Represent ACC in Association of Local Government Archaeological Officers (ALGAO) Scotland*
- *Represent ACC at committees, boards, steering groups, workshops and meetings as required*
- *Liaise with Historic Environment Scotland and Police Scotland over human remains call-off contracts as and when required*

#### Reports

- *Produce an Annual Report on work undertaken for ACC, including Key Performance Indicators*

#### Staffing

Current staffing within Aberdeenshire Council Archaeology Service is 2.8 full time equivalent (FTE) staff consisting of 2.2 x Archaeologists and 0.6 SMR Assistant posts.

Aberdeenshire Council have estimated that that there will be a requirement for 1 additional SMR Assistant post in order to enable the SLA with the City to be implemented. This would bring the total staffing of Aberdeenshire Council Archaeology Service to 3.8 FTE posts.

### **Finance**

The current temporary service provision to ACC has been supplied for a fixed total of £5950 (for 14 days of 1 FTE Archaeologist costs + management overheads).

The proposed total cost of a SLA with Aberdeen City Council would be £30,000 p/a. Any SLA entered into would need to be undertaken for a minimum of 3 years in order for the agreement to be of maximum benefit to Aberdeen City and Aberdeenshire Councils.

### **Business Case**

Archaeological input into the planning process is considered to be important to preserve and protect the archaeological and historic heritage of the City. It is essential to fulfil the requirements of Scottish Planning Policy, Scotland's Historic Environment Policy, Planning Advice Note 2/2011(Archaeology) and the wider strategies and policies associated with Scottish Government's Historic Environment Strategy 'Our Place in Time'. An SLA of this sort is also fully in line with the Joint Working Agreement between the City and Shire.

It should be noted that Aberdeenshire Council Archaeology Service (ACAS) already provides a very similar archaeological service (covering both planning related advice and maintenance of the SMR) for Angus Council and Moray Council via Service Level Agreements (SLA). The proposed SLA would represent an extension of the coverage of this existing service already provided by ACAS to other nearby local authorities. It would ensure consistency of advice in relation to archaeological advice across the north east of Scotland and maximising the efficiencies and economies of scale that come with a centralised archaeological team. It should be noted that the ACAS Team is already based in Aberdeen City (Woodhill House).

An interim arrangement between ACAS and ACC for the provision of planning related archaeological services has been in place since the start of this year and has been operating efficiently and effectively. As a result the ACAS Team has built further on its pre-existing knowledge of the archaeology of the City and working relationships have been developed.

The City Council would gain a dedicated staffing team available 5 days a week comprising of Archaeologists and SMR Assistants. This provides greater resilience in terms of service provision when compared to employment of a single member of staff.

The total SLA annual cost of £30,000 is a competitive price when compared to standard staffing costs of an Archaeologist and an SMR Assistant if employed directly. The £30,000 cost includes all ongoing staffing costs.

The SMR would be brought up and maintained to a nationally recognised standard, ensuring robustness of baseline data for planning purposes. ICT hosting and development costs would be Aberdeenshire Council's responsibility.

The SLA would provide a practical demonstration of partnership working between local authorities as championed by Scottish Government.

Other options for the provision of this service have been considered as follows: -

- Employing archaeological staff in house within ACC. This would be a more expensive option involving a full time archaeologist and SMR Assistant with associated on costs and ICT support etc.
- An SLA with another Local Authority. There is currently no other local authority in Scotland that would provide an archaeology service to ACC via a Service Level Agreement (this has been confirmed at a meeting of Association of Local Government Archaeological Officers - Scotland).
- Contract with private sector archaeological consultancy. There is one commercial company providing a very limited archaeology service to East Dunbartonshire Council and Dundee City Council, but this is restricted to consultation on specific planning applications only and would provide partial service that would not meet the requirements of the City as outlined previously.

With this in mind it is considered a preferred option by officers at both the City Council and Aberdeenshire Council to enter into a SLA to provide an archaeological service to Aberdeen City Council.

## 6. IMPACT

**Corporate** - The proposal is fully aligned with the Council's Five Year Business Plan which aims to promote partnership working (in this case with Aberdeenshire Council).

The proposal contributes to

- EP & I Directorate Priority 3: Protect and enhance our high quality natural and built environment
- Planning and Sustainable Development Service's Operational Priority PSD3: Protect and enhance our heritage and high quality built environment.
- Single Outcome Agreement Outcome 12: We value and enjoy our built and natural environment and protect it and enhance it for future generations.

**Public** – This report is of interest to the public in as far as it maximises the efficient and effective use of Council resources to protect and preserve Aberdeen’s Built Heritage. The Equality and Human Rights Impact Assessment (EHRIA) and Privacy Impact Assessment (PIA) demonstrate that there are no equalities/human rights or privacy implications stemming from progressing a SLA as proposed.

## 7. MANAGEMENT OF RISK

The risk of not providing an archaeological service for planning and sustainable development is that

- important archaeological heritage within the City is not identified, protected or recorded for the benefit of future generations.
- that the Council would not be able to comply with national planning guidance on archaeology in Scottish Planning Policy, Scotland’s Historic Environment Policy, Planning Advice Note 2/2011 and the wider strategies and policies associated with Scottish Government’s Historic Environment Strategy ‘Our Place in Time’
- there would be consequent reputational damage to the Council

There is a financial cost to the Council of the SLA of £30,000 per annum but this is the most cost-effective method of providing the service required as outlined in the report. The SLA would be reviewed after 3 years.

It is considered that there would be positive benefits and no significant risks in terms of the service provided to customers/citizens and stakeholders, the environment and the reputation of the Council.

## 8. BACKGROUND PAPERS

Option Report for Provision of Archaeology Service to Aberdeen City Council produced by Aberdeenshire Council 18 February 2015

## 9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	DRAFT ROWETT NORTH MASTERPLAN (Proposed site of new AECC and other uses)
REPORT NUMBER	CHI/14/056
CHECKLIST COMPLETED	Yes

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### 1 **PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval for the Draft Rowett North Masterplan to be issued for public consultation over a 6-week period; and
- 1.2 For the Director of Communities, Housing and Infrastructure to be instructed to report to a subsequent Committee with the findings and any revisions proposed as a result of the public consultation.
- 1.3 The Draft Masterplan forms the appendix to this report and can be viewed by accessing the following link: - [www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)
- 1.4 A hard copy of the Draft Masterplan is available in the Members' Library (Town House), within the Planning and Sustainable Development Service at Ground Floor North, Marischal College.

### 2 **RECOMMENDATION(S)**

- 2.1 It is recommended that Committee:
  - (a) Approves the Draft Rowett North Masterplan being issued for public consultation over a 6-week period, and;
  - (b) Instructs the Director of Communities, Housing and Infrastructure to report the results of the public consultation and any proposed revisions on the Draft Masterplan to a subsequent meeting of this Committee.

### 3 **FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial implications arising from approval of this report as the costs associated with the 6-week public consultation will be met within existing budgets of the Planning and Sustainable Development Service.

#### **4 OTHER IMPLICATIONS**

- 4.1 Approval for public consultation on the Draft Masterplan encourages further public involvement, support and ratification in its preparation with the intention that the finalised Masterplan becomes Supplementary Planning Guidance as a material consideration in determining planning applications for the site.
- 4.2 The finalised Masterplan, as Supplementary Guidance, in essence should reduce the risk of piecemeal and inappropriate development on the site. It should ensure that development will be fully integrated into its surroundings and that the benchmarks of a high quality distinctive new place in Aberdeen are established.
- 4.3 Planning applications that follow the finalised Masterplan for the site should also lead to an increased public confidence and awareness in emerging development proposals and therefore a reduction in Council Officers' time to assess and negotiate.

#### **5 BACKGROUND & MAIN ISSUES**

##### ***5.1 Process and Site Requirements***

- 5.2 The site is currently owned by Aberdeen University and the project is part of the Council's wider Strategic Infrastructure Projects (SIP) programme to relocate the new Aberdeen Exhibition and Conference Centre from the current Bridge of Don site.
- 5.3 The Council's strategic decision to relocate the Aberdeen Exhibition and Conference Centre to Rowett North is as a result of an evaluation of the age of the current AECC and its ability to host major events that are culturally and economically important to the city.
- 5.4 Through the SIP programme the Council has an agreement with Aberdeen University and Henry Boot Ltd. (developer) for the development of the site and therefore have a financial interest in forthcoming planning decisions. Through the mechanisms of the SIP programme the Council have indirectly met the cost of the preparation of the Draft Masterplan by external consultants including all consultation and engagement activities.
- 5.5 The Draft Masterplan aims to establish design-led planning guidance to inform a business and leisure led mixed-use development with the new Aberdeen Exhibition and Conference Centre building as the centrepiece of the site.

- 5.6 Committee Report CHI.14.055 'Redevelopment of the AECC site, Bridge of Don Draft Development Framework' is also presented to this Committee for approval for public consultation on the Draft Development Framework to guide the redevelopment of the current AECC site.
- 5.7 Under the terms of the approved Aberdeen Masterplanning Process, the Draft Masterplan has been made available to the Dyce and Stoneywood Community Council & Bucksburn and Newhills Community Council for information 14 days prior to this report being considered for public consultation.
- 5.8 ***Site Description***
- 5.9 The site is the Rowett Institute which is principally accessed from Dyce Drive and Wellheads Avenue and lies between the airport and the A96 west of Bucksburn. The site extends to nearly 64 Ha and currently accommodates a number of buildings including the Reid Library and Strathcona House as well as greenfield and brownfield areas within a traditional agricultural area. The land-use of the wider area is in flux as increasing development needs of the city drive forward the planned redevelopment of significant sites for residential use.
- 5.10 ***Redevelopment Vision***
- 5.11 The relocation of the AECC presents the opportunity to capitalise on the redevelopment of a large and strategically important site with a shared vision that the new AECC building, associated infrastructure and other complementary uses are set within a high quality well connected landscape which is visually distinctive design exemplar easily recognisable to Aberdeen, Scotland and beyond.
- 5.12 The Draft Rowett North Masterplan has been prepared by Henry Boot Ltd. and their agents with acknowledgement to some of the parameters within the Scottish Government's place-making agenda, National Planning Policy objectives and the Aberdeen Local Development Plan policy aims. The purpose of a masterplan is to raise design quality in the built environment by applying the 6 key qualities of successful places: to be 1) distinctive, 2) welcoming, 3) safe and pleasant, 4) adaptable, 5) easy to get to and to move around, and 6) resource efficient.
- 5.13 The site is relatively large and has been designed around key areas each having distinctive design parameters and characteristics which will give a clear and welcoming sense of arrival as well as a logical sequence of events through the site.
- 5.14 The Draft Masterplan illustrates that the site must have a high quality, comprehensive and visually stimulating soft landscape structure that provides a setting to the new place as well as enhanced recreational opportunities for surrounding and future communities of the wider area.
- 5.15 ***Access and Connectivity***

5.16 The site is to be principally accessed from Dyce Drive, Wellheads Avenue and the A96 along which there are a number of significant future redevelopment sites for predominantly residential use. These sites are the subject of separate masterplans which will have a cumulative impact on the existing roads structure as these areas are redeveloped.

5.17 The recommendations of the transportation impact assessment, led by the Council and to conclude in the summer 2015, will be incorporated into the finalised masterplan. The transportation recommendations are unlikely to materially affect the principles of the draft masterplan, however, because any additional land take to the A96 will likely only reduce the width of the extensive 'Burn' landscape area to the immediate southern boundary of the site with the A96. The new AECC is not anticipated to complete until post 2018 following the opening of the AWPR.

#### 5.18 ***Design Principles***

5.19 The Draft Masterplan site plan is organised into distinctive areas each with individual characteristics:

a) *The Burn Parkland* – An area of informally designed soft-landscaping forming the east, south and west boundaries of the site whose principal feature will be the un-culverted burn and woodland setting and greenspace.

b) *The Plaza* - The new street formed with principally hotel development along the eastern edge and defining the entrance to the new AECC building.

c) *The Campus* – A physically distinct area in the north east corner designed for office accommodation around a courtyard enclosure. The form and location are guided by building height in proximity to the airport.

d) *The AECC* – The centre of the site where the new AECC building will command the landscape and whose subterranean exhibition hall will provide additional car parking whilst the green roofscape will provide a visually arresting green roof.

e) *The Central Area* – This area is formed by a series of architectural pavilions for office space looking onto the AECC Plaza and defining the northern edge of the site with additional car parking and landscaping. The central area also accommodates a large subterranean exhibition hall offering flexible internal space and enclosed car parking.

f) *Energy Centre* – The possible site of an energy centre to provide heating etc. for the complex as part of a wider Council strategy.

- g) *The Gateway* – forming one of the principal entrances to the site from the west with a broad avenue of trees defining the route to the AECC and enclosing sites for new office and business uses whose building line is directed from the new AECC. This site is prominent and should command future flag-ship development.
- 5.20 In accordance with local and national policies the reuse of buildings and materials onsite where possible is sought, however the Draft Masterplan does not detail the reuse of any existing building and does not provide as yet a comprehensive schedule on the reuse of materials on the site. Resource efficiency is to be addressed through new buildings with technologies that seek to reduce the demand for energy, use energy more effectively and provide low and zero carbon technologies on site. The new buildings' standards of construction will aim for British Research Establishment Environmental Assessment Methodology (BREEAM) outstanding ratings and could be supported by a district heating system onsite.
- 5.21 ***Draft Masterplan Evolution***
- 5.22 As part of the evolution of design detail for the site the Draft Masterplan has been reviewed in design forums by Architecture and Design Scotland (A+DS), as the national organisation for aesthetic matters in the built environment. A+DS support the principle of the proposal however are to yet conclude upon the content of the Draft Masterplan. The interim Design Forum reports are available to Council with A+DS's final review of the Draft Masterplan to take place on the 14 May 2015. The findings of A+DS will be referenced in the future Committee report on the public consultation and will form an appendix to that report.
- 5.23 The Draft Masterplan includes a summary of the brief to deliver the new AECC building and associated infrastructure, the parameters of the existing site, the evolution of the site layout, landscape and architectural vision. A phased delivery programme is included and the appendix providing detail on the planning context, public engagement and sustainable construction targets etc.
- 5.24 The Draft Masterplan proposes the demolition of Strathcona House which is one of, if not the largest, of Aberdeen's largest remaining sandstone buildings which should afford it a special place in Aberdeen's built context.
- 5.25 Henry Boot Ltd.'s initial design concept for the new AECC illustrated a proposed new conference building elegantly curving around a refurbished Strathcona House making the House an integral part of the project. Retention of the House would also have had the added benefit of shielding many of the large service doors from the main vista along the A96. The House itself was proposed for re-use as a complementary leisure function within a wider area of significant land use change for residential redevelopment.
- 5.26 Strathcona House was gifted to Aberdeen University by Lord Strathcona and Mount Royal, a Scot who made his fortune in the

expansion of the Canadian railway system. As well as being potentially unique in Aberdeen's built heritage context, Strathcona House contains an original and largely complete high quality interior with oak panelling and stain glass windows etc.

- 5.27 As part of the procedures of the Aberdeen Local Development Plan Main Issues Report several interested parties stated that as part of the redevelopment of the site OP28 Strathcona House should be retained and re-used.
- 5.28 The draft masterplan's proposed removal of Strathcona House is, in planning terms, considered a significant loss to the historical layering and visual interest in the redevelopment of the site.
- 5.29 All future development proposals on the site will be the subject of separate planning applications, the detail of which should be informed by and assessed against the guidance of the finalised Masterplan.

## 6 **IMPACT**

- 6.1 The Council's approval of the Draft Masterplan for public consultation is a key stage in the development process to support the delivery of high quality place-making for the new AECC and complementary employment uses. The new AECC must be a transformational project of outstanding potential to the city as a local, national and global events destination, the impact of which to the city image, the cultural offering and further business opportunities of Aberdeen is significant.
- 6.2 The creation of the Draft Masterplan follows key priorities of the Council's Single Outcome Agreement, the Community Plan, the 5 Year Business Plan, the Aberdeen City Council Administration's Vision for Aberdeen: 2012-17 because the Draft Masterplan and its processes:
  - a) Aim to directly influence the quality of redevelopment for local and global business and leisure uses with distinctive high quality place-making architecture and landscaping supporting Aberdeen to remain as one of the most competitive and attractive places to do business in the UK;
  - b) Involves encouraging the citizens of Aberdeen to actively participate in design and development matters through public consultation and engagement events the findings of which will shape the content of the finalised masterplan;
  - c) Is a requirement of the procurement process for the new AECC which is one of the Council's current Strategic Infrastructure Plan (SIP) projects, from the Corporate Plan. The Draft Masterplan front-loads high-level detail of this SIP project with key place-making parameters to guide redevelopment proposals and increase the efficiency of planning decision making, and thereby supports the Planning and Sustainable Development Service Plan;

- d) Proposes logical site layout that connects with its surrounding multi-modal transportation network in order to provide more opportunity for walking and cycling through the site enabling established and emerging communities to have greater choice and access to employment opportunities, greenspace and recreational amenities as well as better connectivity to new transportation networks.
- 6.3 This Report has been reviewed for Equality and Human Rights Impact Assessment (EHRIA) and it is considered that approval of the Draft Masterplan for public consultation does not negatively impact on Equality and Human Rights matters.

## **7 MANAGEMENT OF RISK**

- 7.1 Should the Committee be minded not to approve this Report the decision to delay public consultation will affect the development programme for the new AECC.
- 7.2 The process of public consultation is the penultimate procedure prior to formal adoption of the finalised Masterplan by Council as Supplementary Guidance to the Aberdeen Local Development Plan. Proposed development that follows the Masterplan should significantly contribute to efficiencies in agent time to prepare planning applications and further supporting statements as well as officer time in determining future planning applications.

## **8 BACKGROUND PAPERS**

- 8.1 New Aberdeen Exhibition and Conference Centre (AECC) CHI/14/045
- 8.2 Redevelopment of the AECC Site, Draft Bridge of Don Development Framework CHI/14/55
- 8.3 Proposed Aberdeen Local Development Plan 2016 CHI/14/001
- 8.4 Aberdeen Local Development Plan – Main Issues Report EPI/13/182
- 8.5 Aberdeen Masterplanning Process 2008 (article 22, Planning Committee Minute, 6/11/08)
- 8.6 Aberdeen Masterplanning Process: Update Report EPI/12/231 (agenda item 1.1, article 4)

## **REPORT AUTHOR DETAILS**

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- **Appendix 1 – Draft Rowett North Masterplan**





# Equality and Human Right Impact Assessment: The Form



Aberdeen City Council

EHR/IA

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

<b>Name of Proposal:</b>	<b>Date of Assessment:</b>
<i>Draft Rowett North Masterplan (Proposed site of the new AECC)</i>	19 November 2014 & 18 March 2015
<b>Service:</b>	<b>Directorate:</b>
<i>Planning and sustainable development</i>	<i>Communities, Housing and Infrastructure</i>
<b>Committee Name or delegated power reference</b> (Where appropriate):	<b>Date of Committee</b> (Where appropriate):
<i>Communities, Housing and Infrastructure Committee CHI/14/56</i>	19 May 2015
<b>Who does this proposal affect?</b>	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input checked="" type="checkbox"/> Service Users <input checked="" type="checkbox"/> Members of the Public
<b>Please Tick</b> ▼	

	Other (List below) <input type="text"/>
<b>2: Equality and Human Rights Impact Assessment- Pre-screening</b>	
<b>Is an impact assessment required?</b>	Yes <input type="checkbox"/> <input type="checkbox"/>
<b>If No, what is the evidence to support this decision?</b> (Once this section is completed, please complete section 8 of the form).	No <input type="checkbox"/>

### 3: Equality and Human Rights Impact Assessment

**a- What are the aims and intended effects of this proposal?**

- To advance the detail for the redevelopment of this site which is allocated in the draft Aberdeen Local Development Plan 2016 for the new AECC, and complementary employment uses
- To ensure that the communities and interested parties continue to shape the content of the draft masterplan until it is finalised as the planning guidance for all development within the site
- To give greater certainty, clarity and confidence to the development process by setting a site layout and design guidance benchmarks in order that world class facilities are created within a connected and useable landscape plan
- To observe the inclusiveness afforded by the statutory and non-statutory planning processes and increase efficiency in determination
- To ultimately be a material consideration in the assessment and determination of all planning applications for development within the site

**b- What equality data is available in relation to this proposal?**  
(Please see guidance notes)

The Draft Rowett North masterplan has been prepared as design-led planning guidance to inform the redevelopment of the site of the former Rowett Institute. The content of the draft masterplan has been shaped by the findings of public consultation and engagement with the communities of the areas, and interested parties, Council Officers and Architecture and Design Scotland. If Committee approve the proposal further public consultation will be undertaken develop and finalise the masterplan.

The selection of the former Rowett Institute site for the new AECC underwent ratification by the statutory processes of creating a new Aberdeen Local Development Plan requiring public engagement and involvement through the Main Issues Report and Committee approval for public consultation, and subject to forthcoming review by Scottish Ministers to conclude the process.

If the Council are minded to support the draft masterplan through the formal process of adoption as Supplementary Planning Guidance its content is subject to further public involvement and engagement, which will ultimately continue through the planning application processes as proposals for buildings within the site emerge. Through that formal process proposals must comply with extensive standards and policies which translate Equality and Human Rights protection matters within the built environment.

Approval of the draft masterplan for public consultation is the beginning of processes of formal assessment and review to support and shape high quality development within the site.

<p><b>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.</b></p>	<p>In both consultation periods undertaken by Henry Boot as the developer for the site, the respondents recorded 70% and over, in favour of the new AECC being provided on the site. The Appendix of the draft masterplan details the consultation programme undertaken and is summarised by:</p> <ul style="list-style-type: none"> <li>• 3 public engagements on the 29-31 May 2014 in the Jesmond Centre, the Beacon Centre and Aberdeen Art Gallery</li> <li>• Letters posted to 250 individuals and organisations</li> <li>• Advertisements were placed in local newspapers and posters displayed in libraries, shops and community centres, as well as 20,000 postcard invitations to residents within and around the existing and proposed AECC sites</li> <li>• 3 public engagements and similar notifications were held on the 11-13 September 2014 in the same locations as in May</li> <li>• 2 public engagements in the upper mall of the Bon Accord Shopping Centre, Schoolhill, on the 27 &amp; 28 March 2015</li> <li>• Upon Council's approval to authorise the draft masterplan for formal public consultation the results of that consultation will be evidenced to ensure consistency with the findings of the initial public consultations. Should there be a divergence in the findings of the public consultation undertaken by Council the draft masterplan will be further reviewed taking into account the most recent findings</li> </ul>
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	<p>The professional expertise of Council Officers and Architecture and Design Scotland, as formal consultees, was used during the consultation processes of the draft masterplan. Approval of this report leads to a further period of formal public engagement.</p>
<p><b>d- Financial Assessment</b></p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost <span style="border: 1px solid black; padding: 2px;">£ N/A</span></p> <p>Projected Savings <span style="border: 1px solid black; padding: 2px;">£ N/A</span></p>
<p><b>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?</b></p> <ul style="list-style-type: none"> <li>• The planning system ensures that public engagement plays a vital role in plan preparation and in the assessment of impact development proposals re likely to have through various statutory processes of consultation and notification.</li> <li>• The ‘Aberdeen Masterplanning process’, itself subject to consultation, has been following in the formation of this draft masterplan where community engagement, consultation and support inform the content of the finalised masterplan</li> </ul>	

- Detailed information about the consultation events undertaken and the findings are listed in the Appendix of the draft masterplan
  - Approval of the Committee Report will allow the Council to undertake a final series of public consultations to ensure that the communities and interested parties are content with the draft masterplan
  - As development proposals come forward for specific buildings and infrastructure there will be further opportunity for public engagement through statutory processes in determining detailed planning applications
- The aforementioned planning processes seek to put people at the core of planning matters promoting good relations and wider community cohesion through good development.

#### **f- How does this proposal link to the Council's Equality Outcomes?**

The Council's Equality Outcomes relevant to the Draft Rowett North Masterplan are:

- *People are treated fairly and respectfully*
- *All partners will work together to ensure Aberdeen has better services*
- *People who have disabilities and older people will find it easier to walk on pavements and footpaths*
- *Everyone should feel safe in Aberdeen, at home and outside*
- *Everyone should be able to use sports centres and cultural facilities like museums and galleries*
- *Everybody should be able to use the parks and all Councils buildings. Parks should be clean, safe and enjoyable*

The Draft Rowett North Masterplan has been prepared by the developer in an open, fair and inclusive manner adhering



to the statutory requirements of the Planning (Scotland) Act 2006 which supports many of the objectives of Aberdeen City Council' Equality Outcomes.

The objectives of the draft masterplan are to provide a series of strategic planning guidelines to deliver a distinctive new place in Aberdeen through high quality redevelopment with buildings and spaces that are an outstanding contribution to the city and are accessible to everyone.

#### 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* ?**

<b>Protected Characteristic:</b>	<b>Neutral Impact: Please ✓</b>	<b>Positive Impact: Please ✓</b>	<b>Negative Impact: Please ✓</b>	<b>Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *( see completion terminology)</b>
<b>Age</b> (People of all ages)	X			
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)	X			
<b>Gender Reassignment</b>	X			
<b>Marital Status</b> (Marriage and Civil Partnerships)	X			
<b>Pregnancy and Maternity</b>	X			

**Equality Impact Assessment Test:**

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
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)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	X			
<b>Religion or Belief or Non-belief</b>	X			
<b>Sex</b> (Women and men)	X			
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	X			
<b>Other</b> (e.g: Poverty)	X			

## 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:**

*The proposal is for Committee to approve a draft development masterplan for public consultation*

**Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment**

Yes  No

**Evidence:**

*The proposal is for Committee to approve a draft development masterplan for public consultation*

<p><b>Article 6: Right to a fair and public hearing</b></p>	<p><b>Yes</b>                      <b>No</b></p> <p><b>Evidence:</b></p> <p><i>The proposal is for Committee to approve a draft development masterplan for public consultation</i></p>
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p><b>Yes</b>                      <b>No</b>                      <input checked="" type="checkbox"/> <b>X</b></p> <p><b>Evidence:</b></p> <p><i>The proposal is for Committee to approve a draft development masterplan for public consultation</i></p>
<p><b>Article 10: Freedom of expression</b></p>	<p><b>Yes</b>                      <b>No</b></p> <p><b>Evidence:</b></p> <p><i>The proposal is for Committee to approve a draft development masterplan for public consultation</i></p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p><b>Yes</b>                      <b>No</b>                      <input checked="" type="checkbox"/> <b>X</b></p> <p><b>Evidence:</b></p>

	<p>The proposal is for Committee to approve a draft development masterplan for public consultation</p>
<p><b>Other article not listed above, please state:</b></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p> <p>The proposal is for Committee to approve a draft development masterplan for public consultation</p>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)</p>	<p><input type="checkbox"/> Red <input type="checkbox"/> Red Amber <input type="checkbox"/> Amber <input checked="" type="checkbox"/> Green</p>
<p><b>Reason for that rating:</b></p>	<p>As a result of performing this assessment the proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage:</p> <ul style="list-style-type: none"> <li>The draft masterplan sets high level design-led planning guidance which will inform future development through the planning system. Each building will be the subject of planning applications and measured against the policies of the Aberdeen Local Development Plan and assessed against Building Standards and be BREEAM</li> </ul>

rated through the development approval processes. Each stage of assessment ensures that proposals are designed positively to redress disadvantage in the built environment

- The draft masterplan principally establishes the form and layout of the new AECC and associated multi-use buildings on the site within a landscape framework that connects to the wider area. It is essential that the brownfield site has sufficient planning direction in order that the development of the site is guided by a comprehensive design-led masterplan to avoid piece-meal development and losing the opportunity to create a distinctive high quality new place in Aberdeen

- The masterplan requires that the new AECC building will achieve BREEAM 'outstanding' rating in its construction and operational needs

- The facilities of the AECC are to provide a world class entertainment/cultural/business venue that is accessible to all in a site that is well connected with multi-modal active travel choices connected with the existing core paths, cycling, and public transport corridors and not reliant on car ownership for access

Within the site there will be areas for a range of outdoor and indoor recreational uses and it is intended that the place is a social, recreational, employment and economic destination in itself.

## 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 <i>The Equality Act 2010</i> ?				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
<b>No Risks Identified</b>	N/A	N/A	N/A	N/A
<b>8: Sign off</b>				
<b>Completed by (Names and Services) :</b>	Nigel McDowell – Senior Planner (Urban Design) Planning and Sustainable Development Section Communities, Housing & Infrastructure Department			
<b>Signed off by (Head of Service) :</b>				



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](mailto:sandrab@aberdeencity.gov.uk)

### 9: Completion Terminology:

<b>Assessment Pre-screening Rating:</b>	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.
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<p><b>Assessment Rating:</b></p>	<p>After completing this document, rate the overall assessment as follows:</p> <p><b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.</p> <p><b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.</p> <p><b>Amber:</b> 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 <i>Action Planning</i> section of this document.</p> <p><b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
<p><b>Equality Data:</b></p>	<p>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 <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol>

<p><b>Genuine Determining Reason</b></p>	<p>Certain discrimination may be capable of being justified on the grounds that:</p> <ul style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ul> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<p><b>Human Rights</b></p>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<p><b>Legal Status:</b></p>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	AECC site, Bridge of Don Development Framework
REPORT NUMBER:	CHI/14/055
CHECKLIST RECEIVED	Yes

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### **1 PURPOSE OF REPORT**

- 1.1 This report outlines the AECC site, Bridge of Don, Development Framework, prepared as a strategy for the future development of land identified in the Proposed Aberdeen Local Development Plan (2015) as Opportunity Site 13 (OP13).
- 1.2 The purpose of this report is to seek approval for the Draft AECC Site, Bridge of Don, Development Framework to be issued for public consultation over a 6 -week period; and
- 1.3 For the Director of Communities, Housing and Infrastructure to be instructed to report to a subsequent Committee with the findings and any revisions proposed as a result of the public consultation.
- 1.4 The Draft Development Framework forms the appendix to this report and can be viewed by accessing the following link: - [www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)
- 1.5 A hard copy of the Draft Development Framework is available in the Members' Library (Town House) and within the Planning and Sustainable Development Service at Ground Floor North, Marischal College.
- 1.6 Approval of this Development Framework is without prejudice to the determination of the planning application for the new AECC at Rowett North.

### **2 RECOMMENDATION(S)**

- 2.1 It is recommended that the Committee:

- (a) Approves the Draft AECC Site, Bridge of Don, Development Framework for public consultation over a four week period, and;
- (b) Instructs the Director of Communities, Housing and Infrastructure to report the results of the public consultation and any proposed revisions to the Draft Development Framework to a subsequent meeting of this Committee.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The land is in the ownership of Aberdeen City Council and redevelopment of this site is part of the wider proposal for the new Conference Centre on the Rowett North site. As such the Council has a financial interest in the planning designation and future development of the site.
- 3.2 The design team have met the cost for the preparation of the Development Framework including all consultation and engagement. The proposals will result in efficiencies in the determination of future planning applications related to the Development Framework, leading to a reduction in Council staff time to assess future detailed proposals.
- 3.3 The costs associated with the proposed 6 week statutory consultation exercise will be met within existing budgets.

### **4 OTHER IMPLICATIONS**

- 4.1 The Development Framework reduces the risk of piecemeal and inappropriate development and ensures that the development will be fully integrated into its surroundings. Mixed use development, placemaking and the efficient use of land will contribute towards the Council's aim of promoting sustainable economic development.
- 4.2 The Development Framework will contribute to efficiencies in determining future planning applications and a reduction in Council staff time to assess future detailed proposals. By encouraging acceptable forms and uses of new development to be agreed publicly, it allows more informed decision making to be made earlier, saving time and resources for staff, applicants and the public.
- 4.3 The Development Framework contributes towards meeting housing demand in the City, including 25% affordable housing provision across the site in accordance with the Aberdeen Local Development Plan (2012). The proposed Aberdeen Local Development Plan (2015) also retains the requirement for 25% Affordable Housing provision.
- 4.4 In accordance with the Aberdeen Local Development Plan: Action Programme and the Infrastructure and Developer Contributions Manual, the Development Framework references how the development

will address requirements for cumulative and local transport infrastructure; public transport along with walking and cycling.

- 4.5 A Strategic Environmental Assessment (SEA) has been undertaken on OP13 as part of the preparation of the proposed Aberdeen Local Development Plan. An individual SEA Screening Report is currently being undertaken with the results being reported back to the Committee at the same time as the consultation responses.

## **5 BACKGROUND / MAIN ISSUES**

- 5.1 The full Development Framework is a large document containing a lot of illustrative material and can be viewed by via the following link:

[www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)

- 5.2 The Development Framework has been made available to the Bridge of Don Community Council for information 2 weeks prior to this report being considered in accordance with the Council's approved Aberdeen Masterplanning Process.

- 5.3 The Development Framework has been produced by Cooper Cormar on behalf of Henry Boot Developments. The Development Framework aims to create a residential-led, mixed use development to the north of the City. A multi-disciplinary team has contributed to the preparation of the Framework, consisting of:

- Architect/Masterplanner – Cooper Cormar
- Landscape Architect and ecology – Hirst Landscape Architects
- Planning Consultant – Ryden
- Transport Consultant – AECOM
- M&E Services Engineer – DSSR
- Civil and Structural Engineer – Goodson Associates
- Project Manager – Turner and Townsend
- Community Engagement – Streets UK
- Communication Consultant - Perceptive Communicators
- Cost Consultants – Thomas and Adamson

### **Site Description**

- 5.4 The Existing AECC site is identified in the Proposed Aberdeen Local Development Plan (2015) as Opportunity Site 13 (OP13) and located to the north of Aberdeen in the Bridge of Don. It is situated between the Ellon Road (west), the Murcar Links Golf Course (east), the Aberdeen Science and Energy Park (north) and existing housing (south).
- 5.5 The site currently accommodates the Aberdeen Exhibition and Conference Centre (AECC) and associated car parking. There is a Park and Ride facility on the site accommodating 600 parking spaces.

- 5.6 There is a tree belt to the east of the site, adjacent to the Golf Course. The remainder of the site is largely car parking and hard standing. A radar station currently accommodates the southern corner but notice has been served to vacate the premises.

### **Process and site requirements**

- 5.7 The proposed development has resulted from the necessity to replace the current AECC because of its age and lack of ability to keep up with the high demand on the venue. The Council entered into a procurement process to select a development partner which required a fully-costed and viable detailed scheme either onsite or offsite.
- 5.8 Henry Boot Developments were named as the preferred bidder. The proposed new AECC is offsite at Rowett North in Bucksburn. Details of this proposal can be found in the committee report CHI.14.056 which is also being presented to this Committee. Development would not take place on the Bridge of Don site until the completion of the new AECC development at Rowett North.
- 5.9 The brief for this site highlighted the requirement to include an increased park and choose facility of 999 spaces within the development.

### **Policy Summary**

- 5.10 The Development Framework has been prepared following the Council's adopted Aberdeen Masterplanning Process and contributes towards the Scottish Government and Aberdeen Local Development Plan policy aims of raising design quality through the 6 key qualities of creating successful places, namely – distinctive, welcoming, safe and pleasant, adaptable, easy to get to and move around, and resource efficient.
- 5.11 The site is identified for mixed use in the Proposed Aberdeen Local Development Plan (2015) as Opportunity Site 13 (OP13).
- 5.12 This proposal helps bring forward land for development in the early phases of the Proposed Local Development Plan (2017-2026) and helps meet the targets and objectives of the Strategic Development Plan, including that development should generally be no less than 30 dwellings per hectare as an average across the whole site.
- 5.13 The Development Framework identifies the requirement to provide 25% Affordable Housing on-site. Financial contributions will also be required towards Education, Health and the Strategic Transport Fund.

### **Opportunity and vision**



- 5.14 The potential relocation of the AECC to Bucksburn has presented the opportunity to redevelop the existing site at the Bridge of Don. The vision is to create a place which is safe, pleasant, easy to move around, welcoming to visitors and which considers place before movement.
- 5.15 Green Spaces – the requirement for the recreational provision was highlighted through the consultation process. A network of new local and neighbourhood open spaces are proposed, accommodating a range of uses.
- 5.16 Green Streets – the movement of pedestrians and cyclists has been considered as a priority from the outset. The aim is to create a well-connected sustainable place, both internally and externally.
- 5.17 Core density –A variety of house types and densities is appropriate for the site including flats and terraced properties to ensure the required density is met.
- 5.18 Distinctive character –current features on the site are relatively limited. The development should have a distinct character while fitting in with the site and its surroundings.
- 5.19 Sustainable place – the redevelopment will seek to reduce the demand for energy, use energy more effectively and provide low and zero carbon technologies on site.

### **Masterplan evolution**

- 5.20 A detailed site analysis was undertaken and the adjacent uses considered. The current site is relatively open and largely covered by hard standing with limited design or ecological value. Options are available onsite to open up existing culverted watercourses.
- 5.21 The site has been tested to determine its capacity including the requirement for a 999 space park and choose site, housing, commercial and an additional option of a household waste recycling facility to replace the facility at Scotstown Road. It is appropriate to show options for the site within a Development Framework to provide greater flexibility for a final solution that would still meet the aims and objectives of the document. The different densities across the site have been tested resulting in final housing numbers for the site being in the region of 500 units. A detailed Masterplan(s) will be required as part of the planning application process.

### **Options for the site.**

- 5.22 There are a number of land use options for the site which can be seen on page 41 of the Framework. The 999 space park and choose site must be accommodated within the site. The location adjacent to the

Ellon Road has been deemed the most suitable for this. Given the level changes on the site it is possible the spaces could be accommodated over two levels to reduce the footprint of the structure. All of the site options include the 999 space park and choose site.

- 5.23 During the Masterplanning Process a household waste recycling centre was highlighted as a potential use for part of the site. Details have yet to be fully considered but the potential locations have been shown on page 41 of the Framework document in options 2 and 3.
- 5.24 The Framework also highlights the desirability of accommodating a commercial element within the site on the Ellon Road frontage. The visibility of this area would benefit from an anchor building(s). Such a use would also relate well to the adjacent hotel. The commercial aspect is considered under options 1 and 3 on page 41.
- 5.25 Within the site there is also the potential provision of a neighbourhood centre to include the small units that will service the local community, i.e. local retail.

### **Access and connectivity**

- 5.26 Pedestrian and cycle connectivity to the east is difficult to achieve given the Golf Course. Connections have been identified into the existing network on the west, the existing houses to the south and into the Energy Park to the north. Safe routes to school are identified on page 49 of the Framework. There is a cycle route on the Ellon road that connects into the city centre. Improved pedestrian and cycle connections are required, with the exact extent and nature being determined through a Transport Assessment as part of the planning application process.
- 5.27 The park and ride facility onsite and the regular bus services on the Ellon Road ensure that this site is well serviced by public transport. Consideration and commitment has also been given to the use of travel plans and the potential to roll out the co-wheels car club on this site. Given that this is a Development Framework these options will be further considered within any detailed Masterplan(s) for the site.
- 5.28 The main point of access into the site is off the Exploration Drive roundabout. A second access is available further along Exploration Drive to the east. A detailed Transport Assessment is being carried out to determine the final junction arrangement and necessary upgrades. This Transport Assessment will inform subsequent Masterplan(s)/ planning applications for the site
- 5.29 A hierarchy of streets is proposed within the site. Examples of this can be seen on page 53 of the Framework. Access and connectivity is covered in section 4 of the document.

## **Design principles**

- 5.30 The Development Framework sets out broad design principles for the site. This includes principles for the street elevations, building proportions and finishing materials. It also identifies key character areas and their principles. The Character Areas are identified as:
- Arrival zone
  - Exploration drive
  - Golf Course edge
  - Mid Square
  - Woodland Zone
  - Ellon Road Frontage
- 5.31 The character of each area is identified in section 6 of the Framework, including building height, density, movement, characteristics and landscape. Illustrative sketches have been included in the document.
- 5.32 The Development Framework shows the de-culverting of water courses across the site. This provides an area of interest and biodiversity enhancement while meeting the aspirations of SEPA.

## **6 IMPACT**

- 6.1 The proposal contributes to the following Single Outcome Priorities: 1 – We live in a Scotland that is the most attractive place for doing business in Europe; 2 – we realise our full economic potential with more and better employment opportunities for our people; 10. We live in well-designed, sustainable places where we are able to access the amenities and services we need; 12 – We value and enjoy our built and natural environment and protect and enhance it for future generations.
- 6.2 The proposal contributes to the 5 Year Business Plan in terms of objective – Communication and Community Engagement; sharing our plans and aspirations for the city, – delivering an up-to-date plan, – facilitating new development projects to improve Aberdeen’s living environment and, – support open space initiatives.
- 6.3 The proposal contributes towards the Council’s vision for Aberdeen: 2012 – 2017, particularly creating a City which is a great place to live, bring up a family, do business and visit. It specifically contributes to the follows objectives: Governance – encouraging citizens to participate in design and development; Living – improving opportunities for physical activity; Environment – energy efficient design and construction, attractive streetscapes and access to green space; Economy – improve access to range of affordable housing; Mobility – encourage cycling, walking and promoting a sustainable transport systems which reduce carbon emissions.

- 6.4 The proposal is consistent with the Council's Corporate Plan in particular with regard to delivering high levels of design from all development, maintaining an up-to-date planning framework, sustainable development and open space provision.
- 6.5 The proposal will assist in the delivery of the Council's Strategic Infrastructure Plan by helping to achieve the key goal of 'A Step Change in the Supply of Housing' by contributing to key projects such as enabling the delivery of affordable housing and delivering the housing element of the Strategic Development Plan.
- 6.6 The proposal is consistent with the Planning and Sustainable Service Plan, in particular engaging the community in the planning process, and the delivery of Masterplans/Development Frameworks in line with the Aberdeen Masterplanning Process.
- 6.7 The Equalities and Human Rights Impact Assessment will be included as part of the next stage of the process and will be reported to the Communities, Housing and Infrastructure Committee along with the consultation responses.

## **7 MANAGEMENT OF RISK**

- 7.1 Development Frameworks and Masterplans contribute to efficiencies in determining future planning applications and a reduction in Council staff time to assess future detailed proposals.
- 7.2 If the recommendations are accepted the Council will have to manage the planning application process for the development of the site in line with the Development Framework.
- 7.3 If the recommendation is not accepted the risk is that no development will take place on the site. There is also a risk that the housing allocations identified in the Strategic Development Plan and the Proposed Aberdeen Local Development Plan (2016) will not be met.

## **8 BACKGROUND PAPERS**

- Draft AECC Site, Bridge of Don Development Framework

<http://www.aberdeencity.gov.uk/masterplanning/>


- Proposed Aberdeen Local Development Plan 2015

[http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_2016\\_proposed\\_plan.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_2016_proposed_plan.asp)

- Aberdeen Masterplanning Process 2008 (article 22, Planning Committee Minute, 6/11/08)  
[http://www.aberdeencity.gov.uk/Planning/pla/pla\\_planningbriefs.asp](http://www.aberdeencity.gov.uk/Planning/pla/pla_planningbriefs.asp)
- Aberdeen Masterplanning Process: Update Report EPI/12/231 (agenda item 1.1, article 4, Enterprise, Planning and Infrastructure Committee, 6/11/12)  
<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=140&MId=2523&Ver=4>
- Proposed ALDP link

## 7 REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Extending Service Level Agreement with the North East Scotland Biological Records Centre (NESBReC)
REPORT NUMBER:	CHI/ 15/172
CHECKLIST	YES

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to extend the Service Level Agreement (SLA) with the North East Scotland Biological Records Centre (NESBReC), together with seeking approval of the expenditure. The report includes the justification for the Council utilising the service and highlights the benefits it brings to the city as well as how it meets the Council's obligations under various legislation and international agreements.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Approves a three year, Council-wide, Service Level Agreement (SLA) with NESBReC at a cost of £6,845 per annum from existing budgets.
2. Instructs officers to revise the existing SLA with legal services
3. Notes the NESBReC Terms of Reference between Advisory Group supporters as set out in Appendix 1.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The Council's current SLA will expire on 30 April 2015 and it is requested that the Committee approve its renewal.
- 3.2 The current SLA allows 37 days of NESBReC time per year at an annual charge of £6,845. The present financial arrangement has been in operation for the last 3 years.
- 3.3 The revised SLA will cost £6,845 per annum for 37 days per year at a rate of £185 per day. An allocation for £6,845 will be made available from the relevant budget within Planning and Sustainable Development for 2015-2018.

3.4 A funding arrangement between NESBReC and Aberdeen City Council is dealt with by SLA for a period of three years. The revised agreement covers the period 2015-2018.

#### 4. OTHER IMPLICATIONS

4.1 This report presents no equipment, health and safety implications. The protection of species and habitats, enhancing biodiversity has direct links to encouraging outdoor activities, prevention of flooding and mitigating the impacts of climate change.

4.2 Access to NESBReC records will aid the Council in making decisions on planning applications, development of new environmental projects, such as conservation of biodiversity and open space management and improvements, helping the City to meet many social inclusion, sustainable development, regeneration, education and health targets, as well as tackling problems associated with climate change mitigation and adaptation.

4.3 Two Officers represents Aberdeen City Council on the Advisory Group. In addition to the Council representative on the Advisory Group, Countryside Rangers provide time in collating and submitting biological records. This is an in kind contribution to NESBReC and its users.

4.4 A report was submitted to the Environment and Infrastructure Committee on 31 January 2012 identifying the need to extend the existing SLA with (NESBReC). Approval was given by the Committee to sign a Council wide SLA with NESBReC, in liaison with Legal and Democratic Services and other relevant services. That is now due for renewal.

#### 5. BACKGROUND/MAIN ISSUES

5.1 Aberdeenshire Council as an employer of the NESBReC conducted a service review in 2013. The purpose of the review was to design a service structure and business model that will enable the best delivery of the NESBReC Service within a sustainable budget and provide best value and better management for the NESBReC supporters.

5.2 As result of the service review the Steering Group is renamed as Advisory Group and the NESBReC office and staff has been relocated from Aberdeen University premises at St. Machar Drive to Aberdeenshire Council headquarters at Woodhill House to provide better management to the staff and IT facilities including upgrading NESBReC website. There have been no major changes in the services provided by NESBReC since the Council entered into the current SLA in 30 April 2012.

5.3 The NESBReC Advisory Group meets twice a year (as agreed by the Group) with the aim of advising Aberdeenshire Council as an employer on the long term direction and development of NESBReC. The Group has an independent Chair and includes representatives from all organisations who provide funding



to and/or have service level agreements with NESBReC, including Aberdeen City Council.

- 5.4 NESBReC is a service provider that sits within the Specialist Services Team of Aberdeenshire Council, financially supported by Aberdeen City Council, Scottish Natural Heritage, Royal Society for the Protection of Birds and Forestry Commission Scotland and the Cairngorms National Park Authority. In addition to members from funding organisations the Group includes representatives from other relevant statutory and non-statutory bodies, the biological recording community and environmental consultancies. The Advisory Group's meetings are issue based with external experts drawn in as necessary for a particular discussion. Members of the wider NE Scotland biological recording community are welcome to come to these meetings and the Advisory Group will review its membership and look for new members as required. The Advisory Group does not require a formal constitution, since all NESBReC staffing, financial and legal matters are handled by Aberdeenshire Council and reported to the NESBReC Management Team.
- 5.5 NESBReC as a Local Record Centre (LRC) is a focus for biodiversity information in North East Scotland. The LRC collates, co-ordinates, disseminates and manages biological data for a range of organisations, groups and individuals and helps contribute towards promoting environmental initiatives such as Citizen Science.
- 5.6 Access to NESBReC records enables Council officers to request a range of biological and ecological information drawn from the NESBReC database, including screening planning applications for priority species and habitats, as well as nationally and locally designated sites, full habitat maps and records of invasive species. This essential information is used to develop Local Development Plan policies and allocations and in assessing planning applications.
- 5.7 Access to NESBReC records also helps in developing and delivering various strategies, policies, plans and projects at national and European level. More projects are proposed which would increase demand on NESBReC resources
- 5.8 NESBReC is continually updating its database with species records which come from a range of sources: conservation organisations, professional surveyors, local wildlife groups, individuals living in Aberdeen and the rest of NE Scotland, including the City Countryside Rangers. This information is important for showing what is present in the City so that informed decisions can be made by planners and other policy makers. In addition, the SLA helps in providing information for the public about the wildlife that is present in Aberdeen by organising a number of free wildlife identification training events to create awareness about biodiversity and generate public interests in biological recording. Over the last two years subjects have included: squirrels, hoverflies, invasive plant species, harvestmen, small mammals, woodland plants, wildlife photography and a range of other subjects. These events stimulate interest in the local natural environment and help people to

contribute in a voluntary capacity to wildlife recording and the NESBReC database.

- 5.9 NESBReC was involved in the Council's open space audit and the data held by NESBReC has been used to add biodiversity value to the open spaces. The review of the Open Space Audit is due this year and similar services will be used to conduct the Open Space Audit. In the revised Open Space Audit NESBReC services will be used to highlight the important ecosystems and the role they play in tackling emerging issues, such as climate change adaptation and mitigation. This could include quantifying, mapping and analysing ecosystem services for future urban developments.

## 6. IMPACT

- 6.1 The SLA will help meet the Five Year Business Plan and Smarter City vision to improve the knowledge and skills, together contributing to our success as a learning city, 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 and 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 contributes to several other outcomes such as No. 6 – "We live longer, healthier lives", No. 7 – "Tackling inequalities", No. 10 – "We live in well-designed, sustainable places where we are able to access the amenities and services we need" and No. 11 – "Strong, resilient and supportive communities".

- 6.2 NESBReC provides Aberdeen City Council with a lot of tangible and intangible benefits. Since 2004, NESBReC has provided biodiversity and natural heritage information which has been used by officers across the Council for developing the local development plan, nature conservation and environment strategies, assessing planning applications, preparing management plans for designated and non-designated sites, conducting strategic environmental assessments and developing policies.

- 6.3 NESBReC holds a large amount of local biological data – currently over 1.2 million species records as well as numerous habitat datasets in the form of digitised maps for North East of Scotland. This data is frequently used by a variety of individuals, organisations, private business and local authorities.

## 7. MANAGEMENT OF RISK

- 7.1 If the Council decided to discontinue this SLA the biological information will still be required to inform and monitor the following pieces of work:

- Delivering Aberdeen's Proposed Local Development Plan,
- Aberdeen City and Aberdeenshire's Strategic Development Plan,
- Aberdeen City Community Plan and Single Outcome Agreement ,

- The Council's current aims and objectives under the Nature Conservation Strategy,
- Aberdeen City Open Space Strategy & proposed Tree and Woodland Strategy for Aberdeen City ,
- Commitments under the North East of Scotland's Local Biodiversity Action Plan and,
- Strategic Environmental Assessments & Habitat Regulation Assessments under the European Union Habitats Directive

7.2 The information that NESBReC holds will still be required and casual use of this service has the potential to create greater costs than the annual fixed cost of £6, 845 per annum as NESBReC charges non-supporters and environmental consultancies a rate of £74 per hour, which would be £555 for a full day.

#### 8. BACKGROUND PAPERS

1. Environment and Infrastructure Committee Report 31 January 2012
2. Scottish Sustainable Development Strategy (2005)
3. <http://www.nesbrec.org.uk/home.asp>
4. Scottish Planning Policy
5. Single Outcome Agreement

#### 8. REPORT AUTHOR DETAILS

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#### APPENDICES

1. NESBReC Advisory Group and Management Team Terms of Reference April 2014

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## APPENDIX 1

### **NESBReC Advisory Group and Management Team: Terms of Reference**

#### **April 2014**

The North East Scotland Biological Records Centre (NESBReC) underwent a review during 2013. During this review NESBReC was confirmed as being an Aberdeenshire Council service sitting within the Specialist Services Team within Planning Policy and Environment.

The Management Structure for NESBReC now consists of an Advisory Group and a Management Team. This brief statement is intended to clarify the role of these two groups.

**Advisory Group** - The NESBReC Advisory Group meets between 3 and 4 times a year (decision made by the Group) with the aim of advising Aberdeenshire Council on the long term direction and development of NESBReC. The Group has an independent Chair (currently John Milne) and includes representatives from all organisations who provide funding to and/or have service level agreements with NESBReC. In addition to members from funding organisations the Group includes representatives from other relevant Statutory and non-Statutory bodies, the biological recording community and environmental consultancy. The Advisory Group's meetings are intended to be issue based with external experts drawn in as necessary for a particular discussion. Members of the wider NE Scotland biological recording community are welcome to come to these meetings and the Advisory Group will review its membership and look for new members as required. The Advisory Group does not require a formal constitution, since all NESBReC staffing, financial and legal matters are handled by Aberdeenshire Council and reported to the NESBReC Management Team.

Funding arrangements with organisations supporting NESBReC are dealt with by Grant/Service Level Agreement or other agreement as appropriate with each supporting organisation individually.

**Management Team** - The NESBReC Management Team consists of the NESBReC Co-ordinator, the Specialist Services Team Leader and the NESBReC Advisory Group Chair. The NESBReC Advisory Group Chair is not required to attend every meeting, rather he/she would attend at his/her discretion and report back to the Group as necessary. Other Aberdeenshire staff (Environment Planner, Finance, ICT etc) are asked to attend Management Team meetings as required. The Management Team meets on a monthly basis and guides the operational running of NESBReC including finances, work programming, staffing etc.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing, and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various Small Scale Traffic Management and Development Associated Proposals (New Works)
REPORT NUMBER	CHI/15/167
CHECKLIST COMPLETED	Yes/ <del>No</del>

---

### 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:-

- i) Approve the proposals in principle;
- ii) 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.
- iii) 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 approved budgets that will be used to implement the proposals set out in this report.

<b>Budget</b>	<b>Implementation costs (£)</b>	<b>Maintenance costs (£)</b>	<b>Comments</b>
<b>Cycle, Walking, Safer Streets (Scot Gov grant-funded)</b>	£4,268.92	£2,418.92 every 5 years £1,300 every 10 years	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
<b>Developer financed</b>	£0	£1,375 every 5 years £640 every 10 years	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
<b>Disabled Parking</b>	£2,000	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 10 traffic management proposals brought forward during the course of routine examination of road safety and traffic flows and 3 proposals resulting from requests from developers/businesses. It is also proposed to install 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 in Appendix 1



**The following proposals will be funded from the Cycling, Walking, Safer Streets budget**

5.01 **A944 /Skene Road / Queens Road / Lang Stract** – Proposed 40 MPH Speed Limit

Following the implementation of the 40MPH speed limit on A944/ B9119 between Prime Four Development and the City Boundary at Westhill it was proposed to reassess the speed limits to the east in light of the Countesswells and Den of Maidenraig developments which are due to commence shortly.

It is proposed to extend the 40MPH into Aberdeen to meet the existing 30MPH speed limit on the A944 Lang Stracht, and B9119 Skene Road / Queen's Road. This will rationalise the speed limit, removing driver confusion and will provide a safer environment for the forthcoming junctions to the new developments. The reduced speed limit will also be required to support the installation of signal controls at the B9119 Skene Road junction with Aberdeen Crematorium.

Implementation cost - £1500.00

Estimated maintenance cost - £1300.00 every 10 years

Ward – Hazelhead / Ashley / Queens Cross

Elected Members – John Corall; Martin Greig; Jennifer Stewart; Ross Thomson

Ward – Kingswells / Sheddocksley / Summerhill

Elected Members – David Cameron; Steve Delaney; Len Ironside

5.02 **Esplanade** – Revocation of taxi rank spaces

It has been brought to the attention of officers that the taxi rank layby on Esplanade south of its junction with Beach Boulevard is not utilised to its full potential with eight of the ten bays provided rarely in use.

It is therefore proposed to revoke eight of the taxi bays, thus creating additional on street public parking for local recreational use.

Implementation cost - £250.00

Estimated maintenance cost - £100.00 every 5 years

Ward – George Street / Harbour

Elected Members – Andrew May / Jean Morrison / Nathan Morrison

5.03 **Esplanade** – Proposed “At any time” waiting restrictions

Concerns have been raised that vehicles are blocking emergency access to the beach by parking on the hatched markings at Esplanade opposite the rear access to Codona’s amusements.

It is therefore proposed to introduce a length of prohibition of waiting at any time to ensure the area is kept clear at all times.

Implementation cost - £60.00

Estimated maintenance cost - £.60.00 every 5 years

Ward – George Street / Harbour

Elected Members – Andrew May / Jean Morrison / Nathan Morrison

5.04 **Kenfield Crescent** – Proposed lengths of prohibition of waiting at any time at the junction between Kenfield Crescent and Countesswells Road.

Concerns have been raised by the residents in relation to indiscriminate parking at sections close to the junction. This indiscriminate parking is causing visibility issues to both residents and emergency vehicles.

It is therefore proposed to introduce lengths of prohibition of waiting at any time restrictions in order to address this issue.

Implementation cost - £200

Estimated maintenance cost - £200 every 5 years

Ward – Airyhall / Broomhill /Garthdee

Elected Members – Angela Taylor / Ian Yuill / Gordon Townson

5.05 **Mansefield Road** – 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 it is 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.

Implementation cost - £150

Estimated maintenance cost - £150 every 5 years

Ward 12 – Torry / Ferryhill

Elected Members – Allan / Dickson / Donnelly / Kiddie

5.06 **Migvie Gardens / Kingswells 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 Migvie Gardens and Kingswells Avenue, 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.

Implementation cost - £300

Estimated maintenance cost - £300 every 5 years

Ward 3 – Kingswells / Sheddocksley / Summerhill

Elected Members – David Cameron / Steve Delaney / Len Ironside

5.07 **Nigg Kirk Road** – Proposed lengths of prohibition of waiting ‘Mon-Fri, 8am-6pm’ and ‘At any time’ waiting restrictions

Following representations from Grampian Housing, residents and members, a review of on-street parking and access on Nigg Kirk Road identified sections of commuter parking which has the potential to restrict emergency service access to the area and impacts access to several properties.

It is therefore proposed to introduce additional lengths of “At Any Time” and “Mon to Fri, 8am to 6pm” waiting restrictions to ensure free flow of traffic and safe vehicular access.

A Temporary Traffic Order is currently in place to this effect.

Implementation cost - £1,498.02.00

Estimated maintenance cost - £800.00 every 5 years

Ward – Kincorth / Nigg / Cove

Elected Members – McCaig / Finlayson / Cooney

5.08 **Taransay Road** – Proposed ‘At any time’ waiting restrictions

In order to maintain safety for vehicles exiting from the inset parking bay, a length of 5 metres of double yellow lines are required.

Implementation cost - £100

Estimated maintenance cost - £100 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected Members – Cameron / Delaney / Ironside

5.09 **Usan Ness/Marchmont Street** – Proposed ‘At any time’ waiting restrictions

Concerns have been raised by the local Councillor in relation to indiscriminate parking at the junction between Usan Ness and Marchmont Street.

To address this issue it is proposed to introduce a section of ‘At Any Time’ junction protection restrictions to assist both motorists and pedestrians.

Implementation cost - £200

Estimated maintenance cost - £200 every 5 years

Ward – Kincorth / Nigg / Cove

Elected Members – McCaig / Finlayson / Cooney

5.10 **Craigton Road** – Proposed length of prohibition of waiting operational between 8am and 6pm, Monday to Saturday

On Craigton Road, when driving on its eastbound approach to its signal controlled junction with Springfield Road, there are two lanes, one dedicated for turning left, and the other for going straight ahead or turning right. Currently there are existing ‘double yellow’ lines leading from the junction, followed by a further length of ‘single yellow’ line prohibition of waiting operating Monday to Saturday, 8am to 6pm. During peak periods the aforementioned arrangement was designed to prevent on-street parking and allow vehicles unhindered access to the left turn lane in the immediate approach to the junction. However, it has been highlighted by road users the existing restriction does not extend far enough in length now and as a result left turning vehicles are regularly prevented from entering the lane by parked vehicles in combination with the straight ahead/right turning queue tailing back from signal controlled junction.

In order to remedy this issue it is proposed to extend the existing single yellow’ line prohibition of waiting operating Monday to Saturday, 8am to 6pm, westwards to the point where it would meet ‘double yellow’ lines in the proximity of the junction with Beechhill Gardens. This will ensure the two lane approach to this junction operates efficiently during peak periods. When the proposed restriction would be operational, on-road space for approximately three parked vehicles would be lost; however this loss must be considered in the context of ample on-street parking opportunities in the near vicinity. Additionally, it is also of note that properties immediately adjacent to this proposal have off-street parking facilities.

Implementation cost - £100.00

Estimated maintenance cost - £100.00 every 5 years

Ward – Airyhall / Broomhill / Garthdee

Elected Members – Taylor / Townson / Yuill

## **The following proposals will be funded by the developer**

### 5.11 **C89C** – Proposed extension of 40 mph speed limit

In order to support the implementation of the new access off the C89c Kingswells to Newhill road for the Prime Four development an extension to the existing 40 mph speed limit requires to be implemented. This will require the existing 40 mph speed limit to be extended approximately 410 metres northwards.

Implementation costs - £Nil

Estimated maintenance costs - £640.00 every 10 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – Cameron / Delaney / Ironside

### 5.12 **New Brimmond School** - Various “At any time” and timed restrictions

Traffic Management elements will be required to support the safe operation of Brimmond School when it opens in August 2015. This includes waiting restrictions to remove indiscriminate parking in the immediate vicinity of the school and to ensure safe access.

In order to maintain clear internal roads and access roads to the new Brimmond School it is required to implement timed waiting restrictions that operate Monday to Friday, 08.30-09:30; 12:00-13:00; 14:30-15:30 on lengths of Netherhills Place and Netherhills Road. There would also be certain lengths of “At any time” waiting restrictions installed within the school grounds.

Implementation costs – £Nil

Estimated maintenance costs - £1,375.00 every 5 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crocket / Graeme Lawrence /

Neil MacGregor / Gill Samarai

5.13 **279-281 North Deeside Road, Peterculter** - Formation of parking layby

A mixed use development at the above address requires to provide short term parking within a layby as shown on the plan in Appendix 1. The layby, which will include one disabled parking bay, will be timed for a maximum 1 hour stay, with no return within 2 hours, between 10am and 7 pm, Monday to Saturday, and from Midday to 5pm on a Sunday. Between 7am and 10am, Monday to Saturday, and from 10am to noon on a Sunday, the bay will function as a loading bay.

Implementation costs - £ nil

Estimated maintenance costs - £100 every 5 years

Ward – Lower Deeside

Elected members – Marie Boulton / M Tauqeer Malik / Aileen Malone

**The following proposals will be funded from the Disabled Parking Revenue budget**

5.14 **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** - 8 spaces

9 Shapinsay Court
283 Sheddocksley Drive <i>(Applicant at 273 Sheddocksley Drive)</i>
35 School Road
Hopetoun Grange at 2 Hopetoun Crt
Taransay Rd to rear of 6 Berneray PI <i>(Applicant at 10 Berneray PI)</i>
54c Nelson Street
14 Campsie Place
172 Pittrodie Place

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**

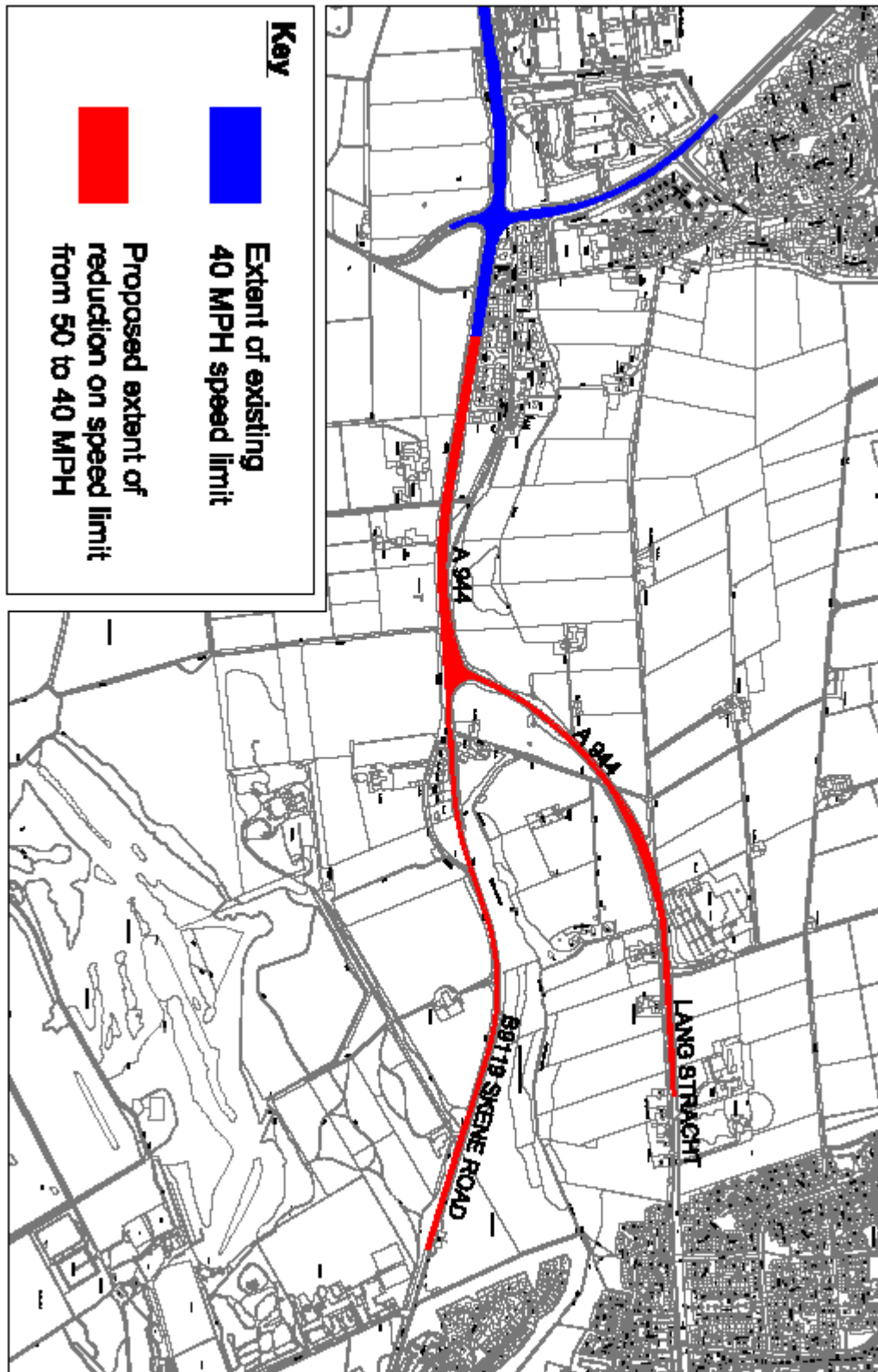
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## **9. REPORT AUTHOR DETAILS**

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**APPENDIX 1**

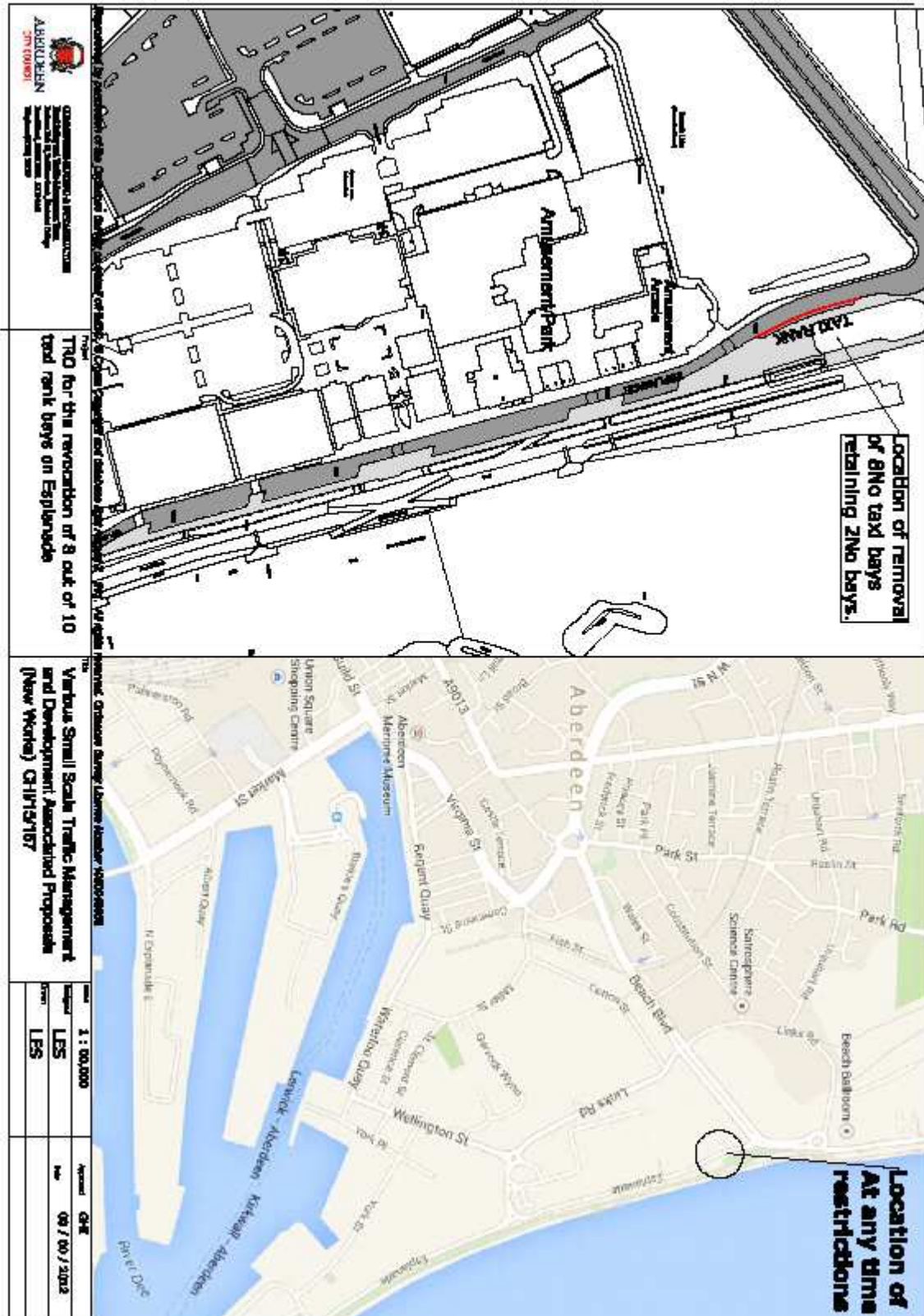
**A944 / Skene Road / Queens Road / Lang Stracht – Proposed 40 MPH Speed Limit**



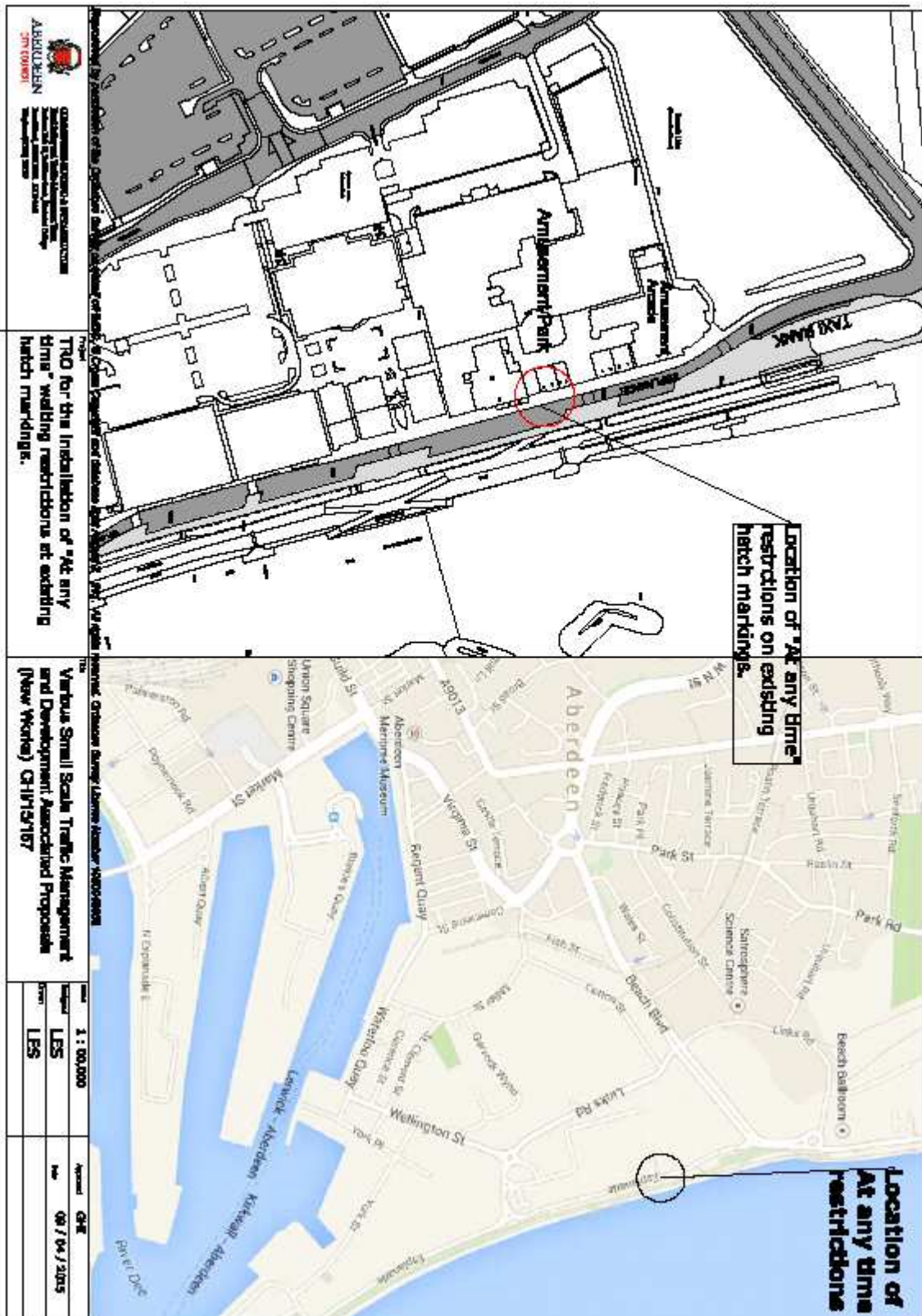
**A944 / Skene Road / Lang Stracht - Proposed 40 MPH Speed Limit**



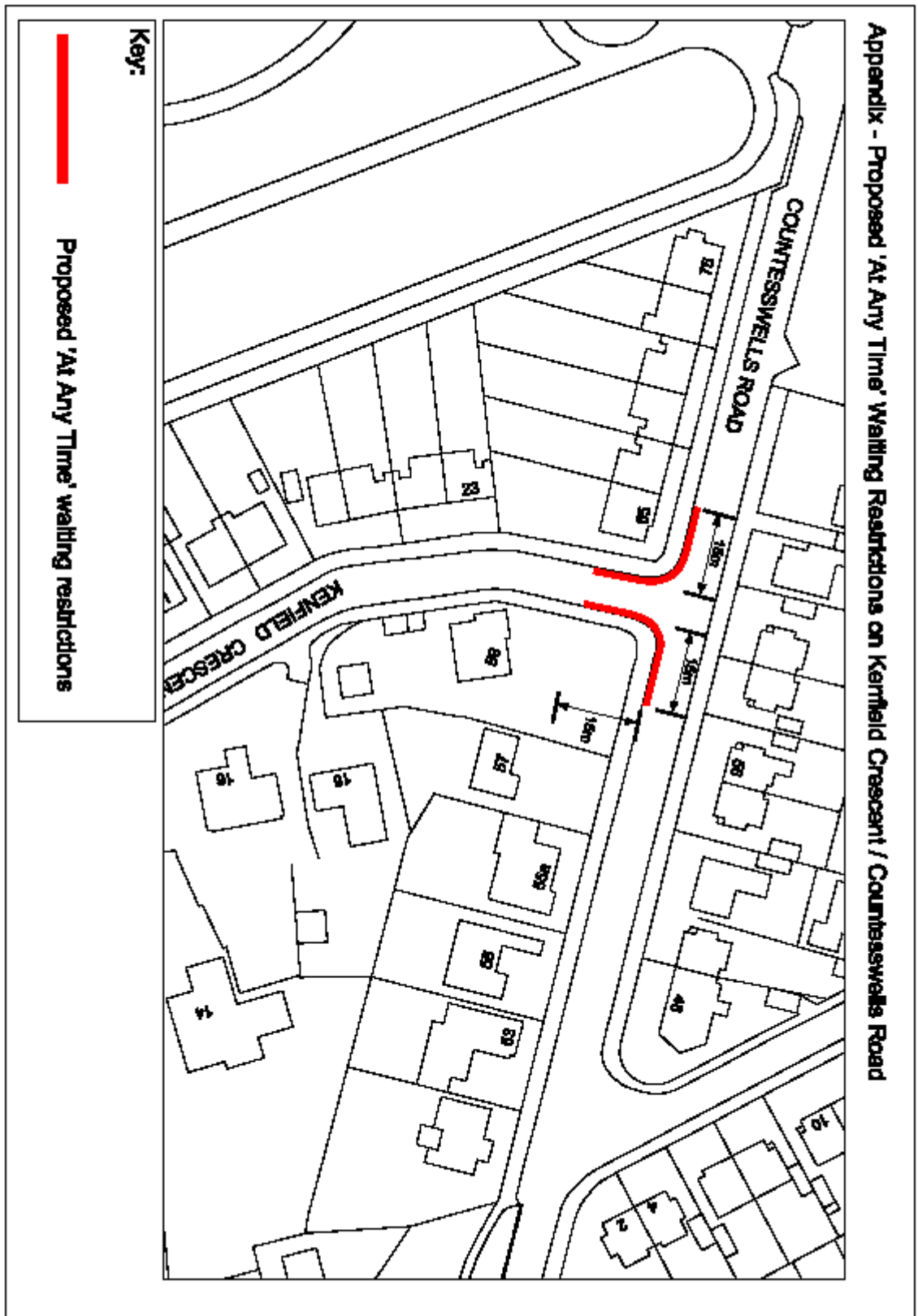
**Esplanade – Revocation of taxi rank / AAT's**



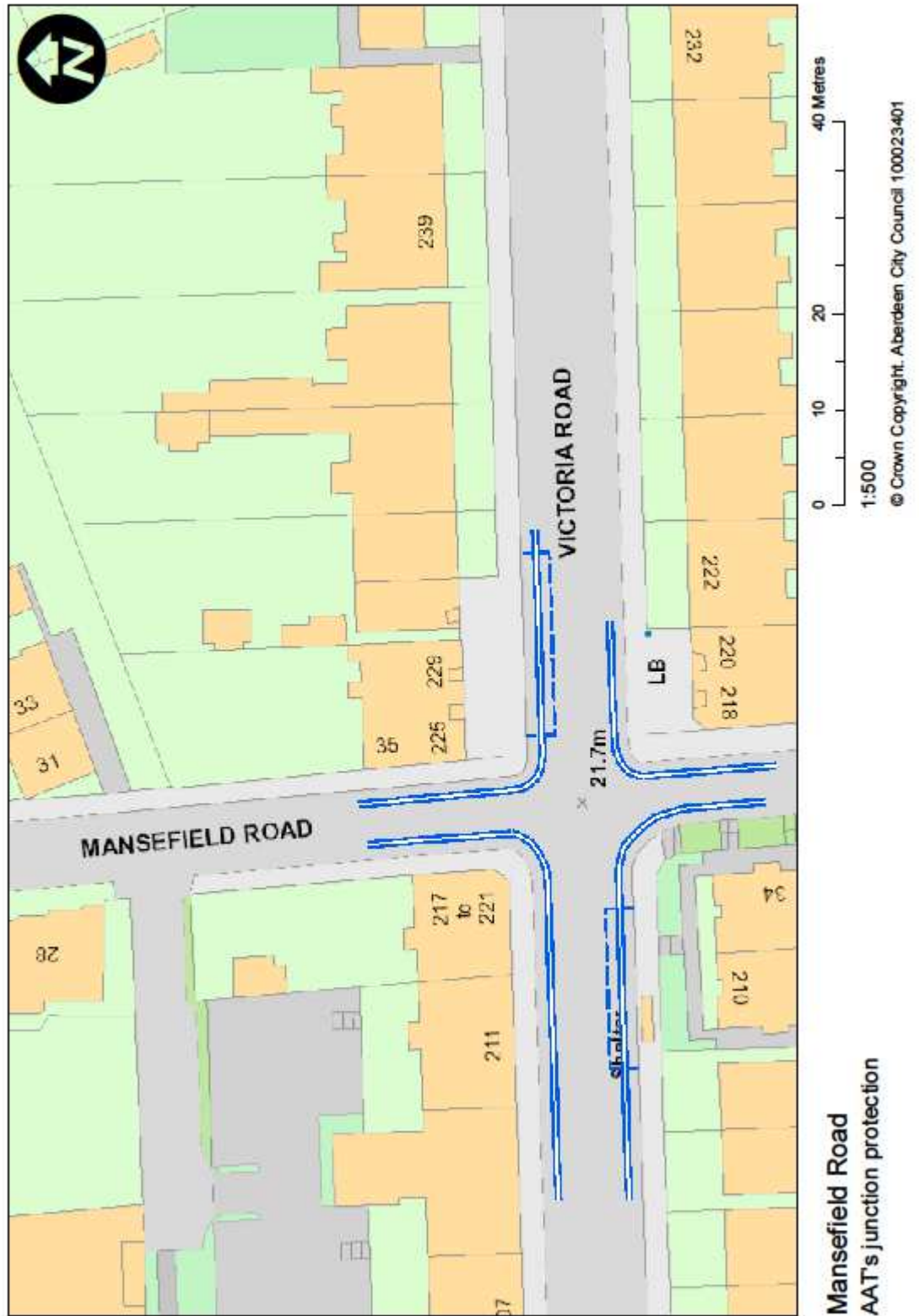
**Esplanade – Proposed “At any time” waiting restrictions**



**Kenfield Crescent** – Proposed 'At any time' waiting restrictions



**Mansefield Road** – Proposed ‘At any time’ waiting restrictions



**Migvie Gardens / Kingswells Avenue** – Proposed ‘At any time’ waiting restrictions



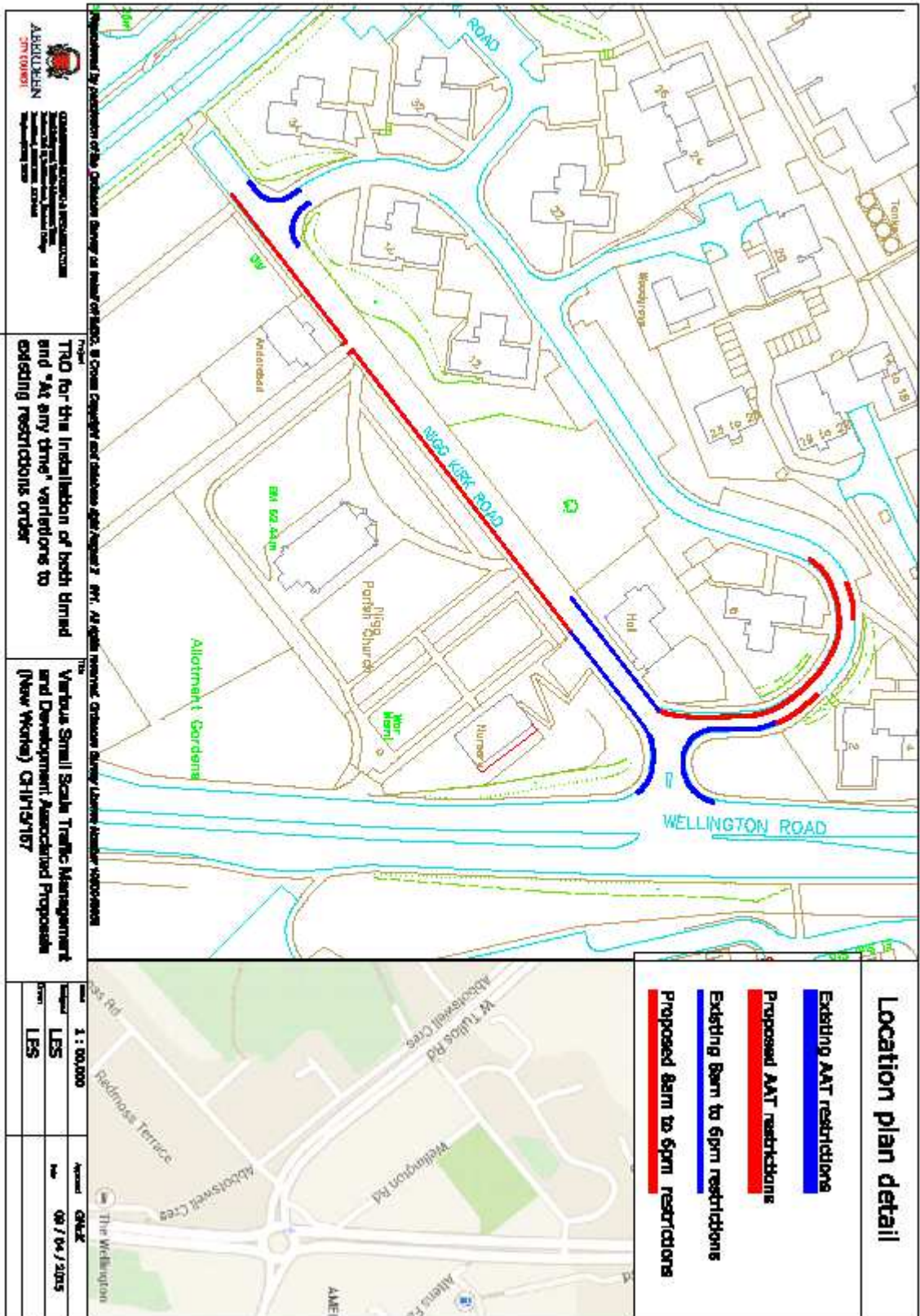
**Migvie Gardens / Kingswells Avenue**  
AAT's Junction protection

1:1,250

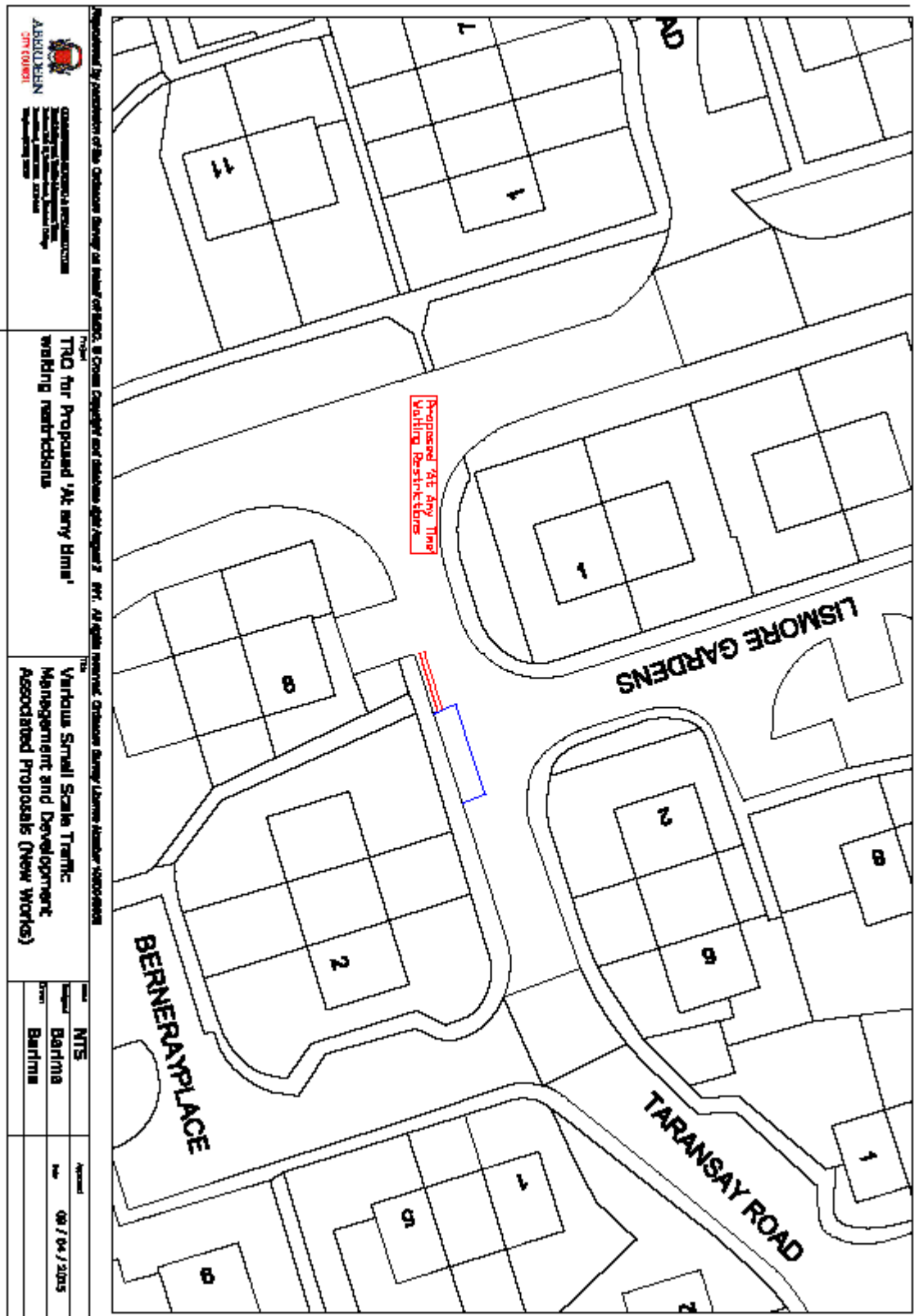
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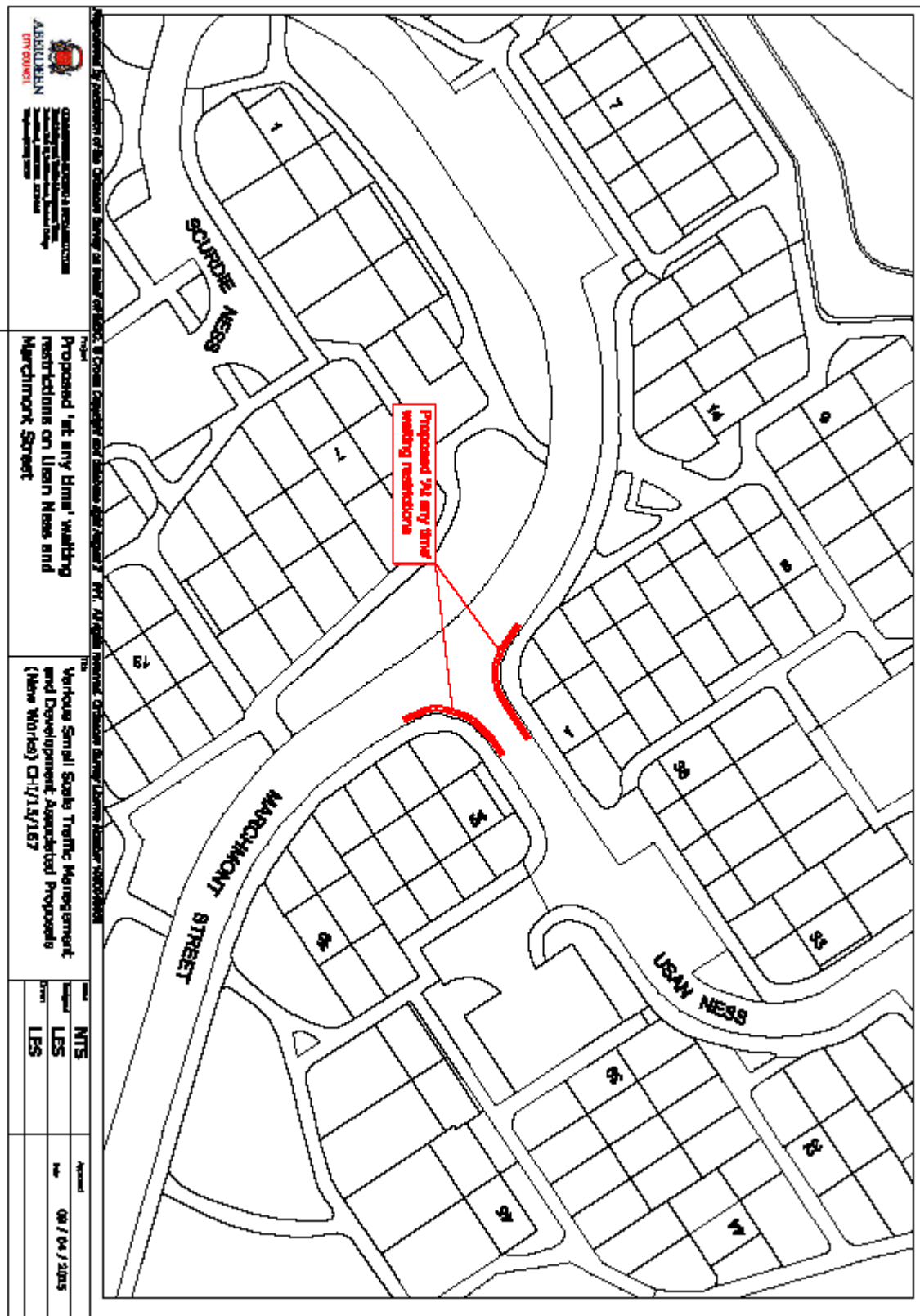
**Nigg Kirk Road – Proposed ‘At any time’ and ‘Mon-Fri, 8am-6pm’ waiting restrictions**



**Taransay Road – Proposed ‘At any time’ waiting restrictions**



**Usan Ness/Marchmont Street – Proposed ‘At any time’ waiting restrictions**



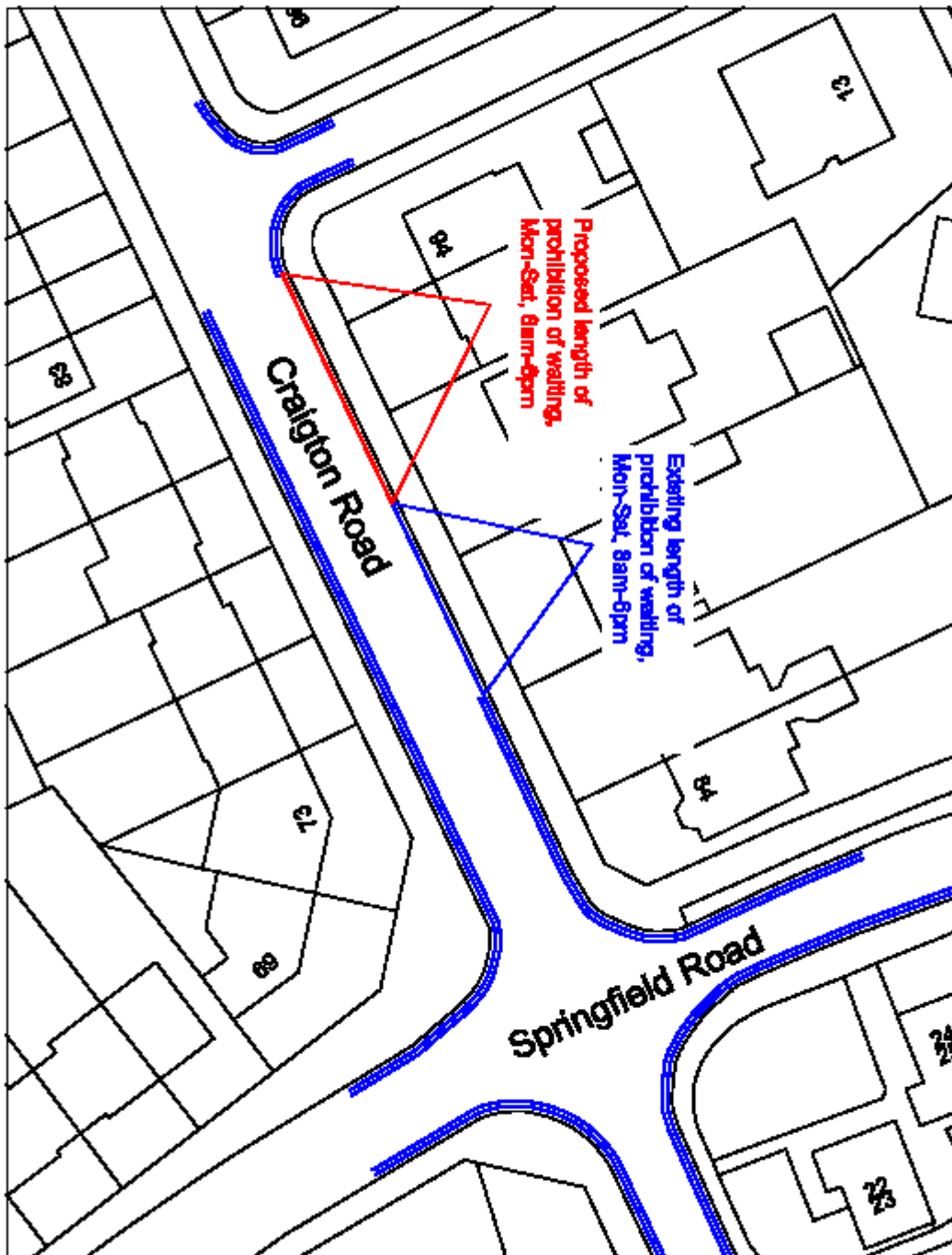

  
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Project: Proposed 'at any time' waiting restrictions on Usan Ness and Marchmont Street

Title: Vehicle Small Scale Traffic Management and Development Appraisal Proposals (New Works) CH/15/187

Item	Original	Revised	Approved
NTS			09 / 04 / 2015
LES			
LES			

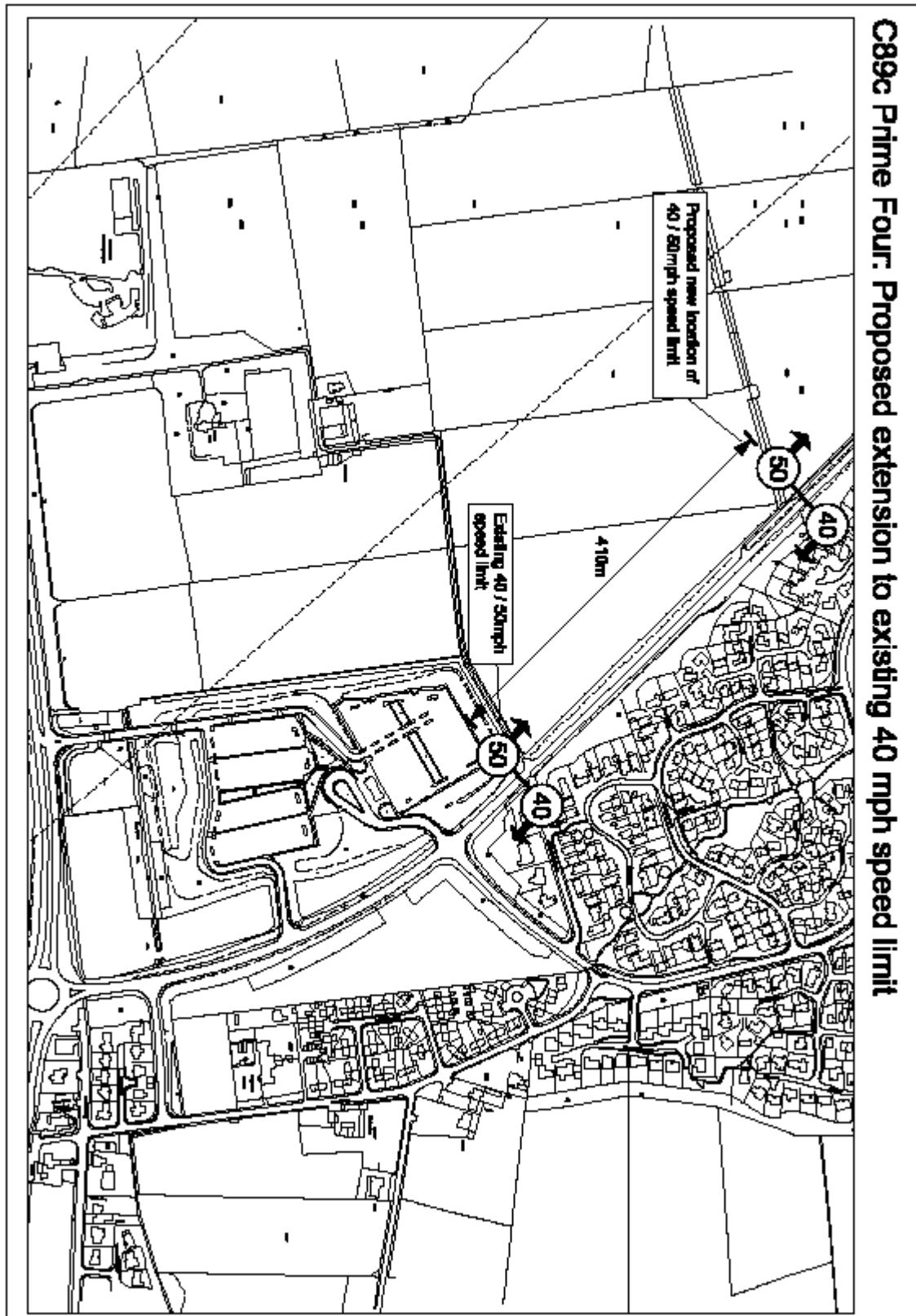




**Craigton Road - Proposed extension of prohibition of waiting that operates Monday to Saturday, 8am to 6pm**

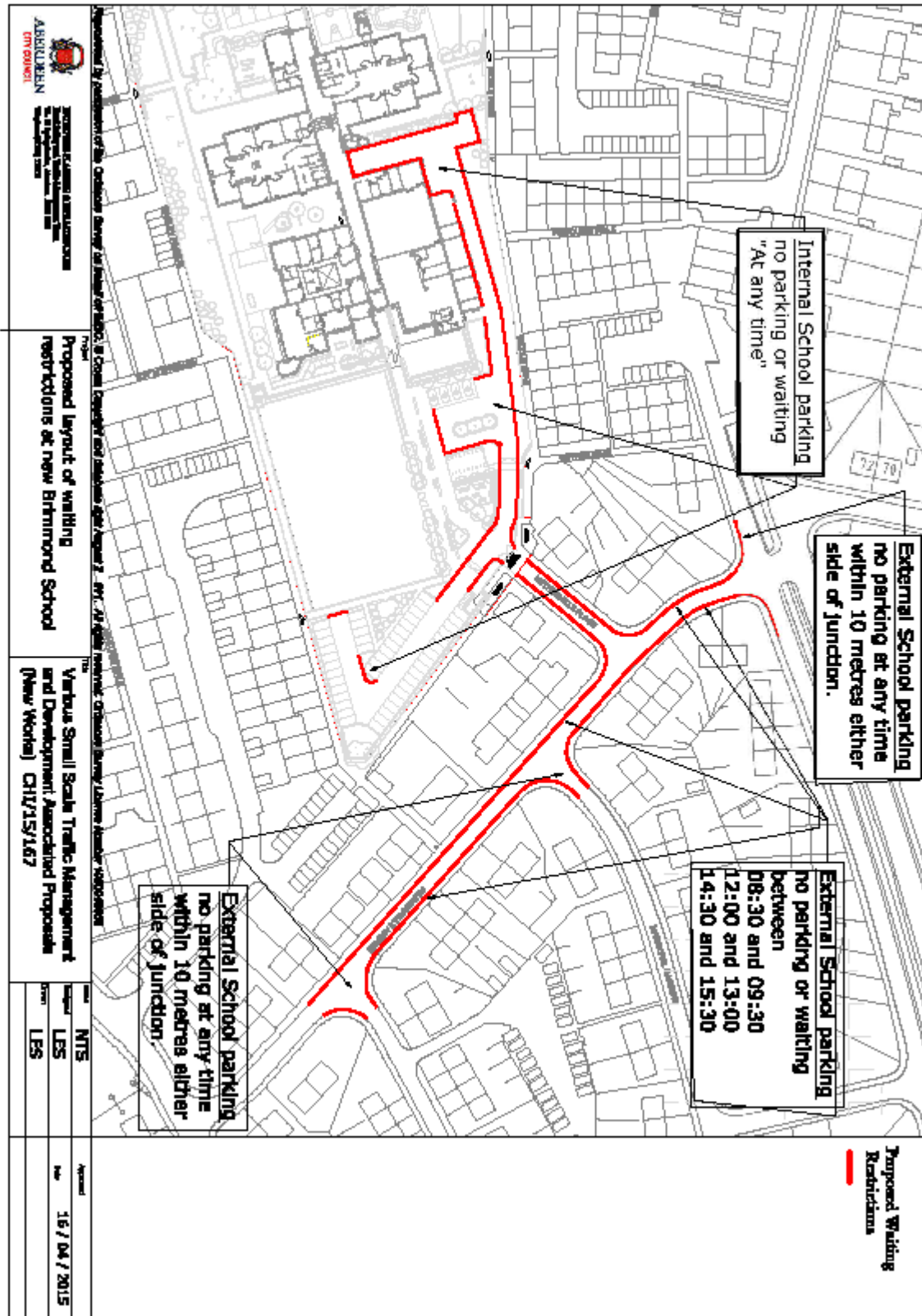
**The following proposals will be funded by the developer**

**C89C** – Proposed extension to existing 40 mph speed limit

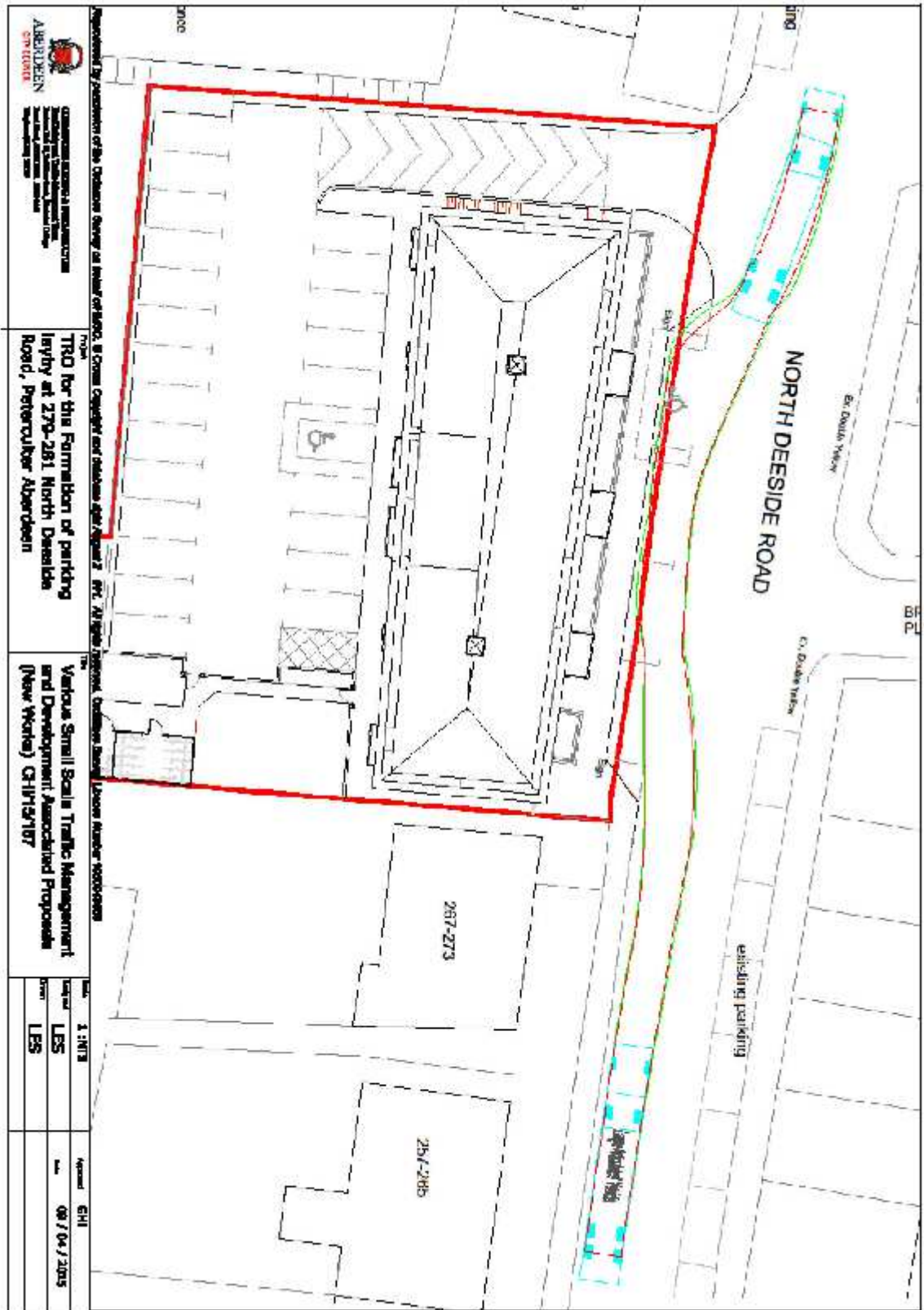



**C89c Prime Four: Proposed extension to existing 40 mph speed limit**

**New Brimmond School - Various "At any time" and timed restrictions**



North Deeside Road – Formation of layby



 <p><b>ABERDEEN CITY COUNCIL</b>          Aberdeen City Council          Planning Department          Aberdeen City Council          Aberdeen City Council</p>	
<p>Approved by the Council on 14th March 2015. The Council has granted planning permission for the proposed development on the above site.</p>	
<p><b>Project</b></p>	<p><b>TRD for the Formation of parking layby at 279-281 North Deeside Road, Peterculter Aberdeen</b></p>
<p><b>The</b></p>	<p><b>Various Small Scale Traffic Management and Development Associated Proposals (New Works) CH15/187</b></p>
<p><b>Scale</b></p>	<p><b>1:100</b></p>
<p><b>Author</b></p>	<p><b>LES</b></p>
<p><b>Checked</b></p>	<p><b>LES</b></p>
<p><b>Approved</b></p>	<p><b>GHI</b></p>
<p><b>Date</b></p>	<p><b>08/04/2015</b></p>

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various small scale traffic management and development associated proposals (Stage 3 – Public Advert)
REPORT NUMBER:	CHI/15/166

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### 1. PURPOSE OF REPORT

This report deals with thirteen 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 (Quarry Court and Quarry Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”, “The Aberdeen City Council (C8K (Old part of) Wellington Road, Aberdeen) (Prohibition of Driving) Order 201(X)”, The Aberdeen City Council (Crombie Place, Aberdeen) (Prohibition of Waiting) Order 201(X)” and The Aberdeen City Council (Disabled Persons’ Parking Places) (Citywide) (No.2) Order 201(X), overrule the objections received and approve these orders be made as originally envisaged.

### 3. FINANCIAL IMPLICATIONS

The proposals contained in the nine traffic orders detailed at 5.1 through to 5.9 will be funded through the Cycling, Walking & Safer Streets Budget.

The proposal contained in the traffic order detailed at 5.10 will be fully funded by developers/businesses.

The proposal contained in the traffic order detailed at 5.11 will be fully funded through the Signage budget.

The proposal contained in the traffic order detailed at 5.12 will be fully funded through the Non-housing Capital Budget.

The proposals contained in the traffic order detailed at 5.13 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.

<b>Budget</b>	<b>Implementation costs (£)</b>	<b>Maintenance costs (£) after 5 years</b>	<b>Comments</b>
<b>Cycle, Walking, Safer Streets (Scot Gov grant-funded)</b>	5370	4770	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
<b>Developer financed</b>	nil	700	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
<b>Housing Funded</b>	200	200	Maintenance of these works will generally fall under the Housing Department
<b>Disabled Parking</b>	14500	5800	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 thirteen orders under consideration.

### **5.1 The Aberdeen City Council (A944 Kingswells to Westhill, Aberdeen) (Prohibition of U-turns) Order 201(X)**

5.1.1 No statutory objections have been received.

### **5.2 The Aberdeen City Council (Auchinyell Road and Auchinyell Terrace, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.2.1 No statutory objections have been received.

### **5.3 The Aberdeen City Council (Blackness Road and Souterhead Road, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.3.1 No statutory objections have been received.

### **5.4 The Aberdeen City Council (Cherry Road and Plane Tree Road, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.4.1 No statutory objections have been received.

### **5.5 The Aberdeen City Council (Kirkhill Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.5.1 No statutory objections have been received.

### **5.6 The Aberdeen City Council (Newburgh Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.6.1 No statutory objections have been received.

### **5.7 The Aberdeen City Council (Quarry Court and Quarry Road, Aberdeen) (Prohibition of Waiting) Order 201(X)**

#### 5.7.1 Proposal

It has been brought to the attention of Officers that vehicles are being parked on the immediate area of the junction where Quarry Court meets Quarry Road. This is causing difficulties with respect to vehicular movements and visibility splays.

To alleviate this issue it is proposed to introduce certain lengths of prohibition of waiting at any time as to keep this junction clear of parked vehicles. Appendix 3 highlights a plan showing the extent of the aforementioned proposal.

#### 5.7.2 Objection

This proposal is subject to one statutory objection from Mr Grant Ritchie who resides at 33 Quarry Road, Cults. Mr Ritchie states “The imposition of parking prohibitions at this junction are wholly unnecessary as this junction causes NO discernible risk to road or pedestrian safety.” He then goes on to advise “The proposed restrictions (10m north and south) extend too far along Quarry Road so as to inconvenience householders.....Traffic on quarry road is minimal most of the day and only peaks when Cults Academy opens in the morning and finishes in the afternoon, and even then it’s only 15 minute bursts of activity.”

Mr Ritchie thereafter goes on to suggest the proposal of a timed waiting restriction (single yellow) during school opening/closing times. The full text to Mr Ritchie’s objection can be examined in Appendix 2.

### 5.7.3 Response to statutory objection

As highlighted, the intention of this proposal is to prevent parking in the immediate area of the junction, thereby ensuring that visibility splays are adequate and vehicles can move from /to Quarry Court unhindered. The lengths of waiting restriction to be applied at the junction are in-line with the Highway Code that indicates drivers should not park within 10 metres of a junction. The suggestion of reducing the proposed restriction to a ‘single yellow’ timed restriction for dealing with parking related to the nearby Cults Academy is noted, however this issue is not solely related to such times, and the guidance would remain the same, that drivers should not park within the immediate area of a junction.

Given the above, it is recommended this Committee overrules this statutory objection and instructs officers to implement this proposals as originally envisaged.

## **5.8 The Aberdeen City Council (C8K (Old part of) Wellington Road, Aberdeen) (Prohibition of Driving) Order 201(X)**

### 5.8.1 Proposal

There is currently a slip road on the east side of the Wellington Road dual carriageway, which is approximately 125 metres north of the signalised junction the connects with the ‘Old’ Wellington Road and to the south side of Cove. This road had been left open to allow the few residential properties on the east side of the dual carriageway a means of being able to turn and head in a northerly direction by looping round and turning right at the signalised junction.

Given the level of development in the area and that this slip road is now used as a ‘rat-run’ to avoid the aforementioned signalised junction, a Local Councillor has requested that this road be closed.

Following discussions with our Roads Projects team it has been agreed to propose this slip road be closed by means of a short section of



'Prohibition of Driving'. Appendix 4 highlights a plan showing the extent of the aforementioned proposal.

### 5.8.2 Objections

Two statutory objections have been received in relation to this proposal. Mrs Michele McPartlin, Chair of Cove and Altens Community Council, re-iterates that this facility was to aid residents on the east side of the dual-carriageway "...to to remove this facility from the very residents whose interests were taken into consideration in the first place. Its removal would cause difficulties for these residents and involve a lengthy and unnecessary re-routing to head north on Wellington Road." Thereafter Mrs McPartlin goes onto question whether it in fact more a speed issue that vehicles come up this road rather than volume, going on to ask whether we can make this a more unattractive rat-run.

The second objection came from Mr Jim Adam, a regular visitor to Lochlee, one of the properties on the east side of Wellington Road dual-carriageway, and also writes on behalf of his son who resides at Lochlee. Mr Adam's concerns are similar to the above in that closing this slip road will mean residents/visitors of the properties on the east side of the dual-carriageway negating a lengthy and convoluted route via Cove or via the roundabout at the Gateway Business Park further to the south.

The full text for both these objections can be examined in Appendix 2.

### 5.8.3 Response to statutory objection

There in now currently only two properties that this slip road would of benefit as to turn to head in a northerly direction via the signalised junction, although this would be seen as an inconvenience to these properties it is felt that they would still be able to turn off at the signals and turn within the road leading to Optima Solutions and back down towards the signals.

Recent surveys have indicated that during the evening peak period of 3pm – 5pm there is on average 180 vehicles per hour that use this slip road, with it being clear that motorists seek to utilise this route as an alternative to negotiating the signalised junction further south. Given that this road does not have significant volumes coming in the opposite direction (northbound), there is also concern over the speed at which vehicles accelerate up this road. It is for this particular reason that we have received the request to have this slip road closed.

Given the above, 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 (Westray Road, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.9.1 No statutory objections have been received.

## **5.10 The Aberdeen City Council (Crombie Place, Aberdeen) (Prohibition of Waiting) Order 201(X)**

### **5.10.1 Proposal**

Planning consent was passed to allow the construction of a new dispatch facility within their premises which requires a new access to be created on Crombie Place, while also upgrading the layout of their existing car park off Sinclair road.

It is therefore proposed to implement certain lengths of 'at any time' waiting restrictions to maintain access at all times at the point of their new dispatch area, thereby avoiding the potential road safety issues in the area. Appendix 5 highlights a plan showing the extent of the aforementioned proposal.

### **5.10.2 Objections**

This proposal is subject to two statutory objections from businesses in the vicinity, one from Mr McLaren of Crombie Motors, 5 Crombie Place, and the other from Mr Law of J Law Ltd, 66 Sinclair Road. Both objections raise similar points that there is limited on-street parking in the vicinity at current and feel that the creation of double yellow lines at this location will provide another waiting place for lorry's which have already been created on neighbouring streets such as Crombie Place (South) and on Sinclair Road.

The full text for both objections can be examined in Appendix 2.

### **5.10.3 Response to statutory objections**

As highlighted in the paragraph above highlighting the proposal, a new access is being created at the location and the proposal for 'at any time' waiting restrictions is to maintain clear and safe access to their new dispatch area.

This proposal will unfortunately result in the displacement of two or three on-street spaces and while it is recognised that there is a high demand for parking places in the area, parking will remain available on nearby streets. It should also be noted that this company creating a new dispatch area is also upgrading their car park which should take a few of their staff's vehicles off the road and compensate for the loss at this location.

Given the above, it is recommended this Committee overrules the statutory objections received and instruct officers to implement this proposal as originally envisaged.

**5.11 The Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 201(X)**

5.11.1 No statutory objections have been received.

**5.12 The Aberdeen City Council (Car Park Serving 1-100 Stockethill Court, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.12.1 No statutory objections have been received.

**5.13 The Aberdeen City Council (Disabled Persons' Parking Places) (Citywide) (No.2) Order 201(X)**

5.13.1 Proposal

Disabled parking bays to be provided through the Disabled Persons Parking Places (Scotland) Act 2009, with a total of 44 on-street and 14 off-street disabled parking bays taken through this cycle. Appendix 6 highlights a plan showing the location of the proposed disabled bay.

5.13.2 Objection

One statutory objection has been received from Mr Duncan Page, who resides at 15 Edgehill Terrace, with regard to the disabled bay recently installed on Edgehill Terrace although the applicant has an existing driveway. Mr Page advises that Edgehill Terrace is a narrow street and can only accommodate parking on one side of the road, in allowing a disabled bay to be installed on the north side would therefore means they/nor their visitors to be able to park on their side of the road (the south side).

5.13.3 Response to statutory objection

Officers received a request from the applicant to have a disabled parking facility installed on-street, given that they encounter problems utilising their driveway due to the gradient and the type of wheelchair/buggy required to be used by disabled daughter. Upon meeting with the applicant to witness the difficulties that they encounter and they advised that they only park on-street now, therefore it was agreed that they would be entitled to have a disabled bay marked outside their property.

Given the above, it is recommended this Committee overrules the statutory objection received and instructs officers to continue to make this disabled bay enforceable to Blue Badge holders only in its current location.

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 overall benefit in road safety terms is undoubtedly 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 – 13 January, 2015.

<http://committees.aberdeencity.gov.uk/documents/s43356/Various%20Small%20Scale%20Traffic%20Management%20and%20Development%20Associated%20Proposals%20-%20New%20Works.pdf>

9. REPORT AUTHOR DETAILS

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10. CONSULTEE COMMENTS

Margaret Bochel, Head of Planning and Sustainable Development –  
*has no comments on this report.*

## **Appendix 1**

### **ABERDEEN CITY COUNCIL**

#### **ROAD TRAFFIC REGULATION ACT 1984**

#### **THE ABERDEEN CITY COUNCIL (A944 KINGSWELLS TO WESTHILL) (PROHIBITION OF U-TURNS) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (A944 Kingswells to Westhill) (Prohibition of U-Turns) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to extend the existing length prohibiting ‘U-turn’ manoeuvres on the route A944, Aberdeen, westwards to include the signalised junction of the A944 with the B9119 Skene 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 between 2 April and 22 April 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 522316) 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](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 2 April to 22 April 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**

##### **A944**

From its junction with the C89C (Kingswells Village perimeter road) and a point 40 metres west of its junction with the B9119 Skene Road.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (AUCHINYELL ROAD AND AUCHINYELL TERRACE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Auchinyell Road and Terrace and A, 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 Auchinyell Road and Auchinyell Terrace, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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

##### Auchinyell Road

South side, from its junction with Auchinyell Terrace, eastwards for a distance of 25 metres.

South side, from its junction with Auchinyell Terrace, westwards for a distance of 15 metres.

##### Auchinyell Terrace

East side, from its junction with Auchinyell Road, southwards for a distance of 25 metres.

West side, from its junction with Auchinyell Road, southwards for a distance of 20 metres.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (BLACKNESS ROAD AND SOUTERHEAD ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Blackness Road and Souterhead 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 Blackness Road and Souterhead Road, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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

##### Blackness Road

East side, from a point 40 metres north of its junction with Souterhead Road, northwards for a distance of 30 metres.

##### Souterhead Road

North side, from its junction with Blackness Road, eastwards for a distance of 60 metres.

South side, from a point 15 metres east of its junction with Blackness Road, eastwards for a distance of 33 metres.



## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (CHERRY ROAD AND PLANE TREE ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Cherry Road and Plane Tree 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 a length of prohibition of waiting at any time on Cherry Road and Plane Tree Road, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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

##### Cherry Road

Both sides, from its junction with Plane Tree Road, north-eastwards for a distance of 15 metres.

##### Plane Tree Road

North-east side, from its junction with Cherry Road, northwards for a distance of 15 metres.

North-east side, from its junction with Cherry Road, southwards for a distance of 15 metres.

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL (KIRKHILL DRIVE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make "The Aberdeen City Council (Kirkhill Drive, 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 Kirkhill Drive, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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**

**Kirkhill Drive**

North side in its entirety.

South side, from a point 15 metres east of its junction with Dyce Drive, eastwards for a distance of 38 metres.

South side, from a point 112 metres east of its junction with Dyce Drive, eastwards, then southwards, then eastwards, then northwards, then eastwards for a distance of 95 metres.

East side, from its junction with Kirkhill Drive, northwards for a distance of 110 metres.

West side, from its junction with Kirkhill Drive, northwards for a distance of 15 metres.

West side, from a point 28 metres north of its junction with Kirkhill Drive, northwards for a distance of 27 metres.

West side, from a point 72 metres north of its junction with Kirkhill Drive, northwards for a distance of 40 metres.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (NEWBURGH DRIVE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Newburgh Drive, 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 a length of prohibition of waiting at any time on Newburgh Drive, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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

##### Newburgh Drive

East side, from a point 11 metres north of its junction with Jesmond Drive, northwards for a distance of 20 metres.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (QUARRY COURT AND QUARRY ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Quarry Court and Quarry 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 Quarry Court and Quarry Road, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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

##### Quarry Court

Both sides, from its junction with Quarry Road, westwards for a distance of 10 metres.

##### Quarry Road

West side, from its junction with Quarry Court, northwards for a distance of 10 metres.

West side, from its junction with Quarry Court, southwards for a distance of 10 metres.

## **ABERDEEN CITY COUNCIL**

### **ROAD TRAFFIC REGULATION ACT 1984**

#### **THE ABERDEEN CITY COUNCIL (C8K (OLD PART OF) WELLINGTON ROAD, ABERDEEN) (PROHIBITION OF DRIVING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (C8K (Old part of) Wellington Road, Aberdeen) (Prohibition of Driving) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be; (a) revoke an existing point of no-entry on the C8K (directly north of the access to Optima Solutions) and (b) establish a prohibition of driving on the C8K at its northerly junction with Wellington 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 between 2 April and 22 April 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**

##### **C8K Wellington Road**

From its junction with Wellington Road in a southerly direction for a distance of 5 metres.

**ABERDEEN CITY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE ABERDEEN CITY COUNCIL (WESTRAY ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make "The Aberdeen City Council (Westray 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 between 0800 hours and 2000 hours on any day except Saturday and Sunday on Westray Road and Summerhill Drive, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council, Town House, Aberdeen, AB10 1AQ

**Schedule**

**Westray Road**

North side, from its junction with Summerhill Drive, westwards for a distance of 45 metres.

South side, from its junction with Summerhill Drive, westwards for a distance of 6 metres.

**Summerhill Drive**

East side, from a point 68 metres north of its junction with Summerhill Crescent, northwards for a distance of 18 metres.

West side, from its junction with Westray Road, southwards for a distance of 6 metres.

West side, from its junction with Westray road, north-eastwards for a distance of 6 metres.

## **ABERDEEN CITY COUNCIL**

### **ROAD TRAFFIC REGULATION ACT 1984**

#### **THE ABERDEEN CITY COUNCIL (CROMBIE PLACE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make "The Aberdeen City Council (Crombie Place, 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 Crombie, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 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 522316) 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](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 2 April to 22 April 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**

##### **Crombie Place**

West side, from a point 16 metres north of its junction with Sinclair Road, northwards for a distance of 58 metres.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (BUS LANES IN ABERDEEN) (AMENDMENT) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to revise the current bus lane timings on Great Northern Road, Aberdeen, on the approach to the Haudigain Roundabout so as to operate from 0730-0930 and 1500-1830.

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 between 2 April and 22 April 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 522316) to speak to one of the officials.

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Jane MacEachran, Head of Legal and Democratic Services, Aberdeen City Council,  
Town House, Aberdeen, AB10 1AQ

#### **Schedule**

##### **Great Northern Road (westbound)**

From a point 29 metres west of its junction with Station Road to a point 79 metres east of its junction with North Anderson Drive (A90).



## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (CAR PARK SERVING 1-100 SERVING STOCKETHILL COURT, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Car Park Serving 1-100 Stockethill Court, 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 a length of prohibition of waiting at any time and formalise the existing restrictions within the car park serving 1-100 Stockethill Court, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

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 between 2 April and 22 April 2015, in the offices of the roads officials in the Communities, Housing and Infrastructure department at Marischal College, Aberdeen.

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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

##### Car Park Serving 1-100 Stockethill Court

South-west side, from its junction with North Anderson Drive inset road, south-eastwards for a distance of 70 metres.

North-east side, from its junction with North Anderson Drive inset road, south-eastwards for a distance of 10 metres.

## ABERDEEN CITY COUNCIL

### ROAD TRAFFIC REGULATION ACT 1984

#### THE ABERDEEN CITY COUNCIL (DISABLED PERSONS' PARKING PLACES IN ABERDEEN CITY) (REGULATORY PARKING PLACES) (NO ??) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Disabled Persons' Parking Places in Aberdeen City) (Regulatory Parking Places) (No ??) 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 or off-street parking place – reserved for the exclusive use of any Blue Badge holder – will be established on the street or car park 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 draft order, 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 between 2 April and 22 April 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 522316) 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](mailto:trafficmanagement@aberdeencity.gov.uk) during the statutory objection period which also runs from 2 April to 22 April 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

##### On-street

Aboyne Place; ardbeck Place; Ashfield Road; Auchinlea Place; Auchinyell Gardens; Balgownie Way; Beechgrove Avenue; Bonnyview Drive (2); Bucklay Court; Caiesdykes Road; Coronation Road; Corthan Place; Cummings Park Circle; Deevale Road; Derbeth Crescent; Edgehill Terrace; Farquhar Road (2); Greenburn Drive; Greenfern Avenue; Hilton Road; Holburn Street; Jute Street; Kepplehills Road; Larch Road; Mastrick Drive; Marchburn Park; Marchmont Street; Montrose Drive; Morrison Drive; Newhills Avenue; Phoenix Place; Polwarth Road; Seaton Gardens; Spital Walk; Stockethill Crescent; Stockethill Square; Stockethill Way; Stoneyton Terrace; Ugie Place; Whitestripes Drive (3)

##### Off-street

Balnagask Road; Beechwood Court (2); Castleton Court (3); Loch Street; Oldcroft Court (3); Parkhill Court (2); Woodhill Court (2)

## Appendix 2

[REDACTED]

---

**From:** Grant Ritchie [REDACTED]  
**Sent:** 02 April 2015 12:06  
**To:** TrafficManagement  
**Cc:** Marie Boulton; M.Tauqeer Malik; Aileen Malone  
**Subject:** OBJECTION - The Aberdeen City Council (Quarry Court And Quarry Road, Aberdeen) (Prohibition of Waiting) Order 201(X)  
**Attachments:** WP\_20150402\_11\_32\_21\_Pro.jpg; WP\_20150402\_11\_31\_08\_Pro.jpg; WP\_20150402\_11\_32\_04\_Pro.jpg; WP\_20150402\_11\_32\_07\_Pro.jpg

[REDACTED] [REDACTED]

Sirs,

I wish to lodge my formal objection to the "Aberdeen City Council (Quarry Court And Quarry Road, Aberdeen), (Prohibition of Waiting) Order 201 (x)" under the Road Traffic Regulation Act 1984.

The imposition of parking prohibitions at this junction are wholly unnecessary as this junction causes NO discernible risk to road or pedestrian safety. Indeed, Quarry Court is not a through road but a minor access to garages and houses. All this traffic order will serve to do will be to restrict the freedoms of local residents. The proposed restrictions (10m north and south) extend too far along Quarry Road so as to inconvenience householders. As the attached photographs demonstrate, there is no issue with this junction. The photographs were taken at 11:30am on Thursday 2nd April, a time often cited as "peak time" if this were the City Centre. Traffic on Quarry Road is minimal most of the day and only peaks when Cults Academy opens in the morning and finishes in the afternoon, and even then it's only 15 minute bursts of activity.

As a compromise, if you insist on pursuing this order, may I suggest single lines with restrictions only between 8am - 9am and 3:30pm - 4:30pm - the times round about when there is school traffic?

Please add my correspondence to the objections, I understand my correspondence will form part of the Committee Report.

Thank You.

Regards,  
Grant.

-  
Grant Ritchie  
33 Quarry Road, Cults,  
ABERDEEN. AB15 9TP.

## Michael Cowie

---

**From:**  
**Sent:** 16 April 2015 09:29  
**To:** TrafficManagement  
**Cc:** Neil Cooney; afinlayson@aderdeencity.gov.uk; Callum McCaig;  
**Subject:** C8K (old part of Wellington Road) - prohibition of driving  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Sir/madam, ref telecon of 15th April 2015

I recently received a notification concerning the proposed prohibition of driving on the old part of Wellington Road, adjacent to Optima Solutions. Should the prohibition of driving on this stretch of road be enforced I would be interested to know what the Council's solution is for house owners who reside on either side of Wellington Road, south of the traffic lights located opposite Balmoral Business Park. For these house occupants and visitors, the old section of Wellington Road (proposed for closure to drivers), is a necessary route to gain access to Wellington Road at the traffic lights for travelling north back into Aberdeen, negating an other wise lengthy and convoluted route via Cove or the via the roundabout at the business park to the south, where Total has a new warehousing facility  
I therefore strongly object to your proposal to close off this stretch of road.

I also write on behalf of my son who is the owner of Lochlee situated off the south bound carriageway at the Loch of Loirston. At this point in time he has no means to meet the deadline to object via letter or to communicate via e-mail.

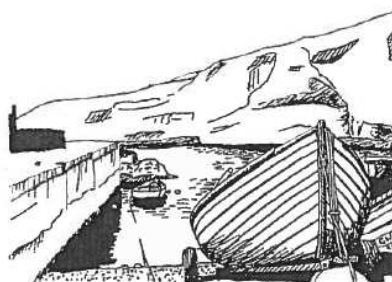
My address is 11a Stoneyhill Terrace, Cove and I am a daily visitor to Lochlee.

Regards - J. Adam

# COVE AND ALTENS COMMUNITY COUNCIL

**Chair:** Ms Michele McPartlin  
14 Langdykes Way  
Cove Bay  
Aberdeen  
AB12 3HG

**Secretary:** Ms Sue Porter  
12 Stoneyhill Terrace  
Cove Bay  
Aberdeen  
AB12 3NE



**Website** [www.cove-bay.com](http://www.cove-bay.com)

Mr Michael Cowie  
Engineering Assistant  
Traffic Management Team  
Communities, Housing and Infrastructure  
Aberdeen City Council  
Business Hub 10  
Level 2 South  
Marischal College  
Broad Street  
Aberdeen AB10 1AB

21st April 2015

Dear Mr Cowie

## **CHI/14/051 Slip Road off Wellington Road**

To quote your communication:-

“This road had been left open to allow the few residential properties on the east side of the dual carriageway a way of being able to turn and head in a northerly direction by looping round and turning right at the signalised junction.”

We are concerned that there is now a proposal to remove this facility from the very residents whose interests were taken into consideration in the first place. Its removal would cause difficulties for these residents and involve a lengthy and unnecessary re-routing to head north on Wellington Road.

We believe that it is the speed cars are coming up this road that is the issue rather than the volume of traffic. Has a survey been done on this link road? If it became unattractive as a rat run, the volume would decrease as well.

It is proposed that this link is not closed but that measures are taken to make it less attractive to rat-runners and speeding. Full “sleeping policemen” ramps should be placed to stop speeding. These cannot be skirted by vans, buses, motorcycles, wide axled vehicles, etc. which can straddle or skirt single speed bumps. Perhaps an adjustment to the entrance into the link would also be a disincentive.

Yours sincerely,

Michele V McPartlin  
Chair

ABERDEEN CITY COUNCIL  
CROMBIE PLACE ORDER 201(X)

CROMBIE MOTORS  
5 CROMBIE PL.  
ABERDEEN  
AB11 9PS

9-4-15.

DEAR MRS MACLEACHAN

I WISH TO LODGE OBJECTION TO FURTHER  
PARKING RESTRICTIONS ON CROMBIE PLACE.

OBJECTION BASED ON WE ARE SMALL BUSINESS RELYING ON  
PASSING TRADE + REQUIRE SPACE FOR CUSTOMERS TO STOP,  
ENQUIRE OR DROP OFF VEHICLES FOR REPAIR

THE SPACE IN QUESTION ACCOMODATES 5 BAYS + REMOVAL OF  
THESE SPACES WOULD ONLY CREATE A FURTHER ARTICULATED  
VEHICLE LOADING BAY SIMILAR TO ONES CREATED BY PARKING  
RESTRICTIONS IMPOSED ON CROMBIE PLACE SOUTH, SINCLAIR ROAD  
EAST + WEST OVER LAST 10 YEARS.

THE ROAD IN QUESTION HAS PARKING RESTRICTION IMPOSED  
ON OPPOSITE SIDE FOR COMPLETE LENGTH. THERE ARE NO  
ACCESS OR BLOCKAGE ISSUES AS ROAD IS A 1WAY  
SYSTEM TO ITS JUNCTION WITH SINCLAIR ROAD.

THE WHOLE AREA IS A LARGE COMMERCIAL ONLY AREA.  
WITH LARGE NUMBERS OF COMPANIES WITH EMPLOYEES ARRIVING  
DAILY FOR PARKING. WITHIN 20 METRES OF PROPOSED RESTRICTIONS  
THERE ARE 3 COMPANIES WITH EMPLOYEES TOTALING IN EXCESS  
OF 100 PEOPLE. NONE OF THESE BUSINESSES HAVE STAFF,  
CUSTOMER OR VISITOR CAR PARKS OR LOADING BAYS.

YOURS SINCERELY

I. MCLAREN  
PROP.

## Michael Cowie

---

**From:** John Law  
**Sent:** 10 April 2015 10:29  
**To:** TrafficManagement  
**Subject:** Crombie Place

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning,

Id like to make an objection to the proposed changes to Crombie Road.

Its a 1 way street and has caused no problems in the 10 years I have had the building next to it.

There is a shortage of parking spaces as is and making this basically a waiting place for lorries is very un necessary.

Regards

John Law  
J Law Ltd

66 Sinclair Road  
AB11 9PP

15 Edgehill Terrace  
Aberdeen  
AB15 5HA

Tel:  
Mobile:  
Email:

Aberdeen City Council  
Planning and Sustainable Development  
Communities, Housing and Infrastructure  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

c.c. Willie Jaffrey  
Doug Ritchie  
Jenny Laing  
Fraser Forsyth  
Bill Comrie  
Karen Rennie

For the attention of Dr Margaret Bochel  
Head of Planning and Sustainable Development

Dear Madam

Re: Disabled Parking Bay at 14 Edgehill Terrace, Aberdeen.  
Applicants: Mr / Miss

We would like to make an official objection to the siting of the disabled parking bay and wondered if you could take into consideration the following points when making your decision as to whether or not to grant permission.

Edgehill Terrace is a narrow street measuring less than 6m wide, so only allows parking on one side with the other side being left for passing vehicles (see image No 1 to 5). Although not a busy street, we are fully aware that parking on the street is on a first come first served basis, siting this bay across from our home no longer allows us this pleasure, or visitors to us, or to that of our adjoining neighbour at No13, the opportunity to park. Both our parents are blue badge holders and when visiting us they no longer have the opportunity to park outside our home should it be free to do so.

As with most residents on the street and even though each home comes with a driveway, most have enlarged the drive by removing their gardens at the front to accommodate more vehicles or to suit their current personal needs. The driveway at No14, currently without any improvements has room for 4-5 vehicles although on a slight incline at the front, this levels out to a flat surface at house level through to the rear of the home where the entry/exit point is. Prior to purchasing the

RECEIVED

7.1 MAR 2015



home 3 years ago, they knew their family situation and should have taken into consideration if the house and drive were suited to their requirements.

The Disabled Parking Bay along with the Disabled Badge is for their disabled daughter who requires full time care. Unfortunately she is unable to attend school and is home cared for, either by carers or the parents. The daughter leaves the home on very rare occasions in case she catches an infection due to the severity of her condition. The daughter has a large buggy (not a wheelchair) and they take this out of the side door, down the drive, squeeze past Mr [redacted] vehicle, and load into the disabled vehicle on the street. On return, they have to push the buggy up the slight incline past Mr [redacted] car to get to the back door. As you can see from picture No 6 & 6a, when it suits them the car can be easily reversed up the drive and loaded and you will see the car is level. Surely it up to Mr [redacted] to leave his driveway clear for his wife to park the disabled vehicle up the drive, and for him to park in the street on a first come, first served basis. He is fit and healthy, and as stated the disabled badge is for their daughter not him!

Prior to the bay being sited, Mr [redacted] approached us and asked us to give some consideration to his partner and not park in the street and to make sure we don't have visitors parking there, as his partner likes her car at the drive entrance. She does not like taking the car in the drive. My response was to do what most neighbours have done and re-align their drive and remove the front garden

On making contact with the council after the road was marked with the bay and to ask the reason why the application was being considered, it was reported to me that the application detailed the problem of having the vehicle up the drive and loading a push chair/buggy as it was on a slight incline. It was also noted that at on one occasion the vehicle had rolled down the drive and Miss [redacted] had tried to stop it causing injury to herself. What was not explained on the application was that the Miss [redacted] had left the handbrake off and the cause of the accident was her own fault.

No14 have also been granted planning permission (Ref: 140920) to lengthen the drive, widen at the rear to double width, and to build a double garage at the bottom of their rear garden, which I believe was not noted when applying for the disabled bay, should this not be taken into consideration?

We feel that there is a misuse of privilege to the bay and their disabled badge and it is for self gratification and laziness on behalf of the occupiers who are fit, healthy and able to put a car in the drive, and if on the rare occasion they have to park away from their drive it would be less than 5m walk to their own home. You will also note picture No7 for a period of 6 days the disabled vehicle was placed outwith the bay and at the opposite side of the street. Mr [redacted] whose vehicle did not display a disabled badge, has parked his car on several occasions for a long period of time in the bay for his own convenience, this is surely a misuse of the bay (see picture No: 9).

We would fully understand and accept the need for a disabled parking bay if it was in a different area such as Rosemount, Esslemont Avenue or any built up area with flats. We have lived here for more than 10 years, and have had to work hard to have the pleasure of living here, chose it wisely and also it had on street parking opportunity. If this bay is given planning permission, then we feel

that the value of our home will be reduced due to no longer being able to park outside our own door.

I hope you don't see this as neighbour rivalry. We have no problem with them, fully understand their family situation and do have some compassion for the family. We have no objections to their plans for extending the drive or the extension, and appreciate they require this for the welfare and quality of life for their daughter.

Please feel free to contact us at any point to discuss our objection further.

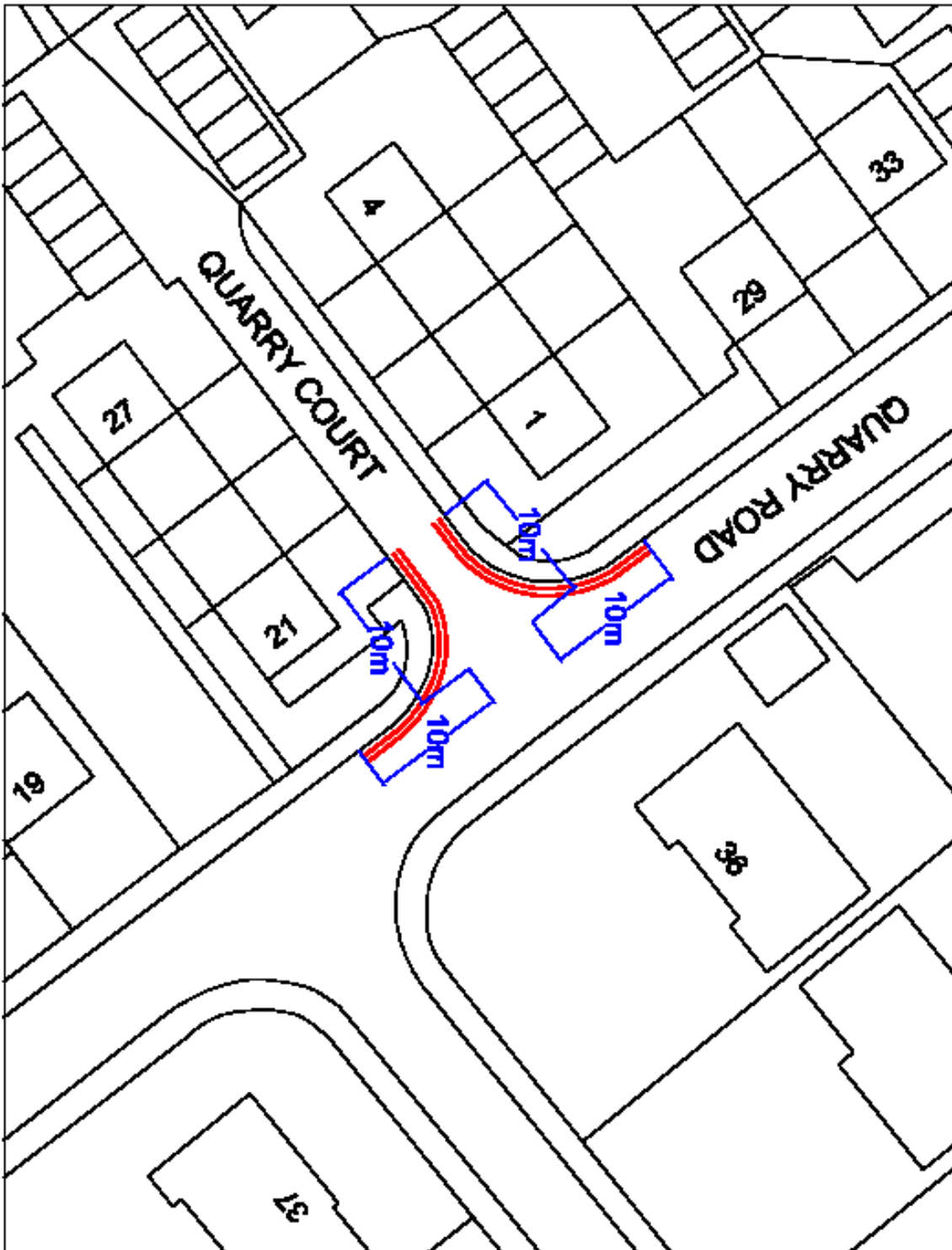
We would also like to make note of the procedures that that Aberdeen City Council have for assigning these bays The council, who we are supporters of, have a budget deficit but have a procedure to paint a disabled parking bay at the cost of £250 and a £108.00 removal fee (as per Communities, Housing and Infrastructure report CHI/14/2015) prior to looking at the full situation and before its passed planning or approved, surely there needs to be a change and the cost saving could be used elsewhere.

Thank you for taking the time to look into this situation.

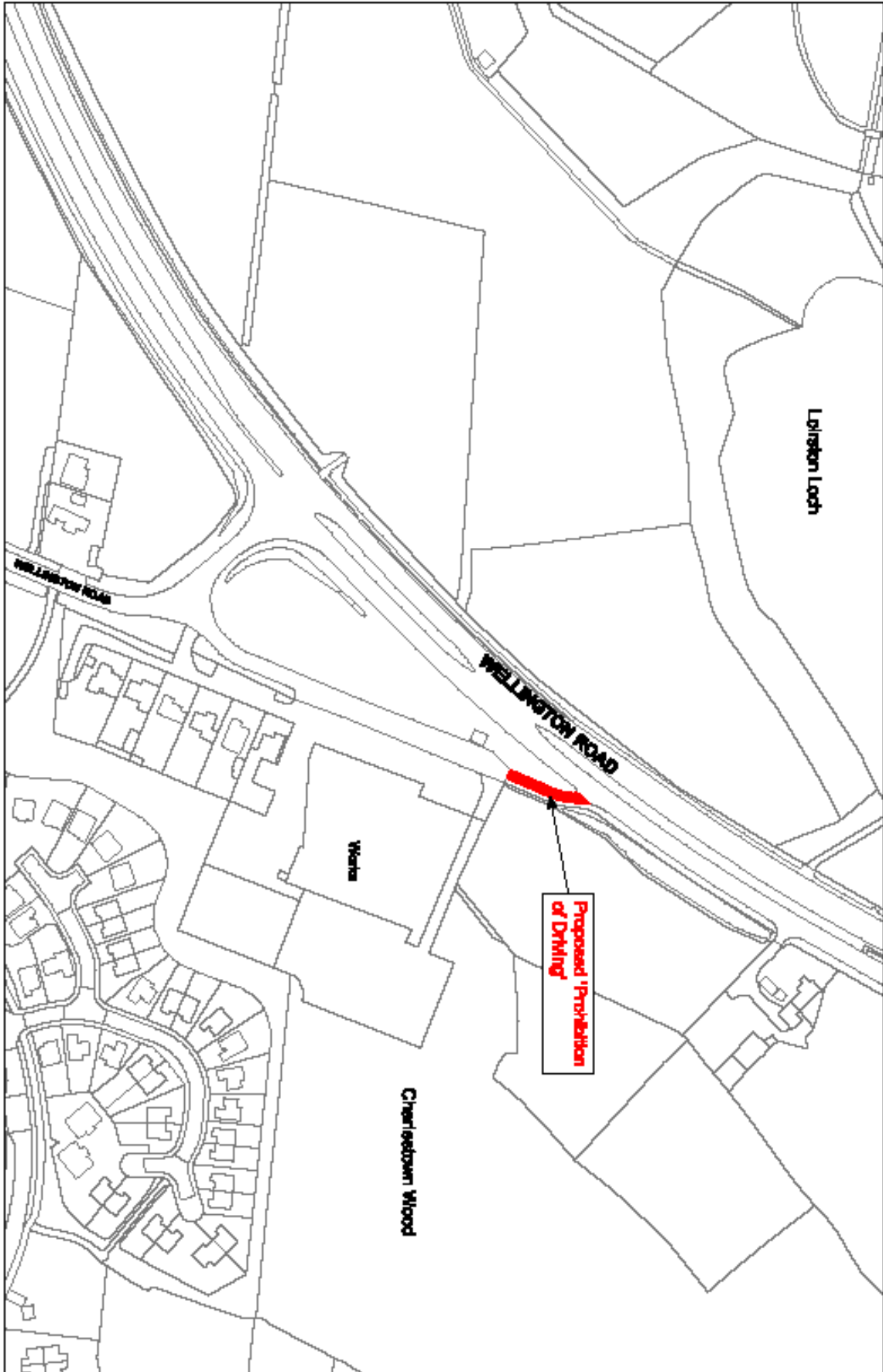
Yours faithfully

Duncan S Page  
Lesley A. Page (Mrs)

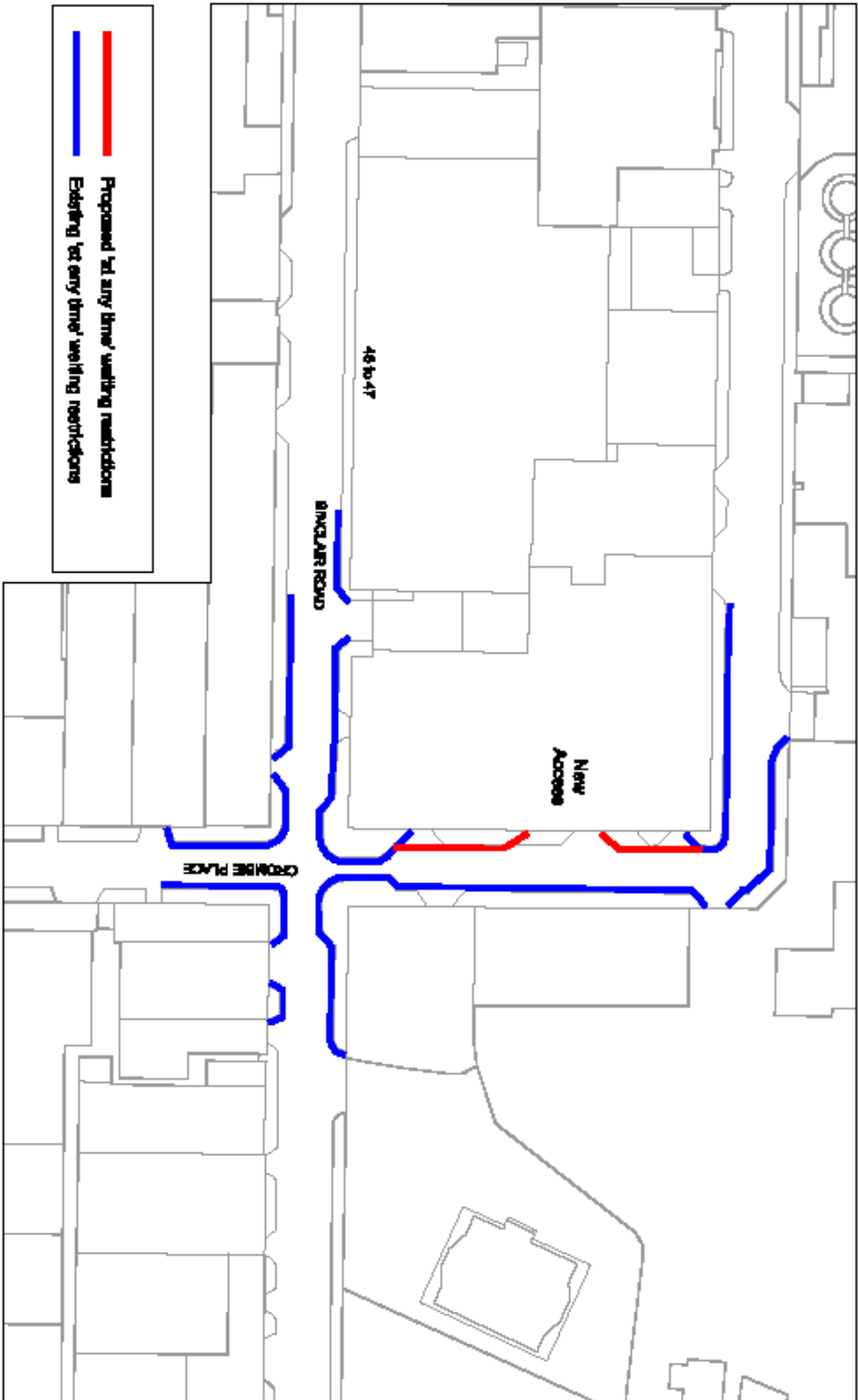
**Quarry Court, Cults - Proposed lengths of prohibition of waiting at any time at junction with Quarry Road**

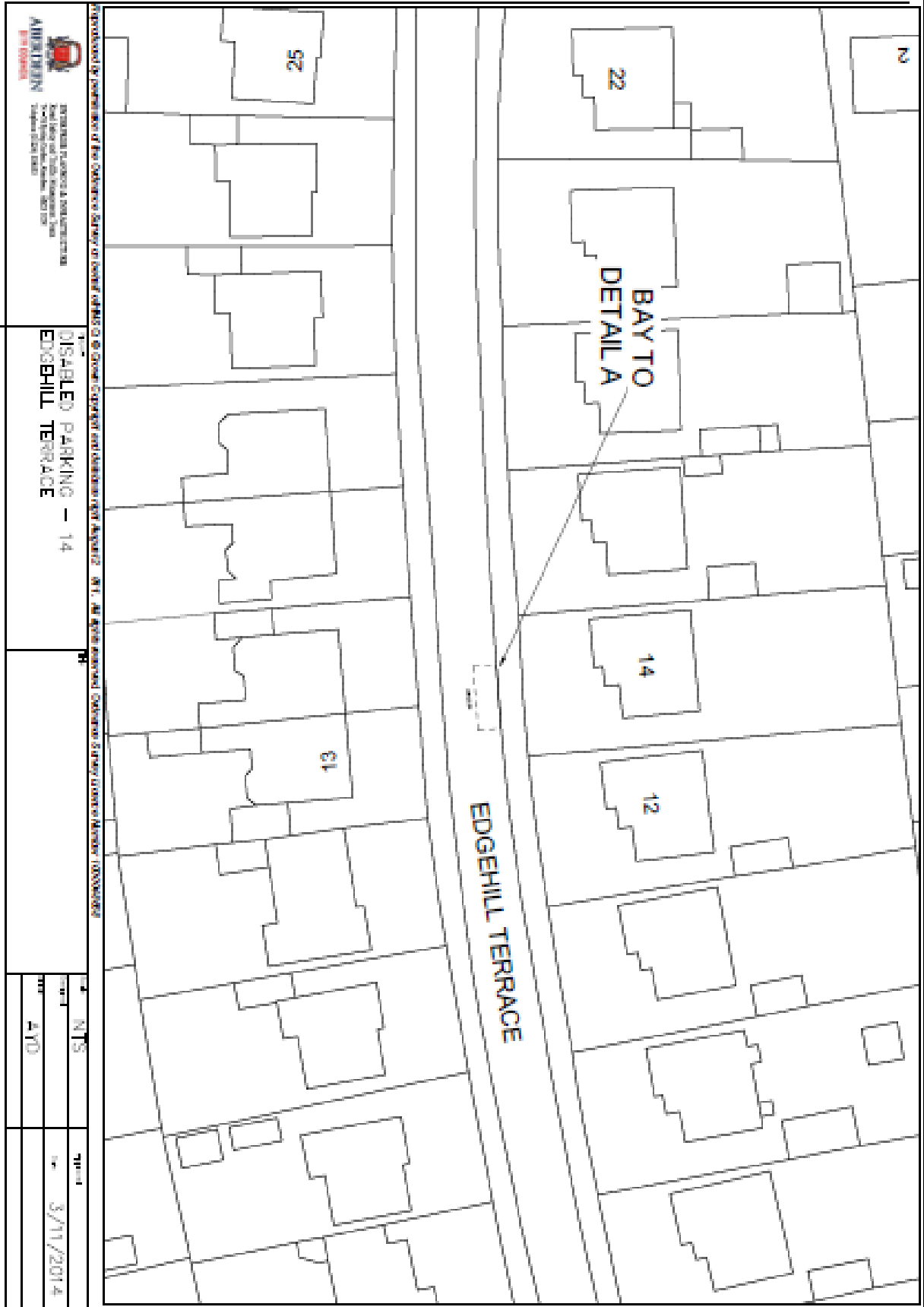


**Appendix - Proposed 'Prohibition of Driving' on Old Wellington (Slip Road)**



**Appendix - Proposed 'At any time' waiting restrictions Crombie Place (Premises 45-47 Sinclair Road)**





## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Communities, Housing and Infrastructure</b>
DATE	<b>19 May 2015</b>
DIRECTOR	<b>Pete Leonard</b>
TITLE OF REPORT	<b>Garthdee/Kaimhill – Proposed Controlled Parking Zone (Stage 3 – Public Advert)</b>
REPORT NUMBER:	<b>CHI/15/176</b>

---

### 1. PURPOSE OF REPORT

This report deals with the proposed Garthdee/Kaimhill Controlled Parking Zone Traffic Regulation Order at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect to this order and this report presents the objections received. The public notice, letter to residents and the letters of objection are shown in the appendix of this report.

### 2. RECOMMENDATION(S)

It is recommended this Committee:-

- i. over-rule the objections where the proposals have not been amended.
- ii. approve the amended proposals (as shown in Appendix 5 of this report), in response to the objections received from the businesses on Ruthrie Terrace and Ruthrie Road.
- iii. instruct Officers to make “The Aberdeen City Council (Garthdee / Kaimhill Area, Aberdeen) (Zone YY) (controlled parking and waiting restrictions) Order 201(X)” with amendments and commence implementation of the Controlled Parking Zone.

### 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.

Following implementation, and annually thereafter to the 30 September 2025, Robert Gordon University has agreed to make payments to Aberdeen City Council to cover the cost of the administration and provision of resident's permits. Up to two permits, one fixed (specifying vehicle registration number registered to residents address) and one flexible (for use on any vehicle) will be available to every household at nil cost until 30 September 2025.

#### 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 the final approval is not agreed 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 At the Communities, Housing and Infrastructure Committee on the 18 March 2015 a report on the results of the Initial Statutory Consultation for a proposed Controlled Parking Zone (CPZ) in the Garthdee and Kaimhill area was considered. After deliberation of the report, it was resolved to instruct officers to commence the public consultation process.
- 5.2 The public consultation was carried out from the 24 March 2015 to the 14 April 2015. As well as the statutory obligations of a public consultation, which consisted of advertisement in the Evening Express and site notices (appendix 1), each resident in the area received a letter which provided information on the public consultation. 452 no. letters were delivered to properties in the area. A copy of the letter is shown in appendix 2 of this report. The letter also included a copy of the site notice, and plan as shown in appendix 3. Two 'drop-in' sessions were also organised to give members of the public the opportunity to view the proposals and discuss further with Officers from the Traffic Management Team.
- 5.3 The 'drop-in' sessions were held at Inchgarth Community Centre on Wednesday 1<sup>st</sup> April from 1pm – 5pm and Thursday 2<sup>nd</sup> April from 6pm – 8pm. Three (3 no.) residents attended on the Wednesday and seven (7 no.) on the Thursday evening. Four (4 no.) residents made appointments to speak to Officers at Marischal College and one (1 no.) resident was provided with the plans and further details via email.



Officers were surprised by the low turn-out as 452 letters were delivered to properties in the area. It could however be reasonably assumed that this was due to the offer by Robert Gordon University to provide permits until 30 September 2025 at nil cost to residents and the public advertisement detailing this information.

#### Objections raised in response to the proposal

- 5.4 Twenty objections to the proposals were received during the statutory public consultation stage, with two of the objections received from the same household on Ruthrie Terrace. Four objections were received from the business on Ruthrieston Road and Ruthrie Terrace. The objections are shown in appendix 4 of this report.

The objections covered the following themes:

- 5.5 Eight out of the twenty objections raised questioned the requirement of a Controlled Parking Zone (CPZ) and eleven objectors highlighted that parking was not an issue. It was noted however that the majority of the objections received came from residents where student parking is currently an issue. The proposals for the CPZ have been put forward to negate the problem with parking (in particular by patrons of the recently expanded RGU campus). The purpose of the CPZ is to encourage commuters associated with the Robert Gordon University Campus to use sustainable transport modes, while protecting on-street parking amenity for residents, and mitigating possible increases in traffic volume on residential streets surrounding the RGU campus and likewise on distributor roads leading to the campus. The CPZ would formalise the parking in the area, protecting parking for residents between the hours of 10am and 4pm Monday to Friday. On-street surveys were carried out on the streets proposed for inclusion and the findings are outlined in a report to the Urgent Business Committee on 27 November 2014.

Residents objections:

- 5.6 From the objections received by residents 10 out of 16 objected to the fact that residents may be expected to pay for permits after 30 September 2025 should further funding not be found. Although Robert Gordon University has agreed to further discussions in year 8 (should the CPZ be implemented) there is no guarantee that residents permits will continue to be at nil cost following the aforementioned date. Whilst RGU are funding the cost of the CPZ there will be no direct costs to this council in relation to the administration of permits and enforcement of the parking restrictions. If following 30 September 2025 the cost of administration and enforcement is passed in full to this council, it is considered that given the current financial constraints that the costs associated with the issue of permits and enforcement it would be necessary to introduce charges for residential permits. It would

therefore be assumed that if further funding was not found that the CPZ would be charged in-line with the other CPZs within the city.

- 5.7 Two objectors included in their response that Aberdeen City Council would be the main beneficiary of the CPZ. It should be noted however that if implemented, any income received goes towards maintaining, administrating and enforcing the CPZ it is considered unlikely that a peripheral CPZ of this type would ever generate any surplus income when taking the aforementioned costs into account.
- 5.8 One resident raised that it was unacceptable to charge people attending a funeral at the Kaimhill Funeral Home on Kaimhill Road. It would however be detrimental to the main aim of the CPZ of protecting parking for residents should 'free' parking along Kaimhill Road and Kaimhill Circle be introduced. To allow for ease of payment within this area, 2 no. 'pay and display' parking meters would be provided. 'Vouchers', 'pay by phone' parking and residents permits would also be able to be used in the bays on the North side of Kaimhill Circle and on Kaimhill Road.
- 5.9 It was also raised by the same resident that households with more than two cars would be penalised. Officers would be in strong opposition of a third permit for households as this could set a precedent in the other controlled parking zones in the city. The number of properties with three vehicles would be small overall and Officers would be concerned that a third permit may be abused by a third party. By allowing third party parking within the area, the CPZ would not be achieving the goal of protecting residential parking and encouraging sustainable transport options. It should be noted that as the proposed CPZ will only be active from 10am – 4pm Monday to Friday, It would be unlikely that all three vehicles would be parked within the CPZ during these times. The flexible permit could therefore be shared between vehicles.
- 5.10 Three residents included in their objection that the controlled parking zone did not guarantee a parking space near to their home. It would however not be possible to protect designated on-street parking spaces for all residents. The purpose of the CPZ is to protect residents parking within the area. By discouraging commuter parking, this will free up parking space for residents throughout the day. Two objectors also raised that the parking available would be reduced by the parking restrictions to be imposed. "At any time" waiting restrictions (Double Yellow Lines) have only been proposed where they are required. This is in line with the guidance set out in The Highway Code, which advises that drivers do not park opposite or within 10 metres of a junction. Waiting restrictions have been formalised within the proposals, however where a vehicle would not be causing an obstruction, the restrictions have been relaxed to allow for increased parking. It is also proposed to introduce lengths of parking without individually marking bays as it has been found in other CPZs in the city this layout increases the number of vehicles that can park within an area.

- 5.11 Four residents highlighted they were against the CPZ as their visitors would have to pay to park. The CPZ would not only protect parking for residents but also their visitors by ensuring on-street parking places were not occupied by long stay commuters. Visitors could either use a flexible permit provided by the person they were visiting or pay for on-street parking by way of the voucher option or 'pay by phone'. Contractors are eligible to purchase an annual permit which costs £550 and covers all on-street parking in Aberdeen City.
- 5.12 It was stated by in one objection received that the CPZ would "limit the freedom of residents". Although the CPZ would be restrictive in terms of the number of vehicles that a resident could park on-street at nil charge, it is proposed that, cross boundary parking would be permitted in the existing Garthdee CPZ and the proposed CPZ. This would allow residents to park anywhere in the Garthdee and Kaimhill areas using their residents parking permit. The zones would be kept separate for administrative reasons only.
- 5.13 Objections to the provision of parking provided by RGU within the campus were raised by eight of the residents and two of the business owners. As part of the planning conditions, RGU were only permitted to provide parking in accordance with the 'Scottish Planning Policy - Transport and Planning Maximum Parking Standards' set by the Scottish Government. A cap on the number of parking spaces allowed for new developments is to encourage the use of sustainable transport modes as well as mitigating possible increases in traffic volume on residential streets surrounding the RGU campus and on the distributor roads leading to the campus. It was also raised that students were only present for 6 months of the year. It is recognised that there are certain times of the year when the majority of students are not present, however the university continues to be operate throughout the year. If the CPZ was only active during term time, the Traffic Regulation Order would become onerous and confusing to residents and their visitors. Signage would be required to be changed on a yearly basis due to differing term times and there would be little benefit to residents as a yearly permit would still require to be applied for.
- 5.14 An objection was received in regard to street furniture clutter. It is inevitable that not all residents will be happy with the outcome however every effort has been made in the design to reduce the amount of street furniture required to adequately implement the scheme thereby minimising the impact upon the street environment.
- 5.15 Concern over parking for the use of the shops at the corner of Kaimhill Road and Garthdee Drive was highlighted by one objector as it was felt that the CPZ would make parking at the convenience store and post office more difficult. In response the CPZ would be active between the hours of 10:00 and 16:00. Four (4 no.) 20 minute parking spaces have been allocated in the proposals which would allow anyone to use the

post office or shop for a time period of 20 minutes without having to purchase a voucher or display their permit. Permits can also be used in the existing Garthdee CPZ allowing residents' to use the facilities in either area without having to purchase a voucher.

- 5.16 One objection was received from residents of a property on Broomhill Road which is located on the outskirts of the proposed CPZ. Concern was raised that vehicles displaced from the proposed CPZ would be detrimental to road safety, in particular when accessing and egressing the driveway of their property if parked cars were found along the frontage. By introducing the CPZ it would be expected that a number of vehicles would be displaced to streets on the periphery of the zone, however it would be envisaged that the current number of commuter vehicles would be reduced due to the walking distance to and from the campus. For road safety reasons 'At Any Time' waiting restrictions have been proposed at the junction of Broomhill Road and Auchinyell Road to restrict parking. The Traffic Management team will also monitor the periphery of the CPZ, if implemented, and introduce traffic management measures if required.

Business objections:

- 5.17 Four objections were received from businesses on Ruthrie Terrace and Ruthrieston Road (Objection numbers 3 to 6 as shown in Appendix 4).

The main themes of the objections, which have not already been addressed in this report, are highlighted in bold:

- 5.18 **Businesses were being penalised as they would be charged for permits** – The aim of the CPZ is to protect on-street residential parking whilst reducing the amount of commuter traffic to the area. To charge the patrons of the RGU but not the other business commuters to the area could be seen as unfair. If permits were set at 'nil' cost to businesses this could set a precedent for other CPZs especially Foresterhill and Old Aberdeen which are both outside the city centre. An objection also highlighted that there was inadequate provision of parking permits for business owners. Similar to the residential permits the number of permits allocated is capped at 2 no. per business. If businesses were allowed to purchase further permits this would be against the commitments set out in the Local Transport Strategy, to encourage commuters to use sustainable modes of transport, and again could set a precedent for other CPZs.
- 5.19 **The CPZ would be detrimental to businesses as there would be no free parking for clients** – In response to the objections it is recommended to committee that the original proposals for residents and visitors parking bays be replaced with a length of '2 hour no return for 1 1/2 hours'. This would enable a reasonable time for visitors to attend appointments at no cost. There are no residential property frontages onto the lengths of road covered by the 'timed' parking bays.

- 5.20 **A CPZ is not required as students do not park in this area** - At the time the original proposals were being considered, the area including Ruthrie Gardens, Ruthrie Road, Ruthrie Terrace and Ruthrieston Road was swithered on, as at present the surveys show a low number of non-residents vehicles parked in these streets. Nevertheless, if a new Zone was introduced that terminated at the junction of Kaimhill Circle with Ruthrie Terrace, there was on-going concern that vehicles associated with Robert Gordon University (RGU) would displace to these streets. An example of this can be seen with the existing Garthdee CPZ and the streets on the periphery of the zone; Pitmedden Crescent, Garthdee Drive (west), Pitmedden Terrace, Auchinyell Gardens and Auchinyell Terrace which have a high density of non-residents parking. Another concern that can compound the aforementioned issue of displacement is where there are charges for residents permits, and residents instead of purchasing a permit, simply shift their vehicle to the nearest un-restricted street during the operational hours of the Zone. Of course RGU have now given a commitment to fund Residents Parking Permits until 30 September, 2025, however the aforementioned possibility of displaced residents remains a real possibility should charges ever be introduced in the future.
- 5.21 A meeting between council officers and business owners from the Ruthrieston Road/Ruthrie Terrace business units was held on Monday 20 April to discuss their objections to the CPZ. Amended proposals (appendix 5) were provided prior to the meeting and to allow Officers to determine if these would alleviate any of their concerns. These proposals removed Ruthrieston Road from the proposed CPZ and introduced a length of '2 hour no return within 1.5 hours' parking on Ruthrie Terrace and Ruthrie Road in front of the business units.
- 5.22 Following the meeting, although the business owners were still opposed to the CPZ in principle, they were in agreement that the amended proposals would alleviate some of their concerns and should be included in the recommendations to committee.
- 5.23 Officers are aware however that the parking on Ruthrieston Road is currently used by residents and visitors to the sheltered housing. It would be proposed to monitor the street and if parking did become an issue for residents in the future, there is the possibility that this street would be added to 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.

## 8. BACKGROUND PAPERS

Draft minutes of C,H&I Committee 18 March 2015.

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=503&MId=3454&Ver=4>

Report presented to the C,H&I Committee 18 March 2015  
<http://committees.aberdeencity.gov.uk/documents/s45278/Garthdee%20-%20Proposed%20Controlled%20parking%20Zone%20-%20Extension%20Initial%20Statutory.pdf>

Report presented to the Urgent Business Committee 27 November 2014  
<http://committees.aberdeencity.gov.uk/documents/s42585/Garthdee%20CPZ.pdf>

Minutes of Urgent Business Committee 27 November 2014  
<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=334&MId=3576&Ver=4>

Legal agreement dated 6 and 21 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  
[kathduncan@aberdeencity.gov.uk](mailto:kathduncan@aberdeencity.gov.uk)  
(01224) 522319

## Appendix 1

<b>ROAD TRAFFIC REGULATION ACT 1984</b>			
<b>THE ABERDEEN CITY COUNCIL (GARTHDEE/KAIMHILL AREA, ABERDEEN) (ZONE YY) (CONTROLLED PARKING AND WAITING RESTRICTIONS) ORDER 200(X)</b>			
<p>1. Aberdeen City Council proposes to make "The Aberdeen City Council (Garthdee/Kaimhill Area, Aberdeen) (Zone YY) (Controlled Parking and Waiting Restrictions) Order 200(X)" in terms of its powers under the Road Traffic Regulation Act 1984.</p> <p>2. The effect of the order will be to introduce a mixture of residential parking and voucher parking arrangements on certain roads in Garthdee/Kaimhill. However, it is important to note that, as well as residential and voucher bays (usually both, but not always), all of the streets affected will also be subject to the introduction of certain lengths of prohibition of waiting at any time.</p> <p>3. The table below indicates the main set of parking controls for each affected street. Exact descriptions cannot be fitted onto a statutory advertisement of this kind, but the table will allow members of the public to see each category of restriction intended for each of the streets affected.</p> <p>4. The legislation provides for the issue of residential exemption permits. These would be relevant only to the kerbside areas intended for 'resident permit' parking and 'voucher &amp; resident permit' parking. <i>Although the exclusively residential bays, where in place, may be the more obvious place for residents to contemplate using their permits, they are entirely free to use them in the voucher areas, and are entitled thereby to park in those areas free of all charges and time limitations.</i> Accordingly, there is no substantive distinction between the significance of an exclusively residential bay and a voucher bay, since, in the nature of the intended strategy, the Council would expect voucher bays to be largely unoccupied as a result of the deterrent effect of the charging system.</p> <p>5. Residential permits will be limited to two per household. Of those, one must be car specific but the other can be non-car-specific. These permits will be available free of charge for residents, with the annual cost being set at 'Nil' from the moment the Zone comes into operation. However, the Council will reserve the right to vary the charge and it is expected after 30 September, 2025, a charge, that is in-line with other controlled parking areas in Aberdeen City, would be introduced. The aforementioned period where residential permits will be available free of charge is the result of financial support from the Robert Gordon University that takes into account the administration, enforcement, and maintenance costs associated with the Zone. If two permits are taken up, one must be of the car specific type while the other can be (but need not be) of the non-car-specific type. It should be noted that someone who does not wish to hold two permits but prefers to have only one is free to hold either of the two types.</p> <p>6. Permits are, of course, not relevant in respect of any prohibition of waiting, whether existing or proposed.</p> <p>7. As regards the voucher requirements, the charges for those who do not hold residential permits or business permits (see below) would be £1.50 for two hours, and £4.50 for the (maximum) period of six hours. For clarity, voucher parking is parking by virtue of a voucher or vouchers displayed in a conspicuous position behind the glass of a vehicle's windscreen. These vouchers may be purchased in Garthdee at L &amp; J's Newagent, 66 Garthdee Drive, and at E I Mackie Pharmacy, 7 Ramsay Crescent. They may also be purchased at the Aberdeen City Council Marischal College Service Centre. The vouchers are in the form of a 'scratch card' on which the day, date, month and intended period of stay can be highlighted by scratching out the appropriate panels.</p> <p>8. There will also be a "telephone payment parking system" that will allow for the purchase of an "electronic" voucher. That is to say a person will be able to use a mobile phone to pay the appropriate charge associated with a voucher parking bay. Accordingly, a voucher is not actually displayed in the vehicle and instead an "electronic" voucher is stored in a handheld device carried by City Wardens. The aforementioned allowing a City Warden to confirm an appropriate payment corresponds with the registration of a parked vehicle. There will be at least one sign with clear instructions regarding the park and phone method of payment within reasonable walking distance of each voucher parking bay.</p> <p>9. A vehicle displaying a disabled persons' blue badge, being properly used, is exempt from voucher or residential permit requirements.</p>	<p>10. Also, a person may apply for a permit if he or she is the representative of a business trading at one of the qualifying addresses, and if the permit being sought is to be associated with a specific single identifiable vehicle of which the registration number can be entered on the permit. There is a clear limit of two business permits per address. A business permit will cost £500.00 for a period of 12 months, £280.00 for a period of 6 months, or £135.00 for a period of 3 months.</p> <p>11. While the central provisions of the order are indicated above and in the table. The order also contains a provision for introducing time-limited parking on certain lengths of Garthdee Drive and Pitmedden Terrace. These particular restrictions will operate between the hours of 10am and 4pm on any day, except Saturday and Sunday, and will limit parking to a maximum stay of 20 minutes, with no return within 30 minutes.</p> <p>12. The penalty charge for parking in contravention of any of the provisions brought into effect by this order would be £60.00. A vehicle parked in contravention of the provisions could also be removed by the Council.</p> <p>13. Full details of the proposals are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council's reason for promoting them, may be examined during normal office hours on weekdays between Tuesday, 24 March, 2015, and Tuesday, 14 April, 2015, in the offices of the Traffic Management Team at Marischal College, Broad Street, Aberdeen.</p> <p>14. It is recommended that anyone visiting Marischal College to view 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. The telephone numbers are 01224 522308 or 01224 522319.</p> <p>15. Anyone wishing to object to the proposed order should send details of their grounds for objection, along with their name and address, in writing to the undersigned, or by e-mail to <a href="mailto:trafficmanagement@aberdeencity.gov.uk">trafficmanagement@aberdeencity.gov.uk</a>, during the statutory objection period which runs from Tuesday, 24 March, 2015, to Tuesday, 14 April, 2015, inclusively.</p> <p>16. 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.</p>	<p style="text-align: right;"><b>Jane MacEachran</b> Head of Legal and Democratic Services Aberdeen City Council, Town House, Aberdeen, AB10 1AQ</p>	
<b>Street</b>	<b>Permit Holders Only, 10am - 4pm, Mon-Fri</b>	<b>Voucher / Permit Parking, 10am - 4pm, Mon-Fri</b>	<b>Prohibition of waiting at any time ['double yellow' lines]</b>
Auchinyell Gardens	✓	✓	✓
Auchinyell Gardens (Insert Rd)	✓	✓	✓
Auchinyell Road	✓	✓	✓
Auchinyell Terrace	✓	✓	✓
Broomhill Road	✓	✓	✓
Garthdee Crescent	✓	✓	✓
Garthdee Drive	✓	✓	✓
Garthdee Gardens	✓	✓	✓
Garthdee Terrace	✓	✓	✓
Kaimhill Circle	✓	✓	✓
Kaimhill Gardens	✓	✓	✓
Kaimhill Road	✓	✓	✓
Kaimhill Road (Insert Rd)	✓	✓	✓
Pitmedden Crescent	✓	✓	✓
Pitmedden Terrace	✓	✓	✓
Ruthrie Road	✓	✓	✓
Ruthrie Gardens	✓	✓	✓
Ruthrie Terrace	✓	✓	✓
Ruthrieston Road	✓	✓	✓



## **Appendix 2**

Our Ref. DJR/VR/KD  
Your Ref.  
Email [TrafficManagement@aberdeencity.gov.uk](mailto:TrafficManagement@aberdeencity.gov.uk)  
Direct Dial 01224 522308 / 01224 522319

23 March 2015

Resident/Owner

**Communities, Housing and  
Infrastructure**

Aberdeen City Council  
Traffic Management Team  
Business Hub 10, Level 2 South  
Marischal College, Broad Street  
Aberdeen AB10 1AB

Tel 08456 08 09 10  
Minicom 01224 522381  
DX 529451, Aberdeen

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear Sir / Madam

As previously indicated in our letter to you dated 19 November 2014, there are proposals to introduce a Controlled Parking Zone (CPZ) in your area. Following committee approval to proceed to statutory consultation, I am writing to inform you that a public consultation for a proposed controlled parking zone in the Garthdee and Kaimhill areas will run from Tuesday 24 March, 2015 to Tuesday 14 April, 2015. A copy of the relevant press/street notice is attached.

All parties, e.g. resident, business and visitor etc. are now given the opportunity to comment on/object to the proposed CPZ. The details of the proposals are available to view during normal office hours on weekdays from 24 March, 2015, to 14 April, 2015, at Marischal College, Aberdeen. I would recommend that if you wish to visit Marischal College to view any of the documents you should make an appointment to do so, in order that a member of staff can be present to provide further information if necessary.

During the public consultation there will be 'drop-in' sessions where Council Officers will be available at Inchgarth Community Centre, Aboyne Place, Garthdee, to answer any queries on the proposals. These sessions will take place on Wednesday 1<sup>st</sup> April from 1pm to 5pm, and Thursday 2<sup>nd</sup> April from 6pm to 8pm. Plans of the proposals will also be displayed during these times.

For clarity, Robert Gordon University will pay for the administration of both residents parking permits (fixed/flexible) at no charge up to 30<sup>th</sup> September 2025. Thereafter a

charge would be introduced and set in-line with other CPZs within the city at this time.

There will be a cost associated with business permit's that is currently set at £500 annually up to a maximum of two per qualifying business address.

Disabled 'Blue Badge' holders would be exempt from displaying a CPZ permit as long as a current 'blue badge' is clearly displayed within the vehicle. While residents who have their own driveway/private car park, and choose to utilise it, will not have to display a voucher or parking permit; unless parked on-street.

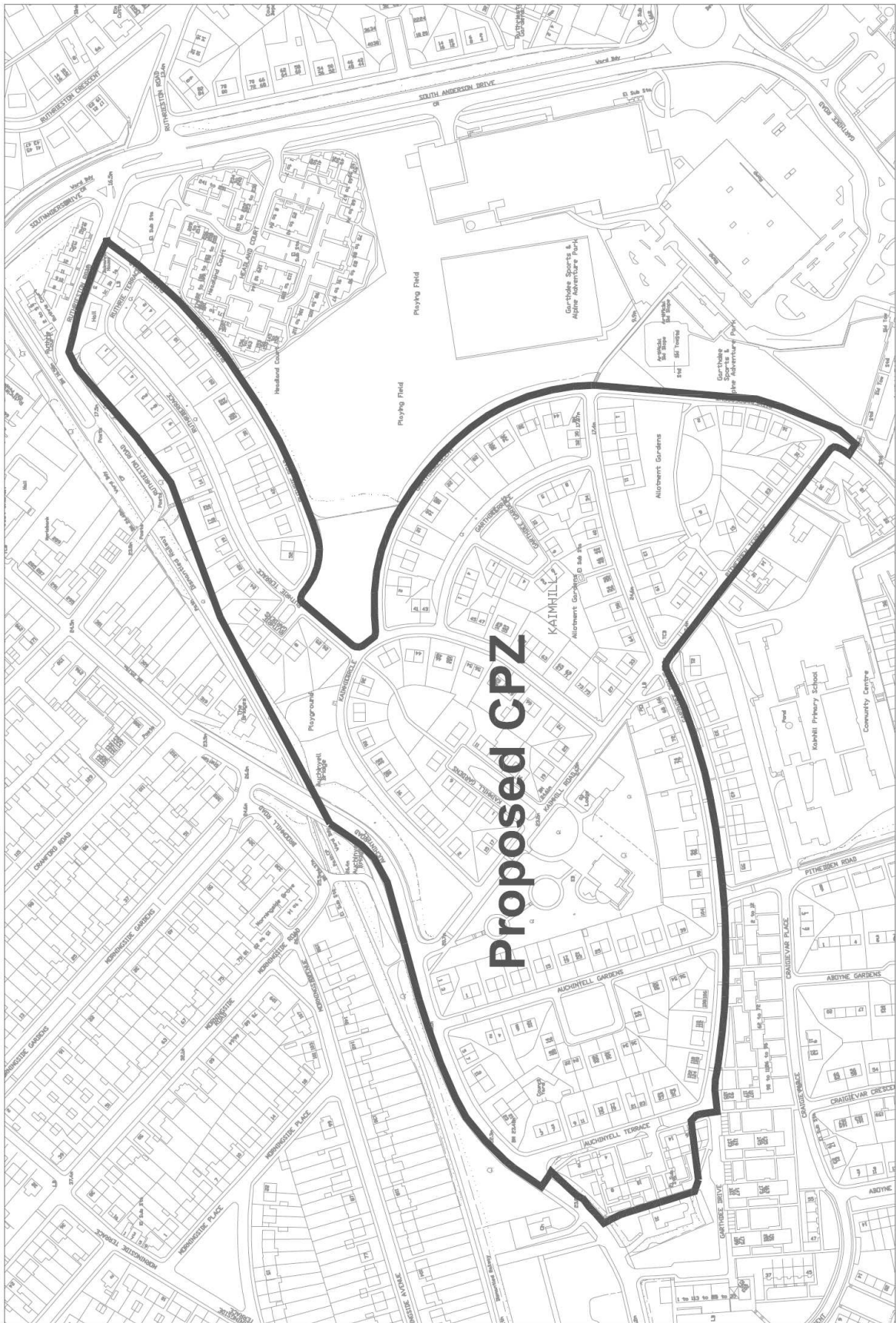
Should you have any concerns or require further clarification please do not hesitate to get in touch with an officer from the Traffic Management team on Tel. 01224 522319 / 522308 or via e-mail to [TrafficManagement@aberdeencity.gov.uk](mailto:TrafficManagement@aberdeencity.gov.uk).

Yours faithfully

**Katherine Duncan**  
Technical Officer (Traffic Management)

**Appendix 3**

**Proposed Controlled Parking Zone Area**





**Objection 1**

**From:** GAVIN DAVIDSON

**Sent:** 24 March 2015 21:14

**To:** TrafficManagement

**Subject:** Proposed Controlled Parking Zone (CPZ)

I refer to the recent notification regarding the proposed CPZ in the Kaimhill area. I wish to lodge my objection to this proposal on the following grounds:

1. In my opinion there is not a parking problem in Kaimhill Gardens and surrounding streets. There has been no difference since the last time you asked for residents opinions.

2. I personally am disgusted that people attending funerals at Kaimhill Funeral Home will have to pay to park.

3. Although the permits will be provided for the first 10 years, after this time residents will ultimately have to pay for the pleasure of living in a residential area. I feel this is wholly inappropriate bearing in mind they will have to pay the same as people living in the City Centre.

4. Households with more than 2 cars will be penalised. In the current financial climate young people tend to live longer in the family home due to the lack of affordable housing therefore there can be 3 cars plus.

I hope my objection will be considered and look forward to an end to this preposterous idea.

Gavin Davidson  
10 Kaimhill Gardens  
Aberdeen  
AB10 7JW

**Objection 2**

**From:** B CRAMB

**Sent:** 26 March 2015 11:43

**To:** TrafficManagement

**Subject:** Re: Proposed Controlled parking zone CPZ

Dear Sir/ Madam,

I would like to object to the proposed order on the grounds that it is unnecessary in our area. In our street we never have problems with student parking & even if we did it would only occur during the day when everyone is working & only for approximately 6 months in the year when the students are studying. Therefore parking restrictions in our area would actually cut down available spaces to people visiting us and be of no benefit to us as we still would not be guaranteed a parking spot either way.

Yours faithfully

Brian Cramb

1 Garthdee Gardens

Aberdeen

AB10 7 JF

**Objection 3**

**From:** Alan Lyons

**Sent:** 02 April 2015 14:04

**To:** 'TrafficManagement@aberdeencity.gov.uk'

**Subject:** CPZ Garthdee & Kaimhill

**Importance:** High

Dear Sirs,

Further to your letter of 23<sup>rd</sup> March regarding the proposed CPZ for Garthdee & Kaimhill I am writing to strongly oppose the principle of charging small local business owners like myself £500 per annum for the privilege of parking outside our office.

As far as I am aware there has been an agreement between RGU and the Council to provide free permits for local residents within the area. Why should we as business people be penalised ( on top of our rates and other charges ) for both the RGU and Councils failure to provide adequate parking facilities for both staff and students on Campus ?

I understand that the premise during the development of the RGU site was to restrict parking spaces to encourage people to take public transport or walk. This policy has obviously failed or this CPZ proposal would not be on the table. Again this is not our fault and we should not be penalised.

I would be grateful if you could reply to my email to confirm receipt and advise if there is any other avenue for myself and other business owners to air our views to the relevant parties.

Just a bit of additional information about our business. As our name suggests we are an office furniture supplier and we have an office and showroom at Rurhrieston Rd.

As well as members of our own staff coming and going from our premises we have clients and suppliers visiting the showroom on a regular basis. The permit and parking costs previously discussed would have a detrimental effect on our business.

Best Regards Alan

Alan Lyons

Director



Seating Solutions I Workstations/Desking I Reception  
Areas I Boardroom/Executive I Storage/Filing Systems I Breakout/Meeting Zones I  
Partitions & Screens

Balmanno House, Ruthrieston Road, Aberdeen, AB10 7JR

## Objection 4



9 April 2015

Communities, Housing and Infrastructure  
Aberdeen City Council  
Traffic Management Team  
Business Hub 10, Level 2 South  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Dear Sir/Madam,

### **Proposed CPZ around Ruthrie Terrace/Ruthrieston Road**

It has recently been brought to my attention that there is a proposal for a Controlled Parking Zone around Ruthrie Terrace and Ruthrieston Road in Aberdeen.

I am a self-employed yoga teacher running a small yoga studio on the corner of Ruthrie Terrace and Ruthrieston Road and very much rely on the fact that my students can arrive to a class at my studio without having to pay for parking or in fact have any kind of trouble parking in this area.

I strongly object to any kind of parking restrictions being brought to this area. If you do so, I will without a doubt go out of business. Is that really what the Aberdeen City Council wants for this area – to decimate small businesses?

The Yoga Spot has been here since August 2007 and there have never been any problems in that time for people parking – the residents and other small businesses are also very supportive of my business and I have never had to deal with complaints.

It is hard to comprehend that students of RGU will park their cars in this area and therefore no need for the CPZ to be brought here.

I look forward to hearing your response.

Yours faithfully,

Michele Ross Dickinson

The Yoga Spot • 1A Ruthrie Terrace • Aberdeen • AB10 7J4 •  
07745 929660 • [www.theyogaspot.co.uk](http://www.theyogaspot.co.uk) • [info@theyogaspot.co.uk](mailto:info@theyogaspot.co.uk)



## Objection 5

145 Broomhill Road  
Aberdeen.  
AB10 6JQ  
06/04/15

Communities, Housing and Infrastructure  
Aberdeen City Council  
Traffic Management Team  
Business Hub 10, Level 2 South  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

### PROPOSED CPZ INCLUDING RUTHRIESTON ROAD

*\* Also  
10 Ruthrieston Street*

I refer to the proposed Controlled Parking Zone of which I have recently been advised. As an owner of small business premises at 5 Ruthrieston Road I object to the inclusion of this section of Ruthrieston Road in the proposed CPZ on the grounds that it is totally unnecessary as proposed, and consequently an unnecessary burden on the two small business premises effected. Apart from the sheltered housing on one side of the first section of this road there are no other domestic properties on the entire length of the road as included in the CPZ.

I ran a small architectural practice and have owned the premises at 5 Ruthrieston road for nearly twenty years and there has never been any parking problems whatsoever on this section of road, in fact for the most part there are no cars at all park in the area from the sheltered housing complex to the old railway bridge and no housing or other premises are accessed from this part of the road either. It is therefore difficult to imagine who this part of the CPZ is intended to protect. It is certainly not the two small businesses which have never had any reason to complain about parking in the past and are now threatened with having to pay £1000 for two permits plus additional cost for staff & client parking all to fund a parking problem which presently does not exist, but is perceived to result in the future from the presence of Robert Gordon University and/or the actions of Aberdeen City Council.

If the Council consider it necessary to give additional protection to the sheltered housing, and the residents agree, then a section of (resident only) controlled parking could be installed along the frontage of the sheltered housing only, which has proved in the past to be sufficient to meet their needs and will, for the next 10 years at least, be funded by RGU.

This area is at the extreme end of the proposed CPZ and is now quite a considerable distance from the university. It is probably quite unlikely anyway that many students would be prepared to park this far away and walk the distance in all weather. Even if there was the odd hardy individual, this particular section of road could cope quite comfortably without complaints or compromise from any existing properties.

Yours Faithfully,

Ian D McPherson

## **Objection 6**

Ref: IR/ACC Parking  
Date: 11 April 2015



Communities, Housing & Infrastructure  
Aberdeen City Council  
Traffic Management Team  
Business Hub 10, Level 2 South  
Marischal College, Broad Street  
Aberdeen  
AB10 1AB

1b Ruthrie Terrace  
Aberdeen  
AB10 7JY  
Tel. 01224 313080  
info@ir-architects.co.uk  
www.ir-architects.co.uk

Dear Sir/Madam,

### **PROPOSED CONTROLLED PARKING ZONE (CPZ) IN KAIMHILL, ABERDEEN**

As the owner of Ian Rodger Architects, and in receipt of the letter dated 23 March from your department, I should wish to express my grave concerns – and lodge my statutory objection – to the above proposed extension of the CPZ into Kaimhill.

Six people work at Ian Rodger Architects. As a resident in Garthdee my car consequently has a parking permit in any case. One employee cycles the short distance to and from the office. The remaining four employees drive from outwith the city centre to work. At present there are no difficulties with parking around the office; with staff and visitors able to park on Ruthrie Terrace & Ruthrieston Road without even sitting in front of any residential properties. There is a relaxed & friendly relationship between the businesses (4No) in our block, and the local houses and sheltered housing; and we have no reason – and Aberdeen City Council has no evidence – to suspect this will change.

Instead, we can only assume (given the failure of Aberdeen City Council to explain the reasons behind their proposals) there is a worry that pressure of parking will be imposed on our business area by students of RGU.

My business is located within a residential area, out-with the city centre, which should not be treated differently from other similar areas in Aberdeen in terms of parking restrictions; especially if it comes down to a lack of suitable parking provision at the new RGU campus.

If only the clock could be turned back ..... If RGU provided free parking on campus for their students: RGU wouldn't have to pay the City Council monies towards residents' permits; and there wouldn't be any pressure on parking in Garthdee, let alone Kaimhill! And if ACC Planning ensured appropriate levels of car parking were imposed on RGU development proposals, we wouldn't be in this position!

As it is – with the current CPZ proposals of £500 per annum for a business parking permit, and limited to 2No per business address – Ian Rodger Architects will have to pay a sum of £1,000 per year, and two of my employees will be parking in amongst the houses in Morningside/Mannofield. And, let's face it, the RGU pupils will also be parking in that area, along with Deeside Gardens etc, in order to avoid the car parking costs imposed by both RGU and Aberdeen City Council. This is an unacceptable penalty to be faced by a small business – and the other businesses in this block – for the short-sightedness of RGU and ACC to anticipate the impact of their approach to parking at the campus.

...../

/..... Pg 2

If both RGU and ACC can't work together to ensure there is an adequate parking provision for staff & students at the RGU campus – and those spaces are free to those users – then I can appreciate the extension of the CPZ to include Kaimhill (up to Kaimhill Circle & Garthdee Crescent); but I cannot imagine that the outlying area of Ruthrieston (Ruthrie Road, Ruthrie Terrace, and Ruthrieston Road) will be necessary for inclusion.

I trust that this letter can be viewed as a formal objection to the current CPZ proposals, and I should ask that you confirm receipt of this via email (as I'll also email a preview to your department).

Yours faithfully,

Ian Rodger

CC Local Councillors, via email:  
Angela Taylor  
Gordon Townson  
Ian Yuill

**Objection 7**

**From:** Pet Comforts

**Sent:** 06 April 2015 20:03

**To:** TrafficManagement

**Subject:** Re: Proposed Controlled parking zone CPZ

Dear Sir/ Madam,

I would like to object to the proposed order on the grounds that we do not need it in our street . In our street where we live we never have any problem with student parking and if we did it would only happen during the day when most of the residents are working. Therefore parking restrictions could only cut down spaces available to ourselves and our visitors and would be of no benefit to us at all. Also the students are only here for half the year and we would be penalised for parking with the charges.

Yours faithfully

Dave Adam

6 Garthdee Gardens

Aberdeen

AB10 7JF

**Objection 8**

**From:** CHRISTINE CALDER

**Sent:** 13 April 2015 13:04

**To:** TrafficManagement

**Subject:** Proposed Controlled Parking Zone Garthdee/Kaimhill Area

For the attention of Jane MacEachran

Head of Legal and Democratic Services

Aberdeen City Council, Town House, Aberdeen AB10 1AQ

Dear Madam,

Road Traffic Regulation Act 1984

The Aberdeen City Council (Garthdee/Kaimhill Area, Aberdeen)

(Zone YY) (Controlled Parking and Waiting Restrictions) Order 200(X)

I wish to object to the proposed Order referenced above on the following grounds:

1. There is no formal or binding guarantee that Robert Gordon University (RGU) will continue to fund Controlled Parking in this area until 2025, during which time there will be both staff and policy changes at the University. In any case, by the year 2025, the permit costs could be considerably more. Have we not already paid in Council Tax for the roads outside our homes?
2. Having a permit does not guarantee you (or a utility vehicle providing services to your home) a space near to your home. The parking zone street markings will also reduce the amount of space generally available, especially in a small cul-de-sac, such as Garthdee Gardens. To date, we have had no problems with parking, largely due to neighbourly respect for others.
3. Friends and relatives will have to pay for the privilege of coming to visit you by car, assuming they are able to find a space at all. An extended visit will be even more costly.
4. RGU obviously made a serious miscalculation when estimating the number of car parking spaces required for students (in particular), staff and visitors at the building planning stages. The University should be encouraged to consider other options, such as a one-to-three storey parking facility, or incentive schemes to leave your car at home, before rushing into controlled parking in the Garthdee/Kaimhill area.
5. The main beneficiary of the proposed controlled parking would appear to be Aberdeen City Council.

Yours faithfully,

Christine M. Calder (Ms)

5 Garthdee Gardens

Aberdeen

AB10 7JF

**Objection 9**

**From:** Pauline Gordon

**Sent:** 04 April 2015 18:21

**To:** TrafficManagement

**Subject:** Objection to extension of parking zones (Garthdee/Kaimhill area)

Wilma Gordon

31 Kaimhill Road  
Garthdee  
Aberdeen  
AB10 7JJ

4<sup>th</sup> April 2015

Dear Jane MacEachran,

Please accept this letter as my objection to the Kaimhill parking zone plans.

In my opinion introducing parking zones in the Kaimhill area would limit the freedom of residents and cause more difficulty for friends and relatives when visiting the area. For these reasons I strongly feel the plans are unnecessary and would not wholly benefit the residents of Kaimhill.

Yours Sincerely

Wilma Gordon

Wilma Gordon

**Objection 10**

**From:** sandra leslie  
**Sent:** 10 April 2015 08:27  
**To:** TrafficManagement  
**Subject:** car parking zones garthdee/kaimhill

To whom it may concern,

I write you with regards to the proposed parking zones for the above.

For months I have supported Paul Connor and Gordon Townson and many others in this fight to stop charges in our home streets. As a resident of Garthdee for over 50 years, I along with my neighbours enjoy the peace and tranquility that Garthdee once was, however since the arrival of RGU and various expanded stores this has changed and traffic is a nightmare.

My street alone has seen the death of two pets run over ( I dread to think if it had been a child ! ) or an elderly person and with the extra traffic for football games and students it is sometimes impossible to get parked at my own front door !!!  
Not so long ago I had to have workmen carry a new door along the street with their tools to complete my job ( I do not have the luxury of a driveway ) as the council many years ago put pipes in my garden and did not leave plans as to where they were. !

As a council paying member of the community I do not feel that a residential area should have to pay for parking permits especially ones that do not guarantee parking outside my own front door.

RGU I feel should have had a multi storey car park built within their grounds to cover the participants of it's money making premises and we the residents should not be endured to anymore false promises by them.

This is why I act now to say NO PARKING CHARGES IN GARTHDEE FOR RESIDENTS !!!! Charge the students who are so 'poor ' !!!! and get them to park where they study !!!!!

Regards

Sandra and Chris Leslie  
18 garthdee crescent  
Aberdeen  
Ab107hp

## **Objection 11**

I would like to object to the parking restrictions proposed for the Garthdee/Kaimhill area.

I live in Kaimhill and there is a very busy corner shop/post office and primary school adjacent to me which is the hub of our community here.

I can't see how this is going to benefit the community at all as if everything is to go ahead where are people going to park to get to the shop? It will ruin the valuable local shop, none of the disabled or elderly will be able to get to the post office let alone anyone else. You really haven't thought this through and what an inconvenience you are causing to our close knit community. The council are supposed to serve communities not wreck them.

Surely it would be better to use your wardens to stop the students parking where they shouldn't and blocking all the available parking there is left in Garthdee. You have known about this problem for years so why are we the residents being held to ransom by RGU. it's not fair and what will the charges be once we reach 2025?

Most families here will not be able to afford it.

What has happened to our city council who want to burden their residents with more charges? It's all very financial these days and I for one wonder what kind of city this is becoming.

I formally object to this proposal.

Regards  
Sonia Thomson  
33 Kaimhill Road



## **Objection 12**

**From:** sandra.cruickshank  
**Sent:** 06 April 2015 15:06  
**To:** TrafficManagement  
**Subject:** Garthdee/Kaimhill parking zone

I'm am writing to object to the future parking charges that will be incurred by yourselves from 2025. Garthdee and Kaimhill is a residential area, not in the centre of town, so should not be subjected to any charges. I fortunately have a drive that I can park my car in but I do not want my family and friends to have to pay to come and visit me. Aberdeen City Council are only planning on charging us because of the University in our district. Why should we be penalised for this reason ? We pay enough in council tax which, in my opinion, should cover all aspects of services that the council provide. We should not have to pay and charges which I'm sure will end up being extortionate.

I'm am really hoping that this e-mail, along with other residents e-mails and letters of objection, be read and considered.

Regards,

Sandra Cruickshank,  
4 Pitmedden Crescent, Garthdee.

**Objection 13**

**From:** moira still

**Sent:** 13 April 2015 23:19

**To:** TrafficManagement

**Subject:** Garthdee controlled parking zone extension.

I wish to object to having a controlled parking zone in my area. i have lived in this street for almost 30 years, and have watched the area being ruined by reckless planning and building, particularly by RGU. We never had parking problems in Garthdee before this was allowed to take place. RGU should never have been given the go ahead to build without proper provision in place for parking. I am aware that the Scottish Office would not allow a multi - storey car park to be built by RGU, and surely if sensible planning rules were being adhered to, the extension of RGU would not have gone ahead.

I have no interest in any of my visitors being expected to pay to park in my street.

I also require that my street is not defaced by line markings, or any other signs to do with parking zones.

I am appalled that the council has the nerve to waste time and money on this when there are people in the city surviving on handouts from poorly stocked food banks.

I look forward to your comments on the above. Thank you.

Moira C. Still

Garthdee Resident (Address redacted)

**Objection 14**

124 Garthdee Drive,  
ABERDEEN,  
AB10 7HX

Jane MacEachran,  
Head of Legal and Democratic Services,  
Aberdeen City Council,  
Town House,  
ABERDEEN.  
AB10 1AQ

10 April 2015

Dear Ms MacEachran,

**Rezoning of parking in Garthdee**

I wish to register that I DO NOT consent to the above and would appreciate if the councillors deciding on how this will impact on the older residents would take a minute to put their own older relatives in this position. Visitors do not only come at weekends and evenings when I imagine people can park anywhere. How can older residents expect visitors to either pay for parking or risk getting a parking ticket. When I have visitors there are often a few cars which would mean asking them to pay to visit me, this is certainly one way of isolating older folk.

The Council is the only one benefitting from this extra income as there is very little money spent on the Garthdee area.

It's a pity the Council did not listen to the residents of Garthdee when the RGU wanted to move into the area.

Yours faithfully,

Aileen Taylor (Mrs.)

**From:** aileen  
**Sent:** 10 April 2015 12:42  
**To:** TrafficManagement  
**Subject:** Rezoning of Parking in Garthdee

I am very much against the plan to extend the parking restrictions which will encompass my home in Garthdee Drive. This will be a great inconvenience to any visitors who might wish to visit during daytime hours and will certainly not enhance my life in any way, in fact it will cause problems if more than one person decides to visit. It will not make any difference to the amount of cars parked outside, only that they will have to pay and therefore only the Council will benefit. I wish to register my view AGAINST the rezoning of parking and hope the Councillors for once actually listen to the people of Garthdee and not just ride roughshod over them.

Aileen Taylor (Mrs)

Objection 15

1 Ruthrie Terrace  
Aberdeen  
AB10 7JY

Aberdeen City Council  
Communities, Housing & Infrastructure  
Traffic Management Team  
Business Hub 10, Level 2 South  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

14 April 2015

Dear Sirs

**CPZ KAIMHILL, ABERDEEN (PROPOSED)**

I am writing to you regarding the above proposed parking restrictions within my neighbourhood.

I have in fact replied to a questionnaire previously, but doubt that this would be taken into consideration as an objection, so here goes:

I do strongly object to the parking charges being levied on the residents of Kaimhill. The reasons given are weak and smack of daylight robbery incognito. It is customary for a Planning application to have taken into account the amount of parking required for a new building. The fact that Aberdeen City Council Planning department passed the plans for a building/s of the size at the Garthdee campus without stipulating that there should be adequate parking for the staff and students (free) is beyond reckless and naïve. To then ask the residents of the surrounding area to stomp up to park outside their own doors, as they have been doing all their lives is incredulous.

The parking on Ruthrieston Road will be stretched if the proposal goes ahead as I believe that this presently is not on the radar. My own house backs onto Ruthrieston Road, which is a no-through road, and I will watch closely at the potential mayhem and possible disruption to the elderly residents of Ruthrieston Court.

Please do take this letter as a firm statutory objection to this proposal.

In laymans terms what we have here is another almighty cock up from Aberdeen City Council Planning Department, then having the audacity of asking us, the residents to pay. We are all disgusted with this.

Yours faithfully

Mrs Lynn Trykowski  
Objection 16

GRAHAM MCLEAN,  
97 GARTHDEE DRIVE,  
ABERDEEN.

AB10 7HT.

4 / 4 / 15

JANE MACEACHRAN,  
HEAD OF LEGAL AND DEMOCRATIC SERVICES,  
ABERDEEN CITY COUNCIL,  
TOWN HOUSE,  
ABERDEEN,  
AB10 1AQ.

Dear JANE MACEACHRAN,

I am writing to object formally to the proposed extension of the GARTHDEE/KAMHILL PARKING ZONE. It is a disregarding of the views of the local community that no formal consultation letter has been issued.

There is quite serious discontent, even anger that the city council is seeking to establish a parking charge - even if it is proposed to delay it until 2025. Basically, the city council in its historical agreement with RGV made an inadequate arrangement. It is now proposed to place the costs of that inadequate arrangement on the local population - albeit from 2025. This may be technically legal but the disregard of local people is unwise. The costs of the inadequate historical arrangement with R.G.V. should be borne by the council itself which made that arrangement.

Yours sincerely,

Objection 17

From: Donnah Blake

Sent: 13 April 2015 18:45

To: TrafficManagement

Cc: Marie Ingram

Subject: Objection - extension of Garthdee Kaimhill parking zone

> Dear Mrs MacEachran

>

> We would like to object against the extension of the Garthdee/ Kaimhill parking zone to outside our home 330 Broomhill Road.

>

> Our driveway is very close to the bend where Morningside Road meets Broomhill Road. It is precarious at the moment reversing in and driving out when cars come round the blind corner.

>

> If a parking zone is made and there are parked cars on either side of the driveway the access to the driveway will be extremely dangerous. To access our driveway the car will have to be in the middle of the road to reverse in. Vision will be obstructed when driving out due to parked cars. This will be extremely dangerous when cars travel round the corner, especially at speed.

>

> We look forward to hearing from you.

>

> Your sincerely

> Donnah Blake & Margaret Hutchinson & Marie Ingram

Objection 18

**From:** David Bruce

**Sent:** 14 April 2015 14:47

**To:** TrafficManagement

**Subject:** Garthdee – Proposed Controlled Parking Zone objection

Dear Sir/Madam,

I am writing to formally object to the proposed controlled parking restrictions in the Garthdee/Kaimhill area. Whilst I understand that there is a need to protect certain areas to ensure that residents are given street priority over students I feel as though the proposal is disproportionate to the problem.

I live at 15 Ruthrie Terrace, AB10 7JY and thus I would become subject to the new parking restrictions. In the 10 years that I have lived at this property I have completed a degree, worked a shift based job and I am currently completing a second degree. This irregular working pattern means that I often have days at home during university term time. During those 10 years I have never seen an issue with students using our street to park on. This includes the surrounding streets up as far as Kaimhill Circle, Kaimhill Road, Auchinyell road and Headland Court. The walk from these areas to the main campus of RGU is a minimum 20 minute walk at an average walking pace. Simply put it would be more beneficial to students to take the bus than it would be to park and walk.

I understand that RGU have agreed to subsidise the parking fees for residents for a fixed term however I feel this is an inadequate compromise. When that time period lapses and residents are forced to pay for their own parking it becomes an unfair tax. Currently there is no issue getting parked on or around our street at any point of the day. To be taxed for the luxury of ensuring you can park on an unoccupied street is absurd.

I believe that it is the councils responsibility to put the welfare of it's residents ahead of the commercial gain of businesses. A fair resolution to this would be to have RGU indefinitely fund the parking restrictions, to issue the parking passes free of charge paid for from council tax or to refuse RGU further expansion until they provide adequate parking facilities for the quantity of buildings they wish to have.

Promises were made when RGU was first built. I believe that in order for this council to adhere to the democratic values that entrusted them with the power to make this decision they must refuse to implement this unfair parking tax. The vast majority of people or groups that were asked to offer an opinion during the committee meeting on the 18th of March refused to do so. The vast majority of residents that will be affected by the restriction have remained vocal. Walking along the streets you are flooded by the posters in the windows objecting to these ludicrous restrictions. I implore you, for the sake of common sense and democracy, to refuse these proposed restrictions, to hold RGU accountable for failing to ensure it has the necessary infrastructure to maintain it's expansion and to avoid making this already expensive city even more expensive for ordinary people.

I hope the voices of the people are heard over commercial gain.

Yours faithfully

David Bruce

Objection 19

**From:** Vivien Bruce

**Sent:** 14 April 2015 13:57

**To:** TrafficManagement

**Subject:** Garthdee - Proposed Controlled Parking Zone

I wish to object to the Controlled Parking Zone (CPZ) being proposed for Garthdee.

I have lived in Ruthrie Terrace since 2005 and during that time we have never had an issue with patrons of RGU parking and then walking to the campus. I firmly believe we are too far away for anyone to park and then walk to the campus.

I work in the city centre and we are encouraged not take our cars but to utilise public transport which I do. I pay my council tax, road tax, I have a yearly bus pas and now, potentially, would have to pay either for the privilege of parking outside my own home or paying to park in the city centre! To say I am unhappy with the proposed scheme is an understatement.

As RGU continue to expand the campus at Garthdee, they should ensure that there is adequate parking for the needs of the patrons.

If the proposal goes ahead (and I feel that it will despite the protests of the people it will affect!) I think a scheme should be put in place whereby residents can register their cars and are given free parking permits. This information could be held on a database and City Wardens patrolling the areas would have access to this data base and would know which cars were entitled to be there and which were not.

As I said at the start of my email I object strongly to this CPZ being put in place.

Kindly acknowledge safe receipt.

Yours sincerely

**Vivien Bruce**



Objection 20

**From:** Colin Cran

**Sent:** 14 April 2015 21:54

**To:** TrafficManagement

**Subject:** Fwd: Garthdee/Kaimhill parking zone.

Colin Cran  
29 Auchinyell Gardens  
Garthdee  
AB10 7DS

Dear Sir/Madam,

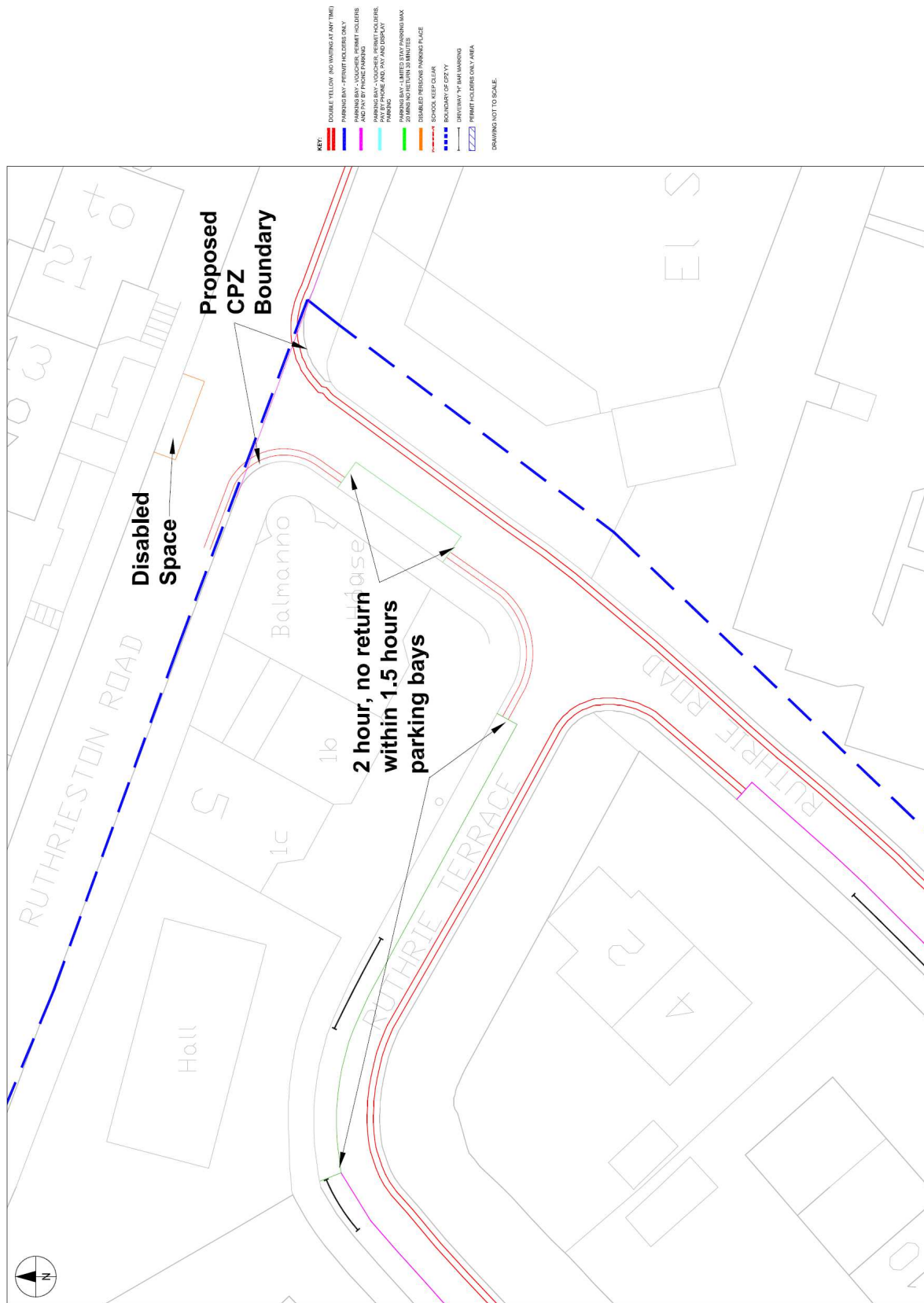
Just a quick note to let you know I strongly disagree with the parking charge after the 10 period comes to an end, please feel free to use my Council tax charge for this. I see this a cynical ploy to extract funds through this charge rather than a rise in Council tax, I'll also bet that the £80 and £120 charge will rise at the first possible occasion.

Regards,

Colin.

# Appendix 5

## Amendments to Ruthrie Road, Ruthrie Terrace and Ruthrieston Road



\s\proj\PROJECTS\Traffic - G-Phase CPZ Extension\G3\_EXTENSION\G3\_EXTENSION\_G3\_SUPP\PH\02\Title\_Blocks\KICK\_G3\_TO\_300.dwg

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard, Director
TITLE OF REPORT	Update on Progress of Action Plan for Fleet
REPORT NUMBER	CHI/15/160
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

Following on from the Traffic Commissioner's public inquiry into the Council's Goods Vehicles Operators Licence in December 2014, this report provides an overview of the work undertaken to address the outcomes of the inquiry and to improve service delivery.

### 2. RECOMMENDATION(S)

That the committee;

- i. note the contents of the report.
- ii. instruct the Head of Public Infrastructure and Environment to update future meetings of the Communities, Housing and Infrastructure Committee of progress made on the Fleet Services Action Plan.

### 3. FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from this report. It is the case, however, that costs will result from the actions taken to make Fleet Services and the council compliant with current legislation and regulations; and to ensure that the council is operating within the conditions and terms of its "Goods Vehicle Operating Licence".

### 4. OTHER IMPLICATIONS

There are clear implications for the Council's management of risk in relation to public and employee safety; management of vehicles, plant and equipment; and business continuity. If suitable progress is not made to manage the operation of the fleet, there may be prosecutions and fines to be paid. Sanctions open to the Traffic Commissioner include warnings; the reduction in the number of vehicles that can be operated or the number of operating centres through to revoking the licence in its entirety.

## 5. BACKGROUND/MAIN ISSUES

A report, CHI/15/135 on “Fleet update following the Public Inquiry on 19 December 2014”, was presented to the Audit, Risk and Scrutiny committee held on the 26 February 2015. The committee instructed the Head of Public Infrastructure and Environment to update future meetings of the Communities, Housing and Infrastructure Committee of the progress made on the Fleet Services Action Plan.

### 5.1 Context

The Office of the Traffic Commissioner is responsible for the regulation and licensing of heavy goods vehicles, by the Driver and Vehicle Standards Agency (DVSA).

In July 2013, the Commissioner issued Aberdeen City Council with a warning letter relating to the maintenance of its fleet. This was followed in January 2014 by an investigation and the identification of a number of problems relating to the service.

Little progress was made by the service during 2014 to improve the way in which it operated and to address the problems identified. The Corporate Management Team was not aware of the involvement of the Commissioner or of the requirement for the Council to improve compliance in order to meet the conditions of its operator’s licence.

On 1 October 2014, the management of the Council’s fleet moved under the responsibility of Mark Reilly, Head of Public Infrastructure and Environment and became a part of the new Communities, Housing and Infrastructure Directorate.

On the 3 October 2014, the Council received notification from the Commissioner that due to ongoing concerns and a perceived lack of progress a public inquiry would be held into the Council’s Goods Vehicle Operator’s Licence. The Inquiry was to include consideration of the arrangements for safety inspections; vehicle maintenance; annual test history; prohibitions; and the role of the official nominated as transport manager on the licence and the support given to him to undertake his duties.

At this time, Angela Scott placed the Fleet Service into special measures under the direction of Mark Reilly; instructed a complete root and branch review of the service and that officers implement whatever is necessary to improve service compliance, delivery and performance.

### 5.2 The Public Inquiry

At a public inquiry there are a number of options open to the Traffic Commissioner which range from further warnings through to revoking the

licence in its entirety. Other sanctions include the reduction in the number of vehicles that can be operated or the number of operating centres.

The Chief Executive, Director of Communities Housing and Infrastructure, Head of Public Infrastructure and Environment and the Fleet Manager attended the Inquiry held on 19 December 2014 in Aberdeen.

The outcome of the Inquiry was as follows:

- The Council was given until the end of January 2015 to put in place effective procedures to address the concerns identified by the previous investigations. After which time the Council would be subject to two unannounced visits by the “Drivers and Vehicles Standards Agency” (DVSA) to inspect vehicles and records; to ensure that the Council vehicles are roadworthy and that effective systems have been put in place to ensure compliance with the licence.
- The Commissioner reduced the number of vehicles\*1 on the licence from 124 vehicles to 111 vehicles. The Commissioner stated that if vehicles were stopped by DVSA and/or the Police vehicles and faults were found or drivers in breach of legislation then the licence would be at risk. The Commissioner also stated that any MOT failure would also put the licence at risk.
- The Council was instructed to attend a future hearing with the Traffic Commissioner on 12 May 2015 to present further evidence to demonstrate that vehicles are being maintained to ensure road worthiness and that effective measures are in place to meet the requirements of the licence.

*\*1 Vehicles listed on “the licence” are those which need a goods vehicle operator’s licence. This is where a business uses goods vehicles above a certain weight. You need a licence to carry goods in a lorry, van or other vehicle with a gross plated weight (the maximum weight that the vehicle can have at any one time) of over 3,500 kilograms (kg).*

### 5.3 Progress Update – 3 April 2015

A detailed action plan is now in place detailing the specific work being undertaken to improve the efficiency and effectiveness of the service. The action plan is being governed by Mark Reilly as Project Sponsor. The information in this section, provides an a summary of the actions completed to date.

5.3.1 An external Team of consultants has been appointed to manage the Fleet Service in the interim period and with the following remit:

- To resolve the problems relating to compliance with the Council’s Goods Vehicle Operators Licence
- To operationally manage and control the systems and processes relating to compliance
- To develop and implement quality management procedures, processes and systems which meet ISO 9001:2008

- To design and deliver a plan for wider service transformation of the fleet service

5.3.2 In the absence of the Fleet Manager, two of the consultants alongside Mark Reilly have been added to the Council's Operators Licence. It is intended that a third consultant will be added to the Council's Operators Licence.

5.3.3 A root and branch review of the service has been completed to analyse the cause of the issues and to identify remedial action both in the short and longer term.

5.3.4 All procedures and policies have been reviewed to ensure that the council is compliant with its Operator's Licence; that the procedures are fit for purpose; and to ensure appropriate checks and audits systems are put in place to ensure that compliance is being met.

The following is in place:

- Compliant vehicle records
- Compliant vehicle maintenance and inspection records – 10% monthly audits with any issues identified addressed straight away
- Compliant driver walk round check records – 10% checks by supervisors – this is where we are seeing the biggest improvement because this picks up any repairs needed before there is a bigger problem
- Compliant external maintenance provider agreements / contracts
- Compliant procedures for tyre and wheel management – big improvements in this area as part of workshop superintendent audit
- Health and safety risk assessments – 15 completed between workshop and the yard now with consultation with trade unions
- Compliant operating centres (depots named on the "Operators Licence" from which heavy goods vehicles operate).
- Procedure for the management of hired vehicles
- Procedure for the management of the Operators Licence and reporting changes

It will be necessary to review these procedures to ensure that they are working effectively and to identify current and future training requirements.

In addition, by the end of April the following will also be in place:

- Compliant driver management records
  - Compliant procedures for ensuring that loads are secure. This may require the purchase of new equipment or minor adaptation of some the vehicles.
- 5.3.5 An internal audit was commissioned and is nearing completion. The purpose of the audit is to 1) identify and check all vehicles, plant and equipment owned by the Council 2) to recommend a corporate governance structure to ensure effective management of Fleet compliance.
- 5.3.6 Work is underway in developing a quality management system for the service which meets ISO 9001 criteria. This involves identifying, reviewing and recording all current processes and procedures. The review will involve the staff and also assess the need for change.
- 5.3.7 The “Tranman” fleet management IT system has been substantially developed and its use as a tool optimized across the service with the following key developments:
- Touch screens linked to the system have been installed in the workshop and are now being used by the mechanics to access, record and manage work.
  - The MOT and servicing schedule for O Licence vehicles has now been locked down to be compliant with regulatory timescales.
  - The invoicing procedure has been improved decreasing the time it takes to invoice customers for work completed.
- 5.3.8 As part of the wider service transformation work, progress is being made in developing a customer led robust procurement system for the purchasing and disposal of all vehicles, plant and equipment. Within this, work has been undertaken to review current orders against service requirements and a contract is being put in place for the disposal of end of life vehicles. Working with internal customers, this approach will ensure the delivery of the right specification of fleet, plant and equipment at the right time and prior to orders being placed.
- 5.3.9 A “Drivers handbook” has been prepared for goods vehicles alongside a training matrix. Members of the project team will now cross check actual training completed against this matrix and action where required. The “Drivers handbook” is to be distributed to all
- 5.3.10 Phase 1 alterations for the fleet shed have been scheduled for late May/early June. This will involve general improvements to working conditions including within the garage space painting; flooring; improving lighting; and herringbone parking arrangement. Further larger scale improvements are currently being defined in-line with service transformation planning.

#### 5.4 What next?

A compliant, effective and efficient Fleet Services is business critical and the transformation from its current service delivery standards must be a priority for Aberdeen City Council.

It should be noted that whilst significant improvements have been made across the fleet service since October 2014, a substantial amount of work is still required to bring the service up to the desired standard and to maximize the potential opportunities on offer to the greatest extent.

A wider service transformation plan for post May 2015 is currently being developed and will be reported to the Communities, Housing and Infrastructure Committee along with progress in general at the next committee meeting.

#### 6. IMPACT

Successful implementation and delivery of a robust vehicle management and health and safety management system will reduce risk to the council and ensure compliance with the council's "Goods Vehicle Operator's Licence".

A corporate approach to all processes undertaken in terms of inputs and outputs is required. A sustained and systemic approach covering the Plan, Do, Check and Act will be the core elements of managing compliance.

The level of success will be dependent on the attitudes and behaviours of the employees within the council.

To improve a proactive positive vehicle management and health and safety culture will require effort from all levels within the council by visibly displaying and enforcing positive core behaviours; and challenging unsafe behaviour in a timely way.

#### 7. MANAGEMENT OF RISK

There are clear risks associated with the maintenance of the council's vehicles, plant and equipment and in how the council manages its drivers and operators. These are:

- a) Risks to business continuity in relation to not meeting the conditions and requirements of the Councils "Goods Vehicle Operators Licence" which could result in the licence being revoked and the Road Maintenance and Waste Collection operational services having to be procured from the private sector.
- b) Increased risks to public and staff through failure to safely maintain vehicles, plant and equipment; and also the failure to ensure the effective management of drivers and operators. The measures that



have been put in place and those being developed to improve the existing fleet and operational services will mitigate these risks.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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Tel: 01224 523910

## COMMITTEE REPORT CHECKLIST

Name of Committee:	Communities Housing & Infrastructure	
Date of Committee:	19 May 2015	
Title of Report:	Update on Progress on Action Plan for Fleet	
Report Number:	CHI/15/160	
Report Author:	Mark Reilly	
Directorate:	Pete Leonard	
Date(s) report considered by CMT (if appropriate):	NA	
Is report "exempt" under the Access to Information Act?  Please also specify paragraph numbers opposite. Guidance can be found at: <a href="http://thezone/cg/DemocraticServices/ct_exemptinfo.asp">http://thezone/cg/DemocraticServices/ct_exemptinfo.asp</a>	No	
Equalities Impact Assessment included: (also to be submitted to Sandra Bruce <a href="mailto:sandrab@aberdeencity.gov.uk">sandrab@aberdeencity.gov.uk</a> )	No	
<b>Report Consultation – Required in terms of Standing Orders</b> Please read the guidance on the Zone: <a href="http://thezone/cg/DemocraticServices/ct_Guidance_For_Report_Authors.asp">http://thezone/cg/DemocraticServices/ct_Guidance_For_Report_Authors.asp</a>		
	Date of Issue	Date of Response
<b>Elected Members:</b>		
Convener	07.04.15	No response
Vice Convener	07.04.15	No response
Council Leader	07.04.15	No response
Convener of Finance, Policy and Resources	07.04.15	No response
Local Members (if applicable):		No response
<b>Officers:</b>		
Craig Innes, Monitoring Officer	07.04.15	No response
Steve Whyte, Section 95 Officer	07.04.15	No response
Head of Service, Office of Chief Executive	07.04.15	No response
Legal and Democratic Services (separate from consultation with Monitoring Officer)	07.04.15	14.04.15
Finance (separate from consultation with s.95 officer) Helen Sherrit	07.04.15	No response
Other officers:	07.04.15	No response

Steph Dunsmuir Pete Leonard		
<b>Trade Unions (where applicable):</b>		
<b>External (where applicable):</b>		

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	External Funding for Transportation Projects
REPORT NUMBER	CHI/15/143
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to inform Members of Aberdeen City Council's success in obtaining external funding for a range of transportation projects and to seek approval for the expenditure of the funds so obtained.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- a) Note the award of £34,000 received by Aberdeen City Council from the Scottish Government's Air Quality Grant Scheme and approve the expenditure, for the purposes described in this report, of the funds so obtained;
- b) Note the additional award of £7,120 made to the Council from the Scottish Government's Smarter Choices, Smarter Places fund and approve the expenditure of this sum in accordance with the approved delivery plan;
- c) Note the awarding of £1,317,545 from Transport Scotland, via the Aberdeen Western Peripheral Route (AWPR) Managing Agent, for AWPR Offset Mitigation projects and approve expenditure of this sum for the purposes described in this report; and
- d) Note the successful submissions made to Sustrans Scotland's Community Links Fund 2015/16.

### 3. FINANCIAL IMPLICATIONS

Air Quality Action Plan and AWPR Offset Mitigation money is 100% grant funding, although staff time will be required to develop and deliver projects.

The Smarter Choices, Smarter Places fund requires 50% match-funding. This is being met using external budgets (including from the private sector) and existing staff in-house resource.

Projects funded from the Sustrans Scotland Community Links Fund each require 50% match funding – this is already secured, either from the Council's Non-Housing Capital Programme for the Third Don Crossing and A96 Park and Choose/Dyce Drive Link Road or from the Nestrans 2015/16 capital programme.

#### 4. OTHER IMPLICATIONS

None.

#### 5. BACKGROUND/MAIN ISSUES

##### 5.1 Scottish Government Air Quality Grant Scheme

5.1.1 The Scottish Government's Air Quality Grant Scheme is an annual scheme to support local authorities to implement measures included in their Air Quality Action Plans. Such measures can include, but are not restricted to, promoting public transport, improved traffic management systems, car clubs, Low Emission Zones or retrofitting local authority vehicles with emissions reduction equipment. Aberdeen has been successful in obtaining funding from this source in the past which has assisted in the delivery of events, promotions and infrastructure (to support the Car Club for example).

5.1.2 In February/March 2015, local authorities were invited to submit applications to the 2015/16 scheme. Council officers therefore submitted an application, stating that any funds successfully obtained would be spent on:

- Campaigns to raise awareness of air quality issues and to support sustainable transport - advertising, promotional items, leaflets and maps;
- Events for Climate Change Week, Air Quality Week, Bike Week and European Mobility Week;
- Journey Time Expansion – further expansion of Bluetooth technology on key corridors to connect to Variable Message Signs to highlight congestion and journey time comparisons between car and bus, and expansion of the Bluetooth network to establish delay points on the network and to determine whether signal amendments are required;
- The creation of a virtual model of the City Centre to support the Sustainable Urban Mobility Plan; and
- Car Club Infrastructure – signing, lining, and Traffic Regulation Orders for additional spaces and installation of telematics units.

5.1.3 In April, it was announced that a total of £34,000 was being awarded to Aberdeen City Council from the scheme. It is therefore recommended

that Members note the award and approve the expenditure, for the purposes described above, of the funds obtained.

## 5.2 Smarter Choices, Smarter Places

- 5.2.1 As reported to this Committee in March 2015 (EPI/14/128: Roads and Transport Related Capital Budget Programme 2015-2016), Aberdeen City Council was successful in securing £208,000 in match funding from the Scottish Government's Smarter Choices, Smarter Place Fund for a soft measures sustainable transport programme during 2015/16. The Committee approved the expenditure of these funds in accordance with the delivery plan provided in that report.
- 5.2.2 Following the allocation of that award, the Council were informed by Paths for All, who administer the funding on behalf of the Government, that an additional award of £7,120 was being made to the Council to support the delivery of further feasibility work in the three target areas.
- 5.2.3 It is therefore recommended that Members note the additional award made to Aberdeen City Council from the Smarter Choices, Smarter Places fund and approve the additional expenditure in accordance with the delivery plan.

## 5.3 Aberdeen Western Peripheral Route (AWPR) Offset Mitigation

- 5.3.1 The Aberdeen Western Peripheral Route (AWPR) will cross numerous routes (minor roads, paths, rights of way, etc.) used by non-motorised users (NMUs). Although most minor roads are retained and a number of crossing points have been provided, diversions will increase journey lengths in a number of cases and amenity value will decrease along other sections of existing routes to local facilities and countryside areas are therefore likely to be adversely impacted.
- 5.3.2 Offset Mitigation projects have therefore been identified to provide safe access to pedestrians and cyclists around the proposed route corridor and to address issues of NMu fragmentation. These projects are:

### **Core Paths (Total: £237,545)**

Peterculter – Milltimber: Community severance is identified as severe between Peterculter and Milltimber, with journey lengths and amenity impacts very significant. The proposal is therefore to construct a new section of path to link Peterculter with Milltimber.

Bucksburn – Brimmond Hill: The proposal is for a new section of path which would allow a safe and direct route between these two locations to mitigate the new severance caused by the AWPR.

Bucksburn Valley (Core Path 42): The proposal is for a link path between Kingswells and Brimmond Hill via the North Kingswells junction in response to severance issues identified for Kingswells.

Standing Stones: The project will involve installing a new path between Howe Moss and the Kirkhill Forest Standing Stones to compensate for new severance, journey length and amenity impacts.

### **Strategic Cycle Projects (£1,080,000)**

A96 Aberdeen to Blackburn: part of a longer distance strategic route linking Aberdeen City and Aberdeenshire.

A90 Ellon Road: Part of a longer distance route from Balmedie to the City Centre.

- 5.3.3 A funding breakdown of these projects, along with anticipated timescales, based on the timetable for AWPR construction, is provided in Tables 1 and 2 below.

Table 1: Core Paths

Path	Cost	Year
<b>Peterculter – Milltimber</b>		
Design, preparation and access agreement	£9,000	2016/7
Implementation	£77,822	2017/8
<b>TOTAL</b>	<b>£86,822</b>	
<b>Bucksburn – Brimmond Hill</b>		
Design, preparation and access agreement	£8,000	2016/7
Implementation	£40,620	2017/8
<b>TOTAL</b>	<b>£48,620</b>	
<b>Bucksburn Valley (Core Path 42)</b>		
Design, preparation and access agreement	£6,000	2016/7
Implementation	£47,483	2017/8
<b>TOTAL</b>	<b>£53,483</b>	
<b>Standing Stones</b>		
Design, preparation and access agreement	£7,000	2016/7
Implementation	£41,620	2017/8
<b>TOTAL</b>	<b>£48,620</b>	
<b>TOTAL</b>	<b>£237,545</b>	

Year	Total spend for year
2016/7	£ 30,000
2017/8	£207,545

Table 2: Strategic Cycle Routes

Path	Cost	Year
<b>A96 Aberdeen to Blackburn</b>		
Detailed design and preparation	£45,000	2016/18
Implementation	£305,000	2018/20
<b>TOTAL</b>	<b>£350,000</b>	
<b>A90 Ellon Road south of Murcar</b>		
Design and construction of southern leg	£200,000	2015/17
<b>TOTAL</b>	<b>£200,000</b>	
<b>A90 Ellon Road north of Murcar</b>		
Detailed design and preparation	£50,000	2016/18
Implementation	£480,000	2018/20
<b>TOTAL</b>	<b>£530,000</b>	
<b>GRAND TOTAL</b>	<b>£1,080,000</b>	



Year	Total spend for year
2015/16	£200,000
2016/17	£95,000
2018/20	£785,000
<b>TOTAL</b>	<b>£1,080,000</b>

5.3.4 It is therefore recommended that Members note the awarding of £1,317,545 from Transport Scotland, via the AWPR Managing Agent, for AWPR Offset NMU Mitigation projects and approve expenditure of this sum for the purposes described above.

#### 5.4 Sustrans Scotland's Community Links Fund 2015/16

5.4.1 At the March meeting of this Committee, Members were advised of a series of match-funding applications made to Sustrans Scotland's Community Links Fund 2015/16 for pedestrian and cycle infrastructure improvements throughout the City, and approved the expenditure of any funds successfully obtained.

5.4.2 In April 2015 the Council was informed that the all of the City's applications had been successful, as follows:

- Third Don Crossing Cycle Facilities - £480,000;
- A96 Park and Choose/Dyce Drive Link Road Cycle Facilities - £139,168;
- Ellon Road Cycle Links Phase 2 (The Parkway to Murcar) - £177,500;
- Riverside Cycleway (Bridge of Dee to the Robert Gordon University) Feasibility and Design - £15,000;
- Formartine and Buchan Way Access Improvements - £30,000; and
- The Parkway Cycle Route Phase 1 - £155,000.

Total - £996,668.

5.4.3 Funds obtained for the Third Don Crossing and A96 Park and Choose/Dyce Drive Link Road cycle facilities will complement the already committed, via the Non-Housing Capital Programme, budget for these schemes. The remaining projects have already secured the other 50% of their funding from the 2015/16 Nestrans Capital Programme.

5.4.4 The Third Don Crossing, including accompanying cycle facilities, is due to be completed in December 2015. The Dyce Drive link road is due to open late 2015, with the Park and Choose operational from mid-2016. All other projects will be delivered during 2015/16, with regular updates on progress provided to this Committee via the Strategic and Local Transport Projects Update Bulletin.

## 6. IMPACT

Delivering the projects describes in this report will significantly improve pedestrian and cycle infrastructure in the City, encouraging more

journeys to be undertaken by foot or by bike. As well as the infrastructure improvements outlined in this report, the promotional and awareness-raising campaigns proposed will encourage people to adopt healthier and sustainable modes of transport, with positive impacts on health, wellbeing, transport emissions, air quality and congestion reduction.

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 Regional Transport Strategy and the existing and emerging Local Transport Strategies, all of which have been, or will be, subject to their own EHRAs.

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

Proposed footway and cycleway improvements have no identified maintenance budget of their own and could 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 by the use of high-quality design and installation materials which should ensure longevity of infrastructure. The risks of inaction (not improving 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).

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Reduction of Pay and Display parking machines
REPORT NUMBER:	CHI/15/171

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### 1. PURPOSE OF REPORT

The report seeks approval to reduce the number of pay and display machines for efficiency reasons supporting modernisation of our parking service.

### 2. RECOMMENDATION(S)

Committee is recommended to:

Approve reduction of the number of pay and display machines in accordance with the policy considerations set out below.

### 3. FINANCIAL IMPLICATIONS

Reducing the number of parking machines will reduce expenditure in various ways including cash collection charges; repairs and maintenance; and ticket supplies. A machine costs around £3k to purchase hence reducing the number of machines reduces substantial potential machine replacement costs. It will also lessen financial burden associated with adapting machines for the new £1 coin in 2017.

The ground and electrical works involved in removing the proposed first phase reduction of 61 machines is projected to cost £33,500. The second phase is projected to cost a further £80,000. However, these costs would be offset against reduced expenditure costs and potentially £150k worth of reusable machines made available to replace old and unreliable machines.

All costs will be contained within the car parking trading account.

### 4. OTHER IMPLICATIONS

Machine parts will be re-used in remaining machines as far as reasonably possible and this will also help minimise immediate machine replacement

requirements. Similarly reliable machines removed may be used to replace defunct machines when viable.

## 5. BACKGROUND/MAIN ISSUES

The Council has 720 parking pay and display machines accepting coin only payment. The majority of these were installed more than ten years ago and many are increasingly unreliable and not particularly aesthetic. Presently 60 machines are out of order leading to complaints from and inconvenience to customers and local residents. Rusting pedestals has recently necessitated removal/replacement of several machines owing to safety concerns.

Each year there are approximately 1.7M car parking payment transactions. The number of mobile telephone payments is increasingly popular with our customers and it is projected that over 20% of all transactions will be by telephone during 2015 with a continuing reducing trend for machine payments.

With the availability and increasing popularity of telephone payments, it provides the option to reduce our provision of pay and display machines. Our traffic orders contain the following in respect of availability of pay and display machines:

"Ticket Issuing Machine to be installed near parking Bays  
There shall be at least one ticket issuing machine within reasonable walking distance of each public parking bay in respect of which charging is applicable."

There are various benefits to our customers and the Council realised by greater use of telephone payments but while retaining a smaller number of pay and display machines.

Telephone payments are convenient and easy to use. This system does not require customers to have the correct coinage which can be a problem when paying by machine particularly for longer parking periods. Customers can be reminded when paid parking periods are due to expire and allow payment to be made without having to return to a vehicle. This helps avoid penalty charge notices having to be issued. And, City Wardens do comment that less enforcement is required as a positive consequence of the introduction of telephone payments.

The telephone system is highly reliable meaning less frustration and inconvenience to customers encountering faulty machines. Reliability is also a substantial benefit to the Council with reduced non-payment due to machine faults and less requirement to replace machine parts and repair machines. Telephone payments are kinder to the environment reducing electricity use, consumable parts, paper tickets and attendance at machines for cash collection, repairs and audits.

Administration would also be more efficient with fewer machines. The need to attend to machines to change prices would be reduced. Business intelligence is also more readily available through telephone systems.

It is emphasised that there is a need to reduce the number of machines but not remove these totally. It is vital that machines remain to offer choice to our customers. For example, visitors and other infrequent customers may prefer coin payments. It should also be considered that not everyone uses mobile telephones and many may do but may not wish to use for making payments for matters such as parking. There are examples in England where local authorities removed all parking machines but later had to install replacements.

With approval from committee there would be a gradual reduction of machines. The following criteria would be considered to determine removal of machines.

There shall be at least one ticket issuing machine within reasonable walking distance of each public parking bay in respect of which charging is applicable.

As a general rule usually a parking machine will be around 120 metres from any parking bay. However the following factors will also be considered.

1. Parking turnover and income collected at each locality.
2. Avoiding requiring customers to cross busy streets to use close machines
3. Visibility of machines from parking spaces
4. Desire to have at least one machine per street

Signs will be installed as appropriate in locations where machines have been removed giving telephone payment instructions and directing towards the nearest parking machine.

A phased approach will be taken to machine reduction. Applying the policy on machine provision requirements recommended above indicates that 61 machines would be taken out of service and removed in the first phase. We assess that no new signage would be required in these locations

The second phase would involve a further reduction of 114. We assess that 59 of these machines are suitable for reuse and would be used to replace old and unreliable machines.

All machines proposed for removal are 'on-street' and none within our 'off-street' car parks.

Reduction of machines proposed in these initial phases is approximately 24% of the total number of machines currently installed in the city. A further report would be made to committee in 2016 updating on the implementation of this proposal and setting out a plan for further modernisation of our pay and display machine provision.

## 6. IMPACT

Reducing machines and greater use of pay by phone parking supports various aspects of Aberdeen – The Smarter City and specifically the Smarter Environment and Smarter Mobility objectives.

## 7. MANAGEMENT OF RISK

There may be some customers who will find the reduction of machines slightly less convenient. However, even with the proposed reduction we would continue to provide pay and display machines within a reasonable distance of parking spaces. We also offer a more convenient means of parking through mobile telephone.

Blue badge holders may park free of charge in all of our pay for parking areas.

Checks have been made with the Scottish Government and the Department for Transport to ensure that our proposals are not outside any regulations beyond our traffic orders.

## 8. BACKGROUND PAPERS

## 9. REPORT AUTHOR DETAILS

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# Equality and Human Right Impact Assessment: The Form



## 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.

<b>1:Equality and Human Rights Impact Assessment- Essential Information</b>											
<b>Name of Proposal:</b>	<b>Date of Assessment:</b> 6 April 2015										
<b>Service:</b> Communities and Housing	<b>Directorate:</b> Communities, Housing and Infrastructure										
<b>Committee Name or delegated power reference (Where appropriate):</b> Communities, Housing and Infrastructure	<b>Date of Committee (Where appropriate):</b> 19 May 2015										
<b>Who does this proposal affect?</b> Please Tick ▼	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Employees</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Job Applicants</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (List below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input type="checkbox"/>	Job Applicants	<input type="checkbox"/>	Service Users	<input checked="" type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/>	Other (List below)	<input type="checkbox"/>
Employees	<input type="checkbox"/>										
Job Applicants	<input type="checkbox"/>										
Service Users	<input checked="" type="checkbox"/>										
Members of the Public	<input checked="" type="checkbox"/>										
Other (List below)	<input type="checkbox"/>										

<b>2: Equality and Human Rights Impact Assessment- Pre-screening</b>		
<b>Is an impact assessment required?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>If No, what is the evidence to support this decision?</b> (Once this section is completed, please complete section 8 of the form).		

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<b>3: Equality and Human Rights Impact Assessment</b>	
<b>a- What are the aims and intended effects of this proposal?</b>	To support modernisation of our parking service. Reduce number of pay and display parking machines leading to cost reduction. Promote use of telephone payments systems.
<b>b- What equality data is available in relation to this proposal?</b>  (Please see guidance notes)	No specific data relating to equalities groups. 1.7M parking transactions are made each year.

<p><b>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.</b></p>	<p>None</p>
<p><b>d- Financial Assessment</b> If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost      £ 110k</p> <p>Projected Savings         £ 400k</p>

	<p><b>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?</b></p>
	<p>Machines are a potential ‘hazard’ on streets particularly affecting people with vision and mobility impairments.</p> <p>Where a customer has difficulties with using the automated service due to being hearing impaired, customer service agents do have the ability to complete a parking transaction for the customer so that they can speak to a ‘human being’. This is available where the customer makes the advisor aware that they cannot be put through to an automated service.</p> <p>As well as offering motorists the option of contacting us by phone, PayByPhone has a wealth of other methods to allow customers to register and use the PayByPhone service including Apps for smartphones, a mobile web service for internet enabled phones, text payments and a website for customers to access from home.</p>
	<p><b>f- How does this proposal link to the Council’s Equality Outcomes?</b></p>
	<p>Supports the environmental improvement objectives.</p>

#### 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 ' <i>Genuine Determining Reason</i> '* exists *( see completion terminology)
Age (People of all ages)	✓			
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓		
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 <i>The Equality Act 2010</i> ?				
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)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	✓			
<b>Religion or Belief or Non-belief</b>	✓			
<b>Sex</b> (Women and men)	✓			
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	✓			
<b>Other</b> (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:

<p><b>Article 6: Right to a fair and public hearing</b></p>	<p><b>Yes</b>                      <b>No</b></p> <p><b>Evidence:</b></p>
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p><b>Yes</b>                      <b>No</b>                      <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p>
<p><b>Article 10: Freedom of expression</b></p>	<p><b>Yes</b>                      <b>No</b>                      <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p><b>Yes</b>                      <b>No</b>                      <input checked="" type="checkbox"/></p> <p><b>Evidence:</b></p>
	<p><input type="checkbox"/>                      <input checked="" type="checkbox"/></p>

<p><b>Other article not listed above, please state:</b></p>	<p><b>Yes</b>      <b>No</b></p> <p><b>Evidence:</b></p>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)</p>	<p> <input type="checkbox"/> <b>Red</b>  <input type="checkbox"/> <b>Red Amber</b>  <input type="checkbox"/> <b>Amber</b>  <input checked="" type="checkbox"/> <b>Green</b> </p>
<p><b>Reason for that rating:</b></p>	<p>Only positive impacts identified</p>

**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 <i>The Equality Act 2010</i> ?					
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:	
					<b>8: Sign off</b>

<b>Completed by (Names and Services) :</b>	
<b>Signed off by (Head of Service) :</b>	
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p> <b>Equalities Team</b>  <b>Customer Service and Performance</b>  <b>Corporate Governance</b>  <b>Aberdeen City Council</b>  <b>Business Hub 13</b>  <b>Second Floor North</b>  <b>Marischal College</b>  <b>Broad Street</b>  <b>Aberdeen</b>  <b>AB10 1AB</b> </p> <p>Telephone 01224 523039 Email <a href="mailto:sandrab@aberdeencity.gov.uk">sandrab@aberdeencity.gov.uk</a></p>	

**9: Completion Terminology:**

<p><b>Assessment Pre-screening Rating:</b></p>	<p>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.</p>
<p><b>Assessment Rating:</b></p>	<p>After completing this document, rate the overall assessment as follows:  <b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.  <b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.  <b>Amber:</b> 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 <i>Action Planning</i> section of this document.  <b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
	<p>Equality data is internal or external information that may indicate how the proposal</p>

<b>Equality Data:</b>	<p>being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<b>Genuine Determining Reason</b>	<ol style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ol> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<b>Human Rights</b>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<b>Legal Status:</b>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 <sup>TH</sup> May 2015
DIRECTOR	Peter Leonard
TITLE OF REPORT	Bus Lane Enforcement Net Income - Proposed Expenditure 2015/16 Onwards
REPORT NUMBER:	CHI/15/164
CHECKLIST COMPLETED:	YES

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### 1. PURPOSE OF REPORT

The purpose of this report is to seek approval for the programme of proposed projects to be funded in 2015/16 using the net surplus from the Bus Lane Enforcement System generated in 2014/15.

### 2. RECOMMENDATION(S)

It is recommended that the Committee agree the programme of proposed projects to be implemented from 2015/16 onwards, funded by the net surplus of the Bus Lane Enforcement System from 2014/15.

It is also recommended to include this report with Aberdeen City Council's report to the Scottish Government.

### 3. FINANCIAL IMPLICATIONS

The total income for 2014/15 arising from penalty charge notices from bus lane offences is £1,075k. This revenue has been utilised in the first instance to fund the operation and resourcing costs of the Bus Lane Enforcement System in 2014/15 - £123k. The net surplus from BLE activities in 14/15 is £952k. In addition to this the under spend from the approved 2014/15 BLE programme is £124,577, as shown in Appendix A. This gives a total net surplus of £1,076,577 which must be used to fund existing and future projects and work streams that help the Council meet its objectives contained within this Local Transport Strategy (LTS) as per the requirements of Scottish Government legislation.

### 4. OTHER IMPLICATIONS

The programme of proposed projects has been assessed in terms of their fit with meeting the LTS objectives. These proposed projects not

only meet the LTS objectives, but they also contribute towards the delivery of the Local Development Plan (LDP), Strategic Development Plan (SDP), Regional Transport Strategy (RTS), the Single Outcome Agreement (SOA), Air Quality Action Plan (AQAP) and the evolving City Centre Masterplan (CCMP). These proposed projects will also contribute to the Smarter Aberdeen vision. Monitoring of project progress and financial out-turns is undertaken on a monthly basis and reported to Communities Housing and Infrastructure via the Strategic and Local Transportation Update Bulletin.

The Scottish Statutory Instrument 442 the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 Part VII Financial Provisions section paragraph 32 states:

(2) Any sums paid to an approved local authority by way of charges under these Regulations must be applied by that authority for the purpose of directly or indirectly facilitating the achievement of policies in that authority's Local Transport Strategy.

It should be noted that any monies paid to ACC from bus lane charge notices should be traceable, auditable and clearly linkable to the Local Transport Strategy.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Background

Reference is made to the meeting of the Council on 14 May 2014, wherein Members agreed a new policy for the use of the net Bus Lane Enforcement surplus and the first programme of projects to be implemented in 2014/15 at a total value of £896,225.

### 5.2 Bus Lane Enforcement Programme 2014/15

The following highlights some of the achievements of the 2014/15 programme:

- 6.75km of core path by resurfacing and improving drainage. These works have vastly improved Aberdeen's walking and cycling network.
- Additional Bikeability training was funded at 19 primary schools along with Cycle Training Assistant (CTA) training being delivered to allow school staff to deliver Bikeability training themselves. Bikeability training is used to educate children about cycling safety.
- Contributing to the delivery of the 'In Town Without My Car Day' event that was held to promote sustainable transport within Aberdeen.
- Upgrading and adding to the cycle infrastructure within the city including the installation of cycle lockers and cycle racks.

- The maintenance of bus lane lining and signage throughout Aberdeen
- The refresh of the City Centre waiting restrictions such as school zig-zags, box junctions, parking bays and signage.
- The carriageway of the bus stop outside Morrison's on King Street was reconstructed.
- The upgrade of 17 bus shelters around Aberdeen.

Feedback was received on a number of the 14/15 BLE funded projects, such as anecdotal feedback on the core path works from members of the public speaking to officers during site visits, "We are very pleased to see that the Council is sorting these paths".

Feedback was also generated for the In Town Without My Car Day event through questionnaires, which showed that many of the attractions such as the inflatable assault course, smoothie maker, stunt riders and climbing walls were well received. Also the returned questionnaires showed a very positive rating for the event overall.

The BLE funded Bikability training was a great success, with a lot of positive anecdotal feedback from school staff and parents. Due to the extent of the training that Officers were able to provide, the majority of Aberdeen City schools are participating with Bikeability training. Due to the success of this project, Cycling Scotland has asked Officers to pilot a Bikeability summer school for any children who have missed out during term time.

### 5.3 Programme of Proposed Projects for 2015/16

As per the approved policy, all Council services were invited to submit their bids by mid-February 2015 for consideration within the new 2015/16 programme.

Over 50 submissions have been received and have been subject to assessment and prioritisation by officers in accordance with the LTS vision and objectives. Proposals have been scored according to the extent to which they meet LTS objectives with factors such as travel mode hierarchy, whole life costs and maintenance taken into account. Following the first full year of operation, a review of the scoring matrix has been undertaken and subsequently refined to enable a more robust assessment against the LTS objectives. The revised scoring matrix, to include sections for Social, Collective and Environmental modes of transport and for recreational cycling and walking, highlighting the changes is included as Appendix B. An example project pro-forma and has been scored and is included as Appendix C

All projects agreed by Members to be implemented from 2015/16 onwards will be monitored monthly by officers to ensure any potential issues are highlighted and addressed at the earliest possible

opportunity to enable appropriate actions to be taken and to maximise the use of the funding available.

Updates for Members will be included within the Strategic and Local Transport Projects Bulletin for each cycle of the Communities, Housing and Infrastructure Committee. Officers will also ensure ACC's bus lane webpage is updated regularly to provide the citizens of Aberdeen with a transparent overview of schemes which are funded directly from bus lane offences net surplus.

It should be noted that a reserve list of projects is being prepared and will be reported to this Committee in August together with a review of project progress to that date. That report will also establish any further opportunities for reserve project implementation during the second half of the financial year.

The proposed programme of projects for 2015/16 onwards and associated spend is as follows:

<b>BLE Expenditure 15-16 and Onwards Recommend Project Programme</b>		
<b>Project Name</b>	<b>Description of Work</b>	<b>Funding Amount</b>
Emergency Contingency Fund	Emergency contingency fund	£50,000
Overall Programme Contingency	Provisions for any scheme overspend. Decision for any additional funding would be made by CHI Committee.	£45,000
Maintenance	Provision for any Maintenance on previous BLE funded schemes	£10,000
Bus Shelter Replacement Programme (Year 2)	Replacement programme of Trueform Bus Shelters in the City – continuation of 2014/15 when 17 shelters were replaced with £50k from BLE.	£55,000
Strategic Model Upgrade	Contribution to the Aberdeen Sub Area Model (ASAM), ASAM is a multi-modal transport model covering the North East of Scotland which informs all of ACCs traffic modelling, particular importance Dyce area and City Centre.	£40,000
Bridge Of Dee Study	Nestrans contribution - £55k to continue STAG Part 2. This proposal would enable the completion of STAG Part 2 in 2015/16. Bridge of Dee is a key project in the Strategic Infrastructure Plan.	£150,000
Cycle Infrastructure Maintenance and Promotions Fund	Various repairs to cycle infrastructure across the City and active and sustainable promotional events throughout the year in partnership and with possible match funding.	£20,000

Traffic Signal Refurbishment	To upgrade the traffic signal facilities to deploy LED and Puffin technology to enhance pedestrian safety at traffic signalised junction or crossings and reduce energy consumption. Junction Locations: Great Western Road/Holburn Road, Great Western Road/Ashley Road, North Deeside Road/Springfield Road. Crossing Locations: Great Western Road/Mannofield, Gallowgate at Seamount Court, Denburn Road at Blackfiars Street, Skene Street near Woolmanhill.	£110,000
Fibre Optic Duct Expansion to facilitate Digital Communications Upgrade	Installation of fibre optic duct to finalise the connection of a resilient fibre optic ring to traffic signals within the city centre. This will enhance the reliability and resilience of the communications to traffic signals which will minimise communications failures to ensure the co-ordination of traffic signals to limit congestion. This will also enable digital equipment to be deployed such as CCTV and Journey Time equipment.	£100,000
ICT support	The provision of a new CCTV screen within the ITS team will enable the existing access to 24 CCTV cameras to be increased to 36 cameras. This will support traffic signal operations and road safety and congestion management in general.	£3,000
Digital Communications Upgrade	Implementation of digital communications to traffic signal installations in the George street area. This will minimise failures and improve the connectivity to traffic signals to maximise the efficiency and reliability of the road network.	£80,000
Windmill Brae/ Justicemill Lane - Night Time Surveys	To carry out video surveys of traffic and pedestrian movements around Windmill Brae and Justicemill Lane during evening and night-time hours to inform the design of an urban realm improvement which supports a safe night-time environment and daytime economy. Developer contributions have been secured to support the implementation of some measures however these are time restricted and works may be implemented incrementally.	£15,000
Improvements to Variable Message Signs (VMS) at schools	Replace existing LED light units in part time 20mph signs at schools to the north of the city, which are outdated and new units will be remotely operated. The supporting software has been purchased and programme of replacement would start at the north of the city as this is furthest from the office.	£35,000
Point of Interest/Heritage site Directional Signage	To supply and attach 40 Number metal 'point of interest' directional signage to replace existing.	£8,000
Bikeability	To support Adventure Aberdeen in the delivery of Bikability training across the city including training, resource and promotional materials.	£20,000
Installation of a Puffin Crossing at Kepplehills Road	The installation of a puffin crossing at Kepplehills Road, Aberdeen to replace the existing zebra crossing, promoting and supporting safer routes to the new Brimmond Primary School.	£40,000
Re-Validation of SCOOT on Strategic Routes	To re-validate traffic signal SCOOT configuration on bus corridors to enhance the operation of the traffic signals to maximise the efficiency of the road network. Routes would include King Street, Langstracht and Wellington Road corridors.	£40,000
New Dyce Area Links on Cycle Network	Nestrans funding has been secured to identify gaps in the cycle network in Dyce Drive area linking with railway station. This proposal is to design and implement cycle path missing links arising from the Nestrans funded feasibility study.	£100,000

Citywide TRO's - consolidation of orders	Undertake an audit of TRO's within the City to ensure existing measures are enforceable and orders are consolidated to ease enforcement and management, thus ensuring a more robust appeals process.	£50,000
River Don Corridor Access Scoping Study	Undertake a scoping study of the access (path) network to/from and along the River Don Corridor to identify the available and potential network, a hierarchy of access routes and opportunities for improvement to deliver these routes and linkages. Supports the significant increase in development pressure in the area as well as the 3rd Don Crossing. Links to SURF (Sustainable Urban Fringes), River Don Gateways project, and will inform access improvement works for the following years.	£20,000
Traffic Management for Offshore Europe Exhibition 2015	<p>The Offshore Europe (OE) Conference and Exhibition will see 65,000 exhibitors and delegates attend a 4 day event in September 2015 at the AECC, Bridge of Don. Those attending the event travel from local, national and international destinations to one of the world's foremost global energy conferences. The presence of such a large volume of people in such a concentrated period of time, undoubtedly adds significant additional pressures to the existing road and public transport infrastructure in Aberdeen at this time.</p> <p>The economic impact of OE to Aberdeen and the region is estimated at £53m and this proposed financial contribution would support AECC in encouraging the event organisers to commit to a long term hosting contract in Aberdeen. £40,000 is being requested from ACC BLE fund to cover the costs of the associated traffic management that is required for the Offshore Europe Exhibition. This will include: Sign manufacture and alterations, lining, temporary sign bases, mobile VMS, no waiting cones, laying out of traffic management and advanced warning signs, initial set up, daily attendance, removal, pre-event planning.</p>	£40,000
Car Club bay implementation	Implementation of a further 10 spaces, ie TRO signing and lining (currently 40 spaces).	£7,000
Electric vehicle charging points warranty and maintenance	Extension by 12 months of the warranty and service agreement for the 10 Council EV charge units.	£3,000
Refresh of lining and signing on Union Street	Continuation of signing/lining refresh in the City Centre.	£35,000
	<b>Total</b>	<b>£1,075,400</b>

**It should be noted that none of the schemes above have an existing Council budget allocation for 2015/16 or beyond.**

Summary:

Completion of 14/15 approved schemes:                   £187,772  
Proposed 15/16 schemes:   £1,075,400

## 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 projects will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: *We will encourage cycling and walking, and we will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions*. This is part of the Local Transport Strategy

The 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 report may be of interest to members of the public as it concerns the use of surplus funds from penalty charge notices for bus lane offences being used to improve the transportation infrastructure for the travelling public in the City.

An Equalities and Human Rights Impact Assessment (EHRIA) is not required for this report.

A Privacy Impact Assessment has not been undertaken as the recommended option does not necessitate collecting personal information about individuals.

## 7. MANAGEMENT OF RISK

Risk has been minimised as whole life costings have been included within the assessment process of potential schemes through the assessment scoring matrix.

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

Cameron Baillie, Technical Officer, [CaBaillie@aberdeencity.gov.uk](mailto:CaBaillie@aberdeencity.gov.uk) or (01224) (52)2080

Approved List of Bus Lane Enforcement Schemes 2014-15					
Project Name	Approved Budget 14/15	Spend against Budget in 14/15	Budget to Completion	Unspent Move to 15/16 Programme	Notes
Emergency Contingency Fund	£38,525.00	£0.00	£0.00	£38,525.00	Not required
Transportation Team Staff Member	£50,000.00	£0.00	£50,000.00	£0.00	Not recruited yet
Cross City Transport Connections	£50,000.00	£2,529.90	£47,470.10	£0.00	Minimal spend in 14/15, currently out for tender.
Bikeability Development Project	£20,000.00	£19,513.91	£0.00	£486.09	Project Complete
Smart Technology Parking Officer	£40,000.00	£0.00	£40,000.00	£0.00	No Spend in 14/15
Blue Badge Enforcement Officer	£31,500.00	£0.00	£31,500.00	£0.00	No Spend in 14/15
Core Path Kincorth Hill	£98,000.00	£94,590.22	£0.00	£3,409.78	Project Complete
Core Path Maintenance	£9,500.00	£5,355.00	£0.00	£4,145.00	Project Complete
Core Path Manor Avenue	£35,000.00	£34,197.01	£0.00	£802.99	Project Complete
Core Path Deeside Line Signage Renewal	£9,200.00	£0.00	£0.00	£9,200.00	No spend this year
Core Path Brimmond Hill	£54,000.00	£29,580.00	£11,685.84	£12,734.16	Project Completed awaiting final expenditure
Core Path Hazlehead Woodlands Paths	£150,000.00	£123,129.65	£0.00	£26,870.35	Project Complete
Core Path Baird's Brae	£14,500.00	£9,598.95	£0.00	£4,901.05	Project Complete
Core Path Hazlehead Parks Road Network	£106,000.00	£106,000.00	£0.00	£0.00	Project Complete
Cycle Infrastructure Maintenance and Cycle Event Promotions	£15,000.00	£6,494.22	£3,115.78	£5,390.00	Awaiting final expenditure
City Centre Waiting Restrictions and Signage	£100,000.00	£78,514.00	£4,000.00	£17,486.00	Awaiting final expenditure
Bus Lane Signage and Lining Maintenance	£10,000.00	£10,000.00	£0.00	£0.00	Project Complete
Bus Shelter Replacement	£50,000.00	£49,373.00	£0.00	£627.00	Project Complete
Bus Stop Carriageway Reconstruction	£15,000.00	£15,000.00	£0.00	£0.00	Project Complete
<b>Totals</b>	<b>£896,225.00</b>	<b>£583,875.86</b>	<b>£187,771.72</b>	<b>£124,577.42</b>	



## Appendix B – scoring matrix

<b>List of LTS Aims and Objectives</b>	
<i>"A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment"</i>	Tick All Boxes that Apply
<b>The LTS includes 5 high level aims, as follows:</b>	
• Support and contribute to a thriving economy for Aberdeen City and its region	
• Ensure a safe and secure transport system	
• Minimise the environmental impact of transport on our community and the wider world	
• Ensure that the transport system is integrated and accessible to all	
• Ensure that our transport policies integrate with and support sustainable development, health and social inclusion policies	
<b>We will support our partners in the development of the region's transport infrastructure and services by</b>	
• Improvements to A90 Haudagain Roundabout	
• Improving access to Aberdeen from the south, including tackling the bottlenecks around the Bridge of Dee	
• A90 Balmedie/Tipperty dualling	
Working to produce:	
• A Rail Action Plan	
• A Regional Parking Strategy	
• A Regional Bus Action Plan	
• A Regional Health and Transport Action Plan	
• A Regional Freight Strategy	
• A Regional Road Casualty Reduction Strategy	
<b>We will maintain our transportation assets, so that they are safe and fit for purpose, by:</b>	
• Investment in maintenance of our foot, cycle and roads infrastructure	
• Continuing to implement 4 Es measures to improve road safety	
• Developing CCTV coverage in the City Centre	
<b>We will manage the use of our transportation assets and services by:</b>	
• Revising parking charge levels	
• Ensuring effective enforcement of traffic regulation orders	
• Supporting and co-ordinating the operation of community transport schemes	
• Managing transport and travel planning services for school travel and young people	
<b>We will promote the use of sustainable transport modes by:</b>	
• Ensuring land use plans and development management support sustainable travel	
• Encouraging the development of travel plans for all major employers within the City	
• Increased promotion of walking and cycling for local trips	
• Promotion and extension of the Council's car pool	
• Development of the Car Club and continued promotion of car-sharing	
• Consideration of incentives for car-sharers (and more environmentally friendly vehicles)	
• Increased promotion of flexible working and other measures	
• Introduction of salary sacrifice schemes to promote the use of cycling and public transport	
• Promoting the need to address local air quality and noise pollution problems through more innovative and targeted awareness raising campaigns	
• Supporting regeneration projects that increase the liveability of our City	
<b>We will improve our transport infrastructure and services by:</b>	
• Promoting walking and cycling	
• Developing Core Paths	
• Improving parking facilities for Powered Two Wheelers	
• Delivering a more effective Quality Bus Partnership	
• Improving journey times and reliability of buses	
• Improving bus stop/shelter facilities;	
• Creating interchange facilities to support network expansion; providing real time information; and increasing investment in non commercial services.	
• improved passenger information – paper and web based	
• Creating inter-availability of tickets	
• Commitment to providing fare incentives for passengers buying longer period tickets	
• Commitment to reinvest resources saved by improved bus running speeds into new links or increased service levels	
• Pilot new public transport services, particularly circumferential bus services linked to industrial estates (and potentially schools)	
• Reviewing the operation of Park and Ride sites and identifying ways of improving usage	
• Improving network capacity and using prioritisation of road space to support sustainable modes	
• Providing High Occupancy Vehicle Lane on Stonehaven Road and Large Vehicle Lane on Wellington Road	
• Implementing new and improved Intelligent Transport Systems (ITS) to manage traffic flows across the City and aid prioritisation of sustainable transport modes	
• Improving the Berryden Corridor	
• Improving facilities for freight, including improved access to the harbour and the continued promotion of the provision of a secure lorry parking site	
• Working with BAA Aberdeen and others to ensure the delivery of its Aberdeen Airport Surface Access Strategy	
• Provision of improved links between the Northern Isles Ferry Terminal and Bus / Rail Stations	
• Delivering Union Street Pedestrianisation once alternative traffic capacity is provided	
• Developing an integrated transport scheme to improve Access from the North (including the Third Don Crossing) with walking, cycling and public transport priorities "locked in"	

List of LTS Aims and Objectives	Project Name							
"A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment"								
	Project Cost (£)							
The LTS includes 5 high level aims, as follows:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Support and contribute to a thriving economy for Aberdeen City and its region								0
• Ensure a safe and secure transport system								0
• Minimise the environmental impact of transport on our community and the wider world								0
• Ensure that the transport system is integrated and accessible to all								0
• Ensure that our transport policies integrate with and support sustainable development, health and social inclusion policies								0
							Total	0
We will support our partners in the development of the region's transport infrastructure and services by:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Improvements to A90 Haudagain Roundabout								0
• Improving access to Aberdeen from the south, including tackling the bottlenecks around the Bridge of Dee								0
• A90 Balmedie/Tipperty dualing								0
Working to produce:								0
• A Rail Action Plan								0
• A Regional Parking Strategy								0
• A Regional Bus Action Plan								0
• A Regional Health and Transport Action Plan								0
• A Regional Freight Strategy								0
• A Regional Road Casualty Reduction Strategy								0
							Total	0
We will maintain our transportation assets, so that they are safe and fit for purpose, by:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Investment in maintenance of our foot, cycle and roads infrastructure								0
• Continuing to implement 4 Es measures to improve road safety								0
• Developing CCTV coverage in the City Centre								0
							Total	0
We will manage the use of our transportation assets and services by:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Revising parking charge levels								0
• Ensuring effective enforcement of traffic regulation orders								0
• Supporting and co-ordinating the operation of community transport schemes								0
• Managing transport and travel planning services for school travel and young people								0
							Total	0
We will promote the use of sustainable transport modes by:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Ensuring land use plans and development management support sustainable travel								0
• Encouraging the development of travel plans for all major employers within the City								0
• Increased promotion of walking and cycling for local trips								0
• Promotion and extension of the Council's car pool								0
• Development of the Car Club and continued promotion of car-sharing								0
• Consideration of incentives for car-sharers (and more environmentally friendly vehicles)								0
• Increased promotion of flexible working and other measures								0
• Introduction of salary sacrifice schemes to promote the use of cycling and public transport								0
• Promoting the need to address local air quality and noise pollution problems through more								0
• Supporting regeneration projects that increase the liveability of our City								0
							Total	0
We will improve our transport infrastructure and services by:	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Promoting walking and cycling								0
• Developing Core Paths								0
• Improving parking facilities for Powered Two Wheelers								0
• Delivering a more effective Quality Bus Partnership								0
• Improving journey times and reliability of buses								0
• Improving bus stop/shelter facilities;								0
• Creating interchange facilities to support network expansion; providing real time information; and								0
• improved passenger information – paper and web based								0
• Creating inter-availability of tickets								0
• Commitment to providing fare incentives for passengers buying longer period tickets								0
• Commitment to reinvest resources saved by improved bus running speeds into new links or								0
• Pilot new public transport services, particularly circumferential bus services linked to industrial								0
• Reviewing the operation of Park and Ride sites and identifying ways of improving usage								0
• Improving network capacity and using prioritisation of road space to support sustainable modes								0
• Providing High Occupancy Vehicle Lane on Stonehaven Road and Large Vehicle Lane on								0
• Implementing new and improved Intelligent Transport Systems (ITS) to manage traffic flows across								0
• Improving the Berryden Corridor								0
• Improving facilities for freight, including improved access to the harbour and the continued								0
• Working with BAA Aberdeen and others to ensure the delivery of its Aberdeen Airport Surface								0
• Provision of improved links between the Northern Isles Ferry Terminal and Bus / Rail Stations								0
• Delivering Union Street Pedestrianisation once alternative traffic capacity is provided								0
• Developing an integrated transport scheme to improve Access from the North (including the Third								0
							Total	0
							<b>Total Score</b>	<b>0</b>

**Scores by Mode**

Walking = 5

Cycling = 4

Social, Collective and Environmental Modes (SCEM) = 3

Public Transport = 3

Freight = 2

Recreational Walking and Cycling (Rec W+C) = 1

Other Vehicle = 1

Appendix C – Example Bid pro-forma and Scoring

Bus Lane Enforcement Expenditure Proposal 2015/16		
<b>Title of Project:</b> Replaement of Pedestrian Crossing with Toucan Crossing (Example Project)		
<b>Description of Project (including timescales):</b> Replacement of pedestrian crossing on X. This scheme will be completed by 31st of January 2016		
<b>Links to Local Transport Strategy (please specify how the project links to the LTS aims and objectives and TICK ALL RELEVANT BOXES in Appendix A)</b>		
<b>Total Costs of Project including Whole Life Costs:</b>		
Description of Works	Year Costs Incurred	Total Costs
Supply and Installation of Toucan Crossing	2015/16	£40,000
Electrical Supply Costs per Year	Annually	£300
Maintenance Contract Costs	Every 5 Years	£5,000
Replacement of Signal Bulbs, Repainting of Stanchions	Every 5 Years	£1,000
Estimated Life of Asset in years	15	
Whole Life Cost Totals		£56,500
Refurbishment / Replacement of Toucan Crossing in 15 years		£55,000
<b>Name and contact details of project manager:</b>		
<b>Please note if the above project is successful in receiving funding the Project Manager is required to complete a projected spend profile and key milestones update document every 8 weeks which will be reported to C.H &amp; I Committee</b>		

<b>List of LTS Aims and Objectives</b>		
<i>"A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment"</i>		Tick All Boxes that Apply
The LTS includes 5 high level aims, as follows:		
· Support and contribute to a thriving economy for Aberdeen City and its region		
· Ensure a safe and secure transport system		<b>X</b>
· Minimise the environmental impact of transport on our community and the wider world		
· Ensure that the transport system is integrated and accessible to all		<b>X</b>
· Ensure that our transport policies integrate with and support sustainable development, health and social inclusion policies		
We will support our partners in the development of the region's transport infrastructure and services by		
• Improvements to A90 Haudagain Roundabout		
• Improving access to Aberdeen from the south, including tackling the bottlenecks around the Bridge of Dee		
• A90 Balmedie/Tipperty dualling		
Working to produce:		
• A Rail Action Plan		
• A Regional Parking Strategy		
• A Regional Bus Action Plan		
• A Regional Health and Transport Action Plan		
• A Regional Freight Strategy		
• A Regional Road Casualty Reduction Strategy		
We will maintain our transportation assets, so that they are safe and fit for purpose, by:		
• Investment in maintenance of our foot, cycle and roads infrastructure		<b>X</b>
• Continuing to implement 4 Es measures to improve road safety		<b>X</b>
• Developing CCTV coverage in the City Centre		
We will manage the use of our transportation assets and services by:		
• Revising parking charge levels		
• Ensuring effective enforcement of traffic regulation orders		
• Supporting and co-ordinating the operation of community transport		

schemes		
• Managing transport and travel planning services for school travel and young people		
We will promote the use of sustainable transport modes by:		
• Ensuring land use plans and development management support sustainable travel		
• Encouraging the development of travel plans for all major employers within the City		
• Increased promotion of walking and cycling for local trips		<b>x</b>
• Promotion and extension of the Council's car pool		
• Development of the Car Club and continued promotion of car-sharing		
• Consideration of incentives for car-sharers (and more environmentally friendly vehicles)		
• Increased promotion of flexible working and other measures		
• Introduction of salary sacrifice schemes to promote the use of cycling and public transport		
• Promoting the need to address local air quality and noise pollution problems through more innovative and targeted awareness raising campaigns		
• Supporting regeneration projects that increase the liveability of our City		
We will improve our transport infrastructure and services by:		
• Promoting walking and cycling		<b>x</b>
• Developing Core Paths		
• Improving parking facilities for Powered Two Wheelers		
• Delivering a more effective Quality Bus Partnership		
• Improving journey times and reliability of buses		
• Improving bus stop/shelter facilities;		
• Creating interchange facilities to support network expansion; providing real time information; and increasing investment in non-commercial services.		
• improved passenger information – paper and web based		
• Creating inter-availability of tickets		
• Commitment to providing fare incentives for passengers buying longer period tickets		
• Commitment to reinvest resources saved by improved bus running speeds into new links or increased service levels		

<ul style="list-style-type: none"> <li>• Pilot new public transport services, particularly circumferential bus services linked to industrial estates (and potentially schools)</li> </ul>		
<ul style="list-style-type: none"> <li>• Reviewing the operation of Park and Ride sites and identifying ways of improving usage</li> </ul>		
<ul style="list-style-type: none"> <li>• Improving network capacity and using prioritisation of road space to support sustainable modes</li> </ul>		
<ul style="list-style-type: none"> <li>• Providing High Occupancy Vehicle Lane on Stonehaven Road and Large Vehicle Lane on Wellington Road</li> </ul>		
<ul style="list-style-type: none"> <li>• Implementing new and improved Intelligent Transport Systems (ITS) to manage traffic flows across the City and aid prioritisation of sustainable transport modes</li> </ul>		
<ul style="list-style-type: none"> <li>• Improving the Berryden Corridor</li> </ul>		
<ul style="list-style-type: none"> <li>• Improving facilities for freight, including improved access to the harbour and the continued promotion of the provision of a secure lorry parking site</li> </ul>		
<ul style="list-style-type: none"> <li>• Working with BAA Aberdeen and others to ensure the delivery of its Aberdeen Airport Surface Access Strategy</li> </ul>		
<ul style="list-style-type: none"> <li>• Provision of improved links between the Northern Isles Ferry Terminal and Bus / Rail Stations</li> </ul>		
<ul style="list-style-type: none"> <li>• Delivering Union Street Pedestrianisation once alternative traffic capacity is provided</li> </ul>		
<ul style="list-style-type: none"> <li>• Developing an integrated transport scheme to improve Access from the North (including the Third Don Crossing) with walking, cycling and public transport priorities “locked in”</li> </ul>		

List of LTS Aims and Objectives	Project Name							
"A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy and minimises the impact on our environment"	Replacement of Pedestrian Crossing with Toucan Crossing (Example)							
	£40,000							
<b>The LTS includes 5 high level aims, as follows:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Support and contribute to a thriving economy for Aberdeen City and its region								0
• Ensure a safe and secure transport system	5	4	3			1		13
• Minimise the environmental impact of transport on our community and the wider world								0
• Ensure that the transport system is integrated and accessible to all	5	4	3			1		13
• Ensure that our transport policies integrate with and support sustainable development, health and social inclusion policies								0
							Total	26
<b>We will support our partners in the development of the region's transport infrastructure and services by:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Improvements to A90 Haudagain Roundabout								0
• Improving access to Aberdeen from the south, including tackling the bottlenecks around the Bridge of Dee								0
• A90 Balmedie/Tipperty dualling								0
Working to produce:								0
• A Rail Action Plan								0
• A Regional Parking Strategy								0
• A Regional Bus Action Plan								0
• A Regional Health and Transport Action Plan								0
• A Regional Freight Strategy								0
• A Regional Road Casualty Reduction Strategy								0
							Total	0
<b>We will maintain our transportation assets, so that they are safe and fit for purpose, by:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Investment in maintenance of our foot, cycle and roads infrastructure	5	4	3			1		13
• Continuing to implement 4 Es measures to improve road safety	5	4	3			1		13
• Developing CCTV coverage in the City Centre								0
							Total	26
<b>We will manage the use of our transportation assets and services by:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Revising parking charge levels								0
• Ensuring effective enforcement of traffic regulation orders								0
• Supporting and co-ordinating the operation of community transport schemes								0
• Managing transport and travel planning services for school travel and young people								0
							Total	0
<b>We will promote the use of sustainable transport modes by:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Ensuring land use plans and development management support sustainable travel								0
• Encouraging the development of travel plans for all major employers within the City								0
• Increased promotion of walking and cycling for local trips	5	4	3			1		13
• Promotion and extension of the Council's car pool								0
• Development of the Car Club and continued promotion of car-sharing								0
• Consideration of incentives for car-sharers (and more environmentally friendly vehicles)								0
• Increased promotion of flexible working and other measures								0
• Introduction of salary sacrifice schemes to promote the use of cycling and public transport								0
• Promoting the need to address local air quality and noise pollution problems through more								0
• Supporting regeneration projects that increase the liveability of our City								0
							Total	13
<b>We will improve our transport infrastructure and services by:</b>	Walk	Cycle	SCEM	PT	Freight	Rec W + C	Other Vehicle	Score
• Promoting walking and cycling	5	4	3			1		13
• Developing Core Paths								0
• Improving parking facilities for Powered Two Wheelers								0
• Delivering a more effective Quality Bus Partnership								0
• Improving journey times and reliability of buses								0
• Improving bus stop/shelter facilities;								0
• Creating interchange facilities to support network expansion; providing real time information; and								0
• improved passenger information – paper and web based								0
• Creating inter-availability of tickets								0
• Commitment to providing fare incentives for passengers buying longer period tickets								0
• Commitment to reinvest resources saved by improved bus running speeds into new links or								0
• Pilot new public transport services, particularly circumferential bus services linked to industrial								0
• Reviewing the operation of Park and Ride sites and identifying ways of improving usage								0
• Improving network capacity and using prioritisation of road space to support sustainable modes								0
• Providing High Occupancy Vehicle Lane on Stonehaven Road and Large Vehicle Lane on								0
• Implementing new and improved Intelligent Transport Systems (ITS) to manage traffic flows across								0
• Improving the Berryden Corridor								0
• Improving facilities for freight, including improved access to the harbour and the continued								0
• Working with BAA Aberdeen and others to ensure the delivery of its Aberdeen Airport Surface								0
• Provision of improved links between the Northern Isles Ferry Terminal and Bus / Rail Stations								0
• Delivering Union Street Pedestrianisation once alternative traffic capacity is provided								0
• Developing an integrated transport scheme to improve Access from the North (including the Third								0
							Total	13
							<b>Total Score</b>	<b>78</b>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	In Town Without My Car Day 2015
REPORT NUMBER	CHI/15/142
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to gain approval for Aberdeen's participation in In Town Without My Car Day 2015 via an on-street public event to be held on Sunday 20<sup>th</sup> September 2015.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- a) Approve Aberdeen's formal participation in In Town Without My Car Day 2015; and
- a) Instruct officers to progress the Temporary Traffic Regulation Orders (TTRO) to restrict traffic on the following streets between the hours of 0600 and 1800 on Sunday 20<sup>th</sup> September 2015 in order to facilitate an In Town Without My Car Day public event:
  - Schoolhill (between Blackfriars Street and Back Wynd);
  - Belmont Street (between Schoolhill and Little Belmont Street);
  - and
  - Little Belmont Street.

### 3. FINANCIAL IMPLICATIONS

Part-funding for meeting the event costs has been secured from the Scottish Government's Smarter Choices, Smarter Places allocation and Air Quality Action Plan grant scheme, while additional funding is being sought from the Council's Bus Lane Enforcement fund 2015/16, which is subject to a separate report to this Committee. The event will be predominantly staffed by Aberdeen City Council employees.

#### 4. OTHER IMPLICATIONS

The proposal involves the closure of a public road to motor vehicles so there will be impacts on the travelling public. Experience from previous years suggests, however, that this will be minimal and easily manageable.

#### 5. BACKGROUND/MAIN ISSUES

- 5.1 European Mobility Week (EMW) is an annual campaign promoting sustainable urban mobility, organised with the political and financial support of the Directorates-General for the Environment and Transport of the European Commission. The aim of the campaign, which runs from 16th to 22nd September each year, is to encourage local authorities to introduce and promote sustainable transport measures and to invite citizens to try out alternatives to car use. The week culminates in 'In Town Without My Car Day' (ITWMCD) when participating towns and cities initiate one or several permanent or temporary road closures within their area, restricting the movement of cars and reserving the area instead for pedestrians, cyclists and public transport. In this way, citizens can experience the enjoyment of being out in the streets without worrying about the discomfort and dangers usually presented by motor traffic.
- 5.2 Since its inception in 2002, the impact of EMW has been steadily growing both across Europe and around the world. In 2014, 2,013 local authorities from 44 countries officially registered for the campaign. Aberdeen was the only local authority in Scotland to do so and is regularly recognised as a best practice example of how to conduct an effective EMW campaign and ITWMCD event in Scotland.
- 5.3 Aberdeen City Council, working with partners in the Getabout group, has participated in EMW since 2009. The EMW programme usually consists of a series of sustainable transport themed events running throughout the week (in public areas, schools, universities, and local businesses), culminating in ITWMCD when the Council has, since 2010, formally closed a road to motor traffic for the day and filled it instead with information stalls, events and activities for members of the public to visit and to participate in. To reflect the aim of the campaign, the majority of these are on the themes of transport, sustainability, air quality and road safety, although, in recent years, efforts have been made to broaden the appeal of the event, to give it more of a fayre/gala atmosphere with additional attractions for children and families, while still imparting an important sustainability message.
- 5.4 In both 2013 and 2014 the event was held on Schoolhill and Belmont Street. These were the most ambitious and successful events to date in terms of scale, visitor numbers and feedback. The temporarily

pedestrianised space was devoted to a family event, with a number of attractions available to members of the public free of charge, including the Getabout Bicycle Roadshow, a bike doctor, rickshaw rides and electric vehicle demonstrations. A number of external organisations with a stake in clean and healthy forms of transport were also present to promote the work they do and the services they offer, including Co-Wheels, First Aberdeen, Stagecoach Bluebird, Aberdeen Cycle Forum, Adventure Aberdeen, the Council's City Wardens team and the MUSIC Project's 'Take Back the Streets' group. Local traders were also involved, taking advantage of on-street café areas to increase their sales. There was no negative feedback, as far as officers are aware, on the road closure itself, with traffic flows not unduly inconvenienced by the events and only one low-frequency bus service having to change route for the duration of the events.

- 5.6 Given the success of the 2013 and 2014 events, officers propose holding a similar event in the same location on Sunday 20th September 2015. Although full details have yet to be confirmed, officers anticipate such an event following the same format as previous years, with opportunities for attracting further events, exhibits and attractions being sought over the coming months. Hosting a large scale City Centre event of this nature for a third consecutive year will demonstrate the Council's commitment to sustainable living, overcoming air quality problems in the City Centre and encouraging our citizens and visitors to think more sensibly about their transport options.
- 5.7 It is therefore recommended that Members approve Aberdeen's participation in In Town Without My Car Day 2015 and instruct officers to progress the Temporary Traffic Regulation Orders (TTROs) to restrict traffic between the hours of 0600 and 1800 on Sunday 20<sup>th</sup> September 2015 in the following streets in order to facilitate an ITWMCD public event: Schoolhill (between Blackfriars Street and Back Wynd); Belmont Street (between Schoolhill and Little Belmont Street); and Little Belmont Street.

## 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* and 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 report may be of interest to members of the public as it concerns a proposed free public event.

An Equality and Human Rights Impact Assessment (EHRIA) has been undertaken to accompany this report. This revealed that no negative consequences are anticipated for groups with protected characteristics. Given the nature of the event and some of the attractions proposed, there may in fact be positive impacts on the young and the disabled.

A Privacy Impact Assessment (PIA) will not be undertaken as the project will not impact on the privacy of any individual.

#### 7. MANAGEMENT OF RISK

As with any public event, there will be risk of Health, Safety and Wellbeing hazards during the running of the event. A formal Risk Assessment, highlighting the potential risks and how the event organisers will minimise these, will be prepared once all the exhibitors/attractions are confirmed.

#### 8. BACKGROUND PAPERS

None

#### 9. REPORT AUTHOR DETAILS

Will Hekelaar  
Planner  
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[WHekelaar@aberdeencity.gov.uk](mailto:WHekelaar@aberdeencity.gov.uk)

# Equality and Human Right Impact Assessment: The Form



## EHR/IA

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

<b>Name of Proposal:</b> In Town Without My Car Day 2015	<b>Date of Assessment:</b> 18/03/15										
<b>Service:</b> Planning and Sustainable Development	<b>Directorate:</b> Communities, Housing and Infrastructure										
<b>Committee Name or delegated power reference (Where appropriate):</b> Communities, Housing and Infrastructure	<b>Date of Committee (Where appropriate):</b> 19 <sup>th</sup> May 2015										
<b>Who does this proposal affect?</b> Please Tick ▼	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Job Applicants</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox" value="checked"/></td> </tr> <tr> <td>Other (List below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input type="checkbox"/>	Job Applicants	<input type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox" value="checked"/>	Other (List below)	<input type="checkbox"/>
Employees	<input type="checkbox"/>										
Job Applicants	<input type="checkbox"/>										
Service Users	<input type="checkbox"/>										
Members of the Public	<input type="checkbox" value="checked"/>										
Other (List below)	<input type="checkbox"/>										

<b>2: Equality and Human Rights Impact Assessment- Pre-screening</b>	
<b>Is an impact assessment required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If No, what is the evidence to support this decision?</b> (Once this section is completed, please complete section 8 of the form).	

### 3: Equality and Human Rights Impact Assessment

<p><b>a- What are the aims and intended effects of this proposal?</b></p>	<p>The proposal is to hold a family-friendly public event in the City Centre on Sunday 20<sup>th</sup> September 2015, primarily to raise awareness of air quality issues and sustainable transport opportunities.</p>
<p><b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)</p>	<p>Similar events have been held in previous years and observations suggest these have been attended by people of all characteristics.</p>



<p><b>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.</b></p>	<p>None.</p>
<p><b>d- Financial Assessment</b></p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost <input type="text" value="£ 10,000"/></p> <p>Projected Savings <input type="text" value="£"/></p>

**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?**

The Getabout Bike Roadshow element of the event may encourage increased cycling amongst disabled groups by allowing trial of a range of bicycles specially adapted for disabled users. The nature of the event is such that many of the attractions are geared towards young people.

**f- How does this proposal link to the Council's Equality Outcomes?**

The Bike Roadshow element of the event can be seen to link to Equality Outcome 19 by raising awareness of diversity and the needs of different cyclists.

#### 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 ' <i>Genuine Determining Reason</i> '* exists *( see completion terminology)
Age (People of all ages)		✓		This will be a family-friendly event, with many attractions geared towards young people.
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)		✓		One element of the event is the Getabout Bike Roadshow – this is a fleet of various bikes for members of the public to try out. The fleet includes adapted bikes that can be used by people of varying abilities. As well as giving such individuals/groups experience of cycling, such an experience can be useful in raising awareness of the various bicycles available on the market for disabled users.
<b>Gender Reassignment</b>	✓			
<b>Marital Status</b> (Marriage and Civil Partnerships)	✓			
<b>Pregnancy and Maternity</b>	✓			

Equality Impact Assessment Test:				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *( see completion terminology)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	✓			
<b>Religion or Belief or Non-belief</b>	✓			
<b>Sex</b> (Women and men)	✓			
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	✓			
<b>Other</b> (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:**

<p><b>Article 6: Right to a fair and public hearing</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence:</p>
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence:</p>
<p><b>Article 10: Freedom of expression</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence:</p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	Evidence:
Other article not listed above, please state:	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence: <input type="checkbox"/></p>
<b>6: Assessment Rating:</b>	
Please rate the overall equality and human right assessment (Please see Completion terminology)	<p><input type="checkbox"/> Red</p> <p><input type="checkbox"/> Red Amber</p> <p><input type="checkbox"/> Amber</p> <p><input type="checkbox"/> Green</p>
Reason for that rating:	No negative implications for those with protected characteristics are anticipated.

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<b>7: Action Planning</b>				
<b>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 <i>The Equality Act 2010</i> ?</b>				
<b>Identified Risk and to whom:</b>	<b>Recommended Actions:</b>	<b>Responsible Lead:</b>	<b>Completion Date:</b>	<b>Review Date:</b>



<b>8: Sign off</b>					
<b>Completed by (Names and Services) :</b>	Will Hekelaar. Planning and Sustainable Development				
<b>Signed off by (Head of Service) :</b>					
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>           Equalities Team            Customer Service and Performance            Corporate Governance            Aberdeen City Council  <b>Business Hub 13</b>            Second Floor North            Marischal College            Broad Street            Aberdeen         </p>					

AB10 1AB

Telephone 01224 523039 Email [sandrab@aberdeencity.gov.uk](mailto:sandrab@aberdeencity.gov.uk)

<b>9: Completion Terminology:</b>	
<b>Assessment Pre-screening Rating:</b>	<p>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.</p>
<b>Assessment Rating:</b>	<p>After completing this document, rate the overall assessment as follows: <b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed. <b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken. <b>Amber:</b> As a result of performing this assessment, it is evident that a risk of negative</p>

	<p>impact exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
<b>Equality Data:</b>	<p>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 <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol> <p>Certain discrimination may be capable of being justified on the grounds that:</p> <ol style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ol> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p> <p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p> <p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and</p>
<b>Genuine Determining Reason</b>	
<b>Human Rights</b>	
<b>Legal Status:</b>	

[redacted] should not be used as a substitute for legal or other professional advice.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Footway Crossing Extension (Appeal Against Refusal) - 46 Newburgh Crescent, Bridge of Don
REPORT NUMBER:	CHI/15/112

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### 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:

- i. 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 outwith 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 particularly the visually impaired 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 have been contacted to commence this process.

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](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](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](http://www.aberdeencity.gov.uk/web/files/roads/driveway_regulations.pdf)

## 9. REPORT AUTHOR DETAILS

Barima Ahenkan

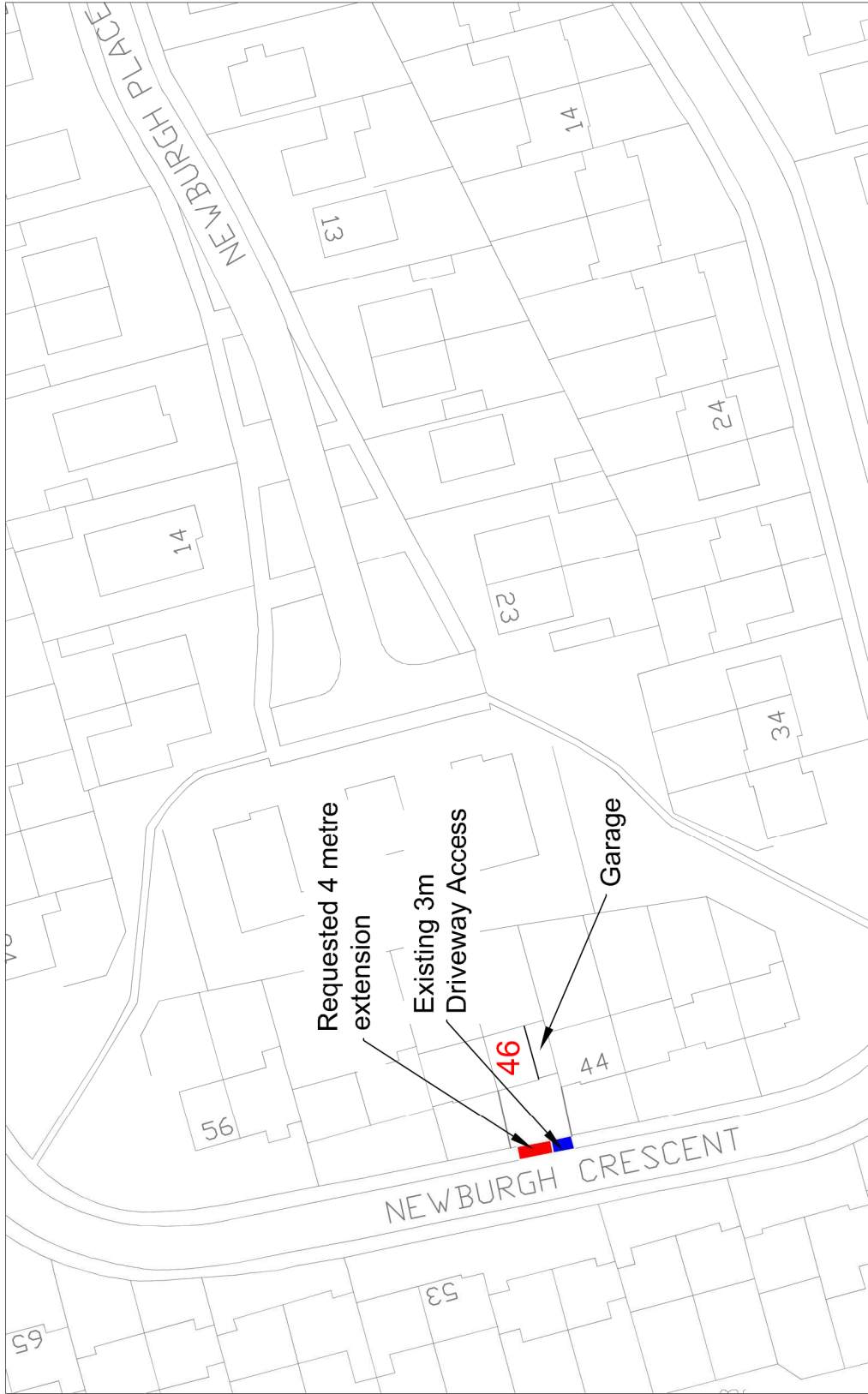
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**APPENDIX 1**  
**DRIVEWAY ACCESS (FOOTWAY CROSSING) - 46 NEWBURGH CRESCENT**



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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 <sup>th</sup> May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	A96 Park and Choose Operation
REPORT NUMBER	CHI/15/141
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this Report is to advise Members of the options for managing usage of the A96 Park and Choose car park once the site becomes operational and to seek approval for implementing the recommended option detailed in this report. The report also advises of the cost implications of implementing the recommended option and of the operation of the site in general.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- (a) Note the discussions that have taken place amongst officers with regards to options for managing use of the A96 Park and Choose car park;
- (b) Agree implementation of the preferred option (Option 1) and instruct officers to commence the statutory Traffic Regulation Order (TRO) process to allow for the operation of this regime;
- (c) If recommendation (b) is approved, agree that the costs of installing the bus lane enforcement camera and Automatic Number Plate Recognition (ANPR) units be prioritised in the 2016/17 Bus Lane Enforcement income expenditure programme;
- (d) Instruct officers to monitor and review usage of the site at six-monthly intervals following opening to ensure the site is operating as anticipated and to report these findings back to this Committee; and
- (e) Instruct officers to commence formal engagement with bus operators, inviting them to consider operating local bus services through the site, and inviting proposed registrations from bus operators for consultation with officers, and to keep this Committee apprised of any developments.

### 3. FINANCIAL IMPLICATIONS

There will be different financial implications associated with each potential operating regime. Where costs are known, these are highlighted within the main body of the report.

The financial implications of the recommended option include the capital expenditure required for the purchase and installation of Automatic Number Plate Recognition (ANPR) units and establishment of the back office system (between £60,000 and £85,000). There will also be an annual revenue cost of about £5,000 associated with this regime.

There will also be a capital cost associated with the supply and installation of a bus lane enforcement camera within the site, in the region of £25,000. It is anticipated that an enforcement camera will be required, regardless of the car park management regime that is implemented.

The site itself is being delivered as part of the Non-Housing Capital Programme (NHCP). It is recommended that the capital costs for a bus lane enforcement camera and ANPR units be prioritised in the 2016/17 Bus Lane Enforcement income expenditure programme.

The site as a whole has a projected annual operating cost of approximately £78,000 which will be taken into account for 2016/17 revenue budgets onwards.

### 4. OTHER IMPLICATIONS

None

### 5. BACKGROUND/MAIN ISSUES

- 5.1 The A96 Park and Choose (P&C) site is scheduled to open in mid-2016 and will offer a competitive alternative to car travel for those travelling to and from the City from the north-west of Aberdeen, with benefits in terms of reducing congestion, improving air quality, and encouraging healthier and more sustainable lifestyles.
- 5.2 The site, and the accompanying Dyce Drive link road, will offer easy access to and from the A96 and, once open, the Aberdeen Western Peripheral Route (AWPR) and will be accessible to any bus operator or bus service (whether dedicated or pass-by services) wishing to serve the site. With no funding available for supporting or subsidising services, services to and from the site will be required to operate on a commercial basis.
- 5.3 Rather than being simply a Park and Ride site (predominantly a means of interchanging from car to public transport), the A96 site has been purpose-built for 'Park and Choose'. This means that the site will cater

for a range of interchange options, including 'park and cycle', 'park and car share', 'cycle and ride' and so on.

- 5.4 To emphasise its nature as a sustainable transport hub, the site will be equipped with long- and short-stay cycle parking, shower and changing facilities, electric vehicle charging points, as well as waiting areas and toilets.
- 5.5 It is necessary to establish a car park management regime that encourages legitimate use of the site (for the purposes described above) and discourages illegitimate use. Illegitimate use in this context relates primarily to the potential for the site to act as an overspill car park for surrounding business premises and for Aberdeen International Airport. This is undesirable as it will reduce the availability of parking spaces for legitimate users, therefore undermining both the site's status as a Park and Choose and its sustainable transport objectives. These objectives relate to encouraging the greater part of journeys within Aberdeen (especially journeys through the most congested networks and Air Quality Management Areas) to be undertaken by sustainable modes of transport, and reducing traffic volumes on the approaches to, and within, the City Centre. In cases where the site is being used for overspill parking, it is likely that the greater part of these journeys will have been undertaken by private car, with only a short walk required to access neighbouring destinations.
- 5.6 Following discussions amongst officers, five options have been generated for managing the car park.

#### Option 1

Parking at the site is free, but time-limited to 36 hours using ANPR (Automatic Number Plate Recognition) technology to regulate. Those using the site for longer than the maximum length of stay of 36 hours will be issued with a Penalty Charge Notice (PCN).

#### Pros:

- There are no penalties for legitimate users and legitimate users are treated equally – parking is free for all and any subsequent costs incurred by the individual depend on the choice of onward travel mode;
- Users are not required to have change for parking or the means to utilise cashless parking, which could be a barrier to use;
- The site can be used by day visitors to Aberdeen, encouraging them to leave their cars on the outskirts of the City, thus resulting in fewer vehicles in the City Centre;
- It allows for evening/social use i.e. users can park, travel to town by another mode and pick up their cars the next day, resulting in fewer vehicles being brought into the City Centre;
- Future-proofing of the site at the design stage has ensured that the underlying technology to support implementation of ANPR is designed into the scheme so additional costs in making the system live will be minimal.

Cons:

- There are no disincentives for illegitimate use, such as overspill parking for nearby offices and the Airport;
- The special characteristics of the area and its surrounding land uses, particularly the high employment density and the proximity to the Airport, mean this regime is particularly susceptible to abuse. This risk will increase with development of the surrounding area;
- ANPR units and a back office system will require capital expenditure (£60,000 - £85,000) and will incur ongoing revenue costs (approximately £5,000 per annum); and
- A Traffic Regulation Order (TRO) will be required to ensure the time limit is enforceable.

Option 2

Parking at the site is free with a maximum stay of 36 hours. Those using a bus service from the site pay a fare on the bus. Enforcement, and the issuing of PCNs, is undertaken by City Wardens.

Pros:

- This is currently the regime used at the Bridge of Don and Kingswells Park and Ride sites, thus ensuring consistency and familiarity amongst users;
- There are no penalties for legitimate users and legitimate users are treated equally – parking is free for all and any subsequent costs incurred depend on the choice of onward travel mode;
- Users are not required to have change for parking or the means to utilise cashless parking, which could be a barrier to use;
- The site can be used by day visitors to Aberdeen, encouraging them to leave their cars on the outskirts of the City, thus resulting in fewer vehicles in the City Centre;
- It allows for evening/social use i.e. users can park, travel to town by another mode and pick up their cars the next day, resulting in fewer vehicles being brought into the City Centre;
- No additional capital expenditure is required.

Cons:

- There are no disincentives for illegitimate use, such as overspill parking for nearby offices and the Airport, provided this is for less than 36 hours;
- The special characteristics of the area and its surrounding land uses, particularly the high employment density and the proximity to the Airport, mean this regime is particularly susceptible to abuse. This risk will increase with development of the surrounding area;
- The proposed time limit requires a TRO to be enforceable; and
- This would require an additional resource from the City Wardens or would reduce coverage elsewhere. The revenue implications, compared to Option 1, are therefore likely to be significant.

### Option 3

Parking at the site is charged for (at a cost equivalent to the bus fare to and from the site). Bus services from the site are then free for all. This is the regime previously adopted at Bridge of Don and Kingswells. This option assumes that parking is time-limited, using ANPR to regulate.

#### Pros:

- Charging for car parking could discourage some illegitimate use;
- The underlying infrastructure for ANPR and parking machines has already been designed into the scheme, thus minimising retrospective costs;
- The site can be used by day visitors to Aberdeen, encouraging them to leave their cars on the outskirts of the City, resulting in fewer vehicles in the City Centre; and
- It allows for evening/social use i.e. users can park, travel to town by another mode and pick up their cars the next day, resulting in fewer vehicles being brought into the City Centre.

#### Cons:

- There is a danger that, unless there is cross-referencing of boarding passengers with parking tickets, those not leaving a car at the site and thus paying for parking (arriving by foot or bicycle, for example) will receive free bus travel. As well as being inequitable, this would result in bus operators not receiving the full revenue for the passengers transported. Taking this to extremes, there is a danger that services from the site are seen simply as free bus services by those living and working in the area, and such services fail to be commercially viable;
- It is unlikely that car parking charges could be set at a level that would discourage the majority of illegitimate users, while still encouraging legitimate use. The charge could be seen by some as a small price to pay for a parking space in close proximity to their destination;
- Those using the site for legitimate reasons would all be charged, regardless of their onward transport mode. There would be little incentive, therefore, for non-bus users to park at the site. For example, cyclists would have to pay to 'park and cycle'. Car sharers would each have to pay to park i.e. a car sharing journey from the site with 4 occupants would incur 3 car parking costs for those sharers leaving their own cars at the site. This could have the effect of discouraging cycling, car sharing, etc. which is contrary to the vision, aims and objectives of the Aberdeen Local Transport Strategy;
- Depending on the parking charge regime used, the necessity for users to have change for parking could be seen as an inconvenience and a barrier to use;
- As well as the capital outlay required for, and revenue implications of, ANPR technology (described in option 1), further capital costs would be required for the purchase and installation of parking ticket machines (approximately £6,000 per machine)

and there would also be maintenance costs associated with these; and

- Parking revenue would have to be distributed fairly between bus operators using the site, a process that is likely to be complicated.

#### Option 4

Parking at the site is charged for (at a cost equivalent to the bus fare to and from the site). This translates into a bus 'pass' for one passenger. Additional passengers must then buy a full-price ticket.

Pros:

- As per Option 3.

Cons:

- It is unlikely that car parking charges could be set at a level that would discourage the majority of illegitimate users, while still encouraging legitimate use. The charge could be seen by some as a small price to pay for a parking space in close proximity to their destination;
- Those using the site for legitimate reasons would all be charged, regardless of their onward transport mode. There would be little incentive, therefore, for non-bus users to park at the site. For example, cyclists would have to pay to 'park and cycle'. Car sharers would each have to pay to park i.e. a car sharing journey from the site with 4 occupants would incur 3 car parking costs for those sharers leaving their own cars at the site. This could have the effect of discouraging cycling, car sharing, etc. which is contrary to the vision, aims and objectives of the Aberdeen Local Transport Strategy;
- This option could discourage car sharing to the site as car share passengers, as well as presumably contributing to the costs of the car journey, will also have to pay the costs of their bus travel;
- Depending on the parking charge regime used, the necessity for users to have change for parking could be seen as an inconvenience and barrier to use;
- As well as the capital outlay required for, and revenue implications of, ANPR technology (described in option 1), further capital costs would be required for the purchase and installation of parking ticket machines (approximately £6,000 per machine) and there would also be maintenance costs associated with these; and
- Parking revenue would have to be distributed fairly between any bus operators using the site, a process that is likely to be complicated.

#### Option 5

Both car parking and bus costs are charged for with the combined cost for parking and bus use the equivalent of a normal bus fare to and from



the site. This is similar to the regime currently adopted in Oxford. This option assumes that parking is time-limited, using ANPR to regulate.

Pros:

- Charging for car parking could discourage some illegitimate use;
- The underlying infrastructure for ANPR and parking machines has already been designed into the scheme, thus minimising retrospective costs;
- The site can be used by day visitors to Aberdeen, encouraging them to leave their cars on the outskirts of the City, resulting in fewer vehicles in the City Centre;
- It allows for evening/social use i.e. users can park, travel to town by another mode and pick up their cars the next day, resulting in fewer vehicles being brought into the City Centre;
- Car sharers will benefit as all passengers, other than the driver, will effectively be charged a 'half fare'.

Cons:

- It is unlikely that car parking charges could be set at a level that would discourage the majority of illegitimate users, while still encouraging legitimate use. The charge could be seen by some as a small price to pay for a parking space in close proximity to their destination;
- Those using the site for legitimate reasons would all be charged, regardless of their onward transport mode. There would be little incentive, therefore, for non-bus users to park at the site. For example, cyclists would have to pay to 'park and cycle'. Car sharers would each have to pay to park i.e. a car sharing journey from the site with 4 occupants would incur 3 car parking costs for those sharers leaving their own cars at the site. This could have the effect of discouraging cycling, car sharing, etc. which is contrary to the vision, aims and objectives of the Aberdeen Local Transport Strategy;
- Despite the value of each of the costs, bus users may perceive they are being charged twice for the service (both to park and to ride on the bus);
- The need to potentially have two sets of change – one for parking, one for the bus fare – could discourage some users, especially casual users;
- As well as the capital outlay required for, and revenue implications of, ANPR technology (described in option 1), further capital costs would be required for the purchase and installation of parking ticket machines (approximately £6,000 per machine) and there would also be maintenance costs associated with these; and
- Parking revenue would have to be distributed fairly between any bus operators using the site, a process that is likely to be complicated.

5.7 In addition, all options assume a bus lane enforcement camera will be installed within the site to discourage abuse of bus priority measures.

- 5.8 For options 1 and 2, a maximum stay of 36 hours has been identified as this would allow for an individual parking their car at the site first thing in the morning to make an onward journey to their place of work, go out for an evenings entertainment, find an alternative means of transport home and then return to pick up their car before midnight the following night. This should allow individuals sufficient time to pick up their cars the next day, without the stay spilling over another night and into another day. The time period should still be short enough to discourage those making weekend trip from the airport using the site to avoid airport parking charges.
- 5.9 Taking the pros and cons of each into account, there is no simple option that ensures that the site is attractive to legitimate users while discouraging illegitimate users. The option that makes the site most attractive to legitimate users, while minimising the potential for illegitimate use, is Option 1.
- 5.10 It is proposed, therefore, that Option 1 is implemented but that a monitoring regime is put in place to quantify the extent of, and any problems resulting from, illegitimate use of the site. Reviews will be undertaken after 6 months of opening, after 12 months of opening and at regular intervals thereafter. If it becomes clear during such reviews that the car park is being routinely abused and this is having a negative impact on the operation of the site, officers will investigate alternative regimes.
- 5.11 It is therefore recommended that Members:
- Note the discussions that have taken place amongst officers with regards to options for managing use of the A96 Park and Choose car park;
  - Agree implementation of the preferred option (Option 1) and instruct officers to commence the statutory TRO process to allow for the operation of this regime;
  - Agree that the costs of installing the bus lane enforcement camera and ANPR units be prioritised in the 2016/17 Bus Lane Enforcement income expenditure programme;
  - Instruct officers to monitor and review usage of the site at six-monthly intervals following opening to ensure the site is operating as anticipated and to report these findings back to this Committee; and
  - Instruct officers to commence formal engagement with bus operators, inviting them to consider operating local bus services through the site, and inviting proposed registrations from bus operators for consultation with officers, and to keep this Committee apprised of any developments.

## 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, and will contribute to 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.*

This will also 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 the proposed management regime of a forthcoming asset that will be of benefit to many people living in and around Aberdeen.

An Equalities and Human Rights Impact Assessment has been prepared to accompany this report and noted no negative impacts are anticipated on protected groups.

A Privacy Impact Assessment has not been undertaken for this report as, although the report recommends the implementation of ANPR technology at this location, involving the capture of vehicle registration details from which personal information can be extrapolated, such information will be handled in accordance with procedures already in place for the issuing of PCNs in response to parking offences and bus lane violations. There is an existing agreement where, following the issuing of a PCN, the Driver and Vehicle Licensing Agency (DVLA) will release the name and address of the offender to the Council so that a letter can be issued requesting payment of the PCN. Once the PCN has been paid or cancelled, records must be purged to remove any personal information.

## 7. MANAGEMENT OF RISK

There exists a risk that not having the optimum car park management regime in place could result in abuse of the site, leading to reduced availability of car parking spaces for legitimate users, thus damaging public confidence in the asset. Abuse of the site, or a lack of faith in the site amongst potential users, could lead to an increase in car travel throughout the area, potentially leading to a worsening of air quality and an increase in carbon dioxide emissions. The option recommended for implementation, though not without risks, is believed to be the option which minimises these risks as much as possible.

## 8. BACKGROUND PAPERS

Nestrans Park and Ride Operations Study Final Report (May 2008)

## 9. REPORT AUTHOR DETAILS

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# Equality and Human Right Impact Assessment: The Form



## EHR/IA

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

<b>Name of Proposal:</b> A96 Park and Choose Operation	<b>Date of Assessment:</b> 26/3/15										
<b>Service:</b> Planning and Sustainable Development	<b>Directorate:</b> Communities, Housing and Infrastructure										
<b>Committee Name or delegated power reference (Where appropriate):</b> Communities, Housing and Infrastructure	<b>Date of Committee (Where appropriate):</b> 19 <sup>th</sup> May 2015										
<b>Who does this proposal affect?</b> Please Tick ▼	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Job Applicants</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (List below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input type="checkbox"/>	Job Applicants	<input type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/>	Other (List below)	<input type="checkbox"/>
Employees	<input type="checkbox"/>										
Job Applicants	<input type="checkbox"/>										
Service Users	<input type="checkbox"/>										
Members of the Public	<input checked="" type="checkbox"/>										
Other (List below)	<input type="checkbox"/>										

## 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

<p><b>a- What are the aims and intended effects of this proposal?</b></p>	<p>The purpose of the report is to recommend an operational regime for the A96 Park and Choose site car park, due to open in mid-2016.</p>
<p><b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)</p>	<p>None, although it is generally accepted that women and those on low incomes are more likely to use public transport services than men and those on higher incomes.</p>



<p><b>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.</b></p>	<p>None.</p>
<p><b>d- Financial Assessment</b> If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p><b>Costs (£)</b></p> <p>Implementation cost      £ <input type="text"/></p> <p>Projected Savings        £ <input type="text"/></p>
<p><b>e- How does this proposal contribute to the public sector equality duty: to eliminate</b></p>	

**discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?**

The proposal is not anticipated to contribute towards the public sector equality duty in either a positive or negative way.

**f- How does this proposal link to the Council's Equality Outcomes?**

The proposal does not link to Council Equality Outcomes.

#### 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 ' <i>Genuine Determining Reason</i> '* exists *( see completion terminology)
<b>Age</b> (People of all ages)	✓			
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)	✓			
<b>Gender Reassignment</b>	✓			
<b>Marital Status</b> (Marriage and Civil Partnerships)	✓			
<b>Pregnancy and Maternity</b>	✓			

**Equality Impact Assessment Test:**

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
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)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	✓			
<b>Religion or Belief or Non-belief</b>	✓			
<b>Sex</b> (Women and men)	✓			
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	✓			
<b>Other</b> (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:**

	Yes	No
<p><b>Article 6: Right to a fair and public hearing</b></p>	<p><b>Evidence:</b></p>	
<p><b>Article 8: Right to respect for private and family life, home and correspondence</b></p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>Evidence:</b></p>	<p><b>No</b> <input checked="" type="checkbox"/></p>
<p><b>Article 10: Freedom of expression</b></p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>Evidence:</b></p>	<p><b>No</b> <input checked="" type="checkbox"/></p>
<p><b>Article 14: Right not to be subject to discrimination</b></p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>Evidence:</b></p>	<p><b>No</b> <input checked="" type="checkbox"/></p>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>Other article not listed above, please state:</b></p>	<p><b>Yes</b>      <b>No</b></p> <p><b>Evidence:</b></p>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)</p>	<p> <input type="checkbox"/> <b>Red</b>  <input type="checkbox"/> <b>Red</b>  <input type="checkbox"/> <b>Red</b>  <input type="checkbox"/> <b>Amber</b>  <input type="checkbox"/> <b>Amber</b>  <input checked="" type="checkbox"/> <b>Green</b> </p>
<p><b>Reason for that rating:</b></p>	<p>The preferred option involves treating all users of the facility equally, therefore is likely to have neutral impacts on all those with protected characteristics.</p>

**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 <i>The Equality Act 2010</i> ?				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
<b>8: Sign off</b>				



<p><b>Completed by (Names and Services) :</b></p>	<p>Will Hekelaar, Planning and Sustainable Development</p>
<p><b>Signed off by (Head of Service) :</b></p>	
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>           Equalities Team            Customer Service and Performance            Corporate Governance            Aberdeen City Council  <b>Business Hub 13</b>            Second Floor North            Marischal College            Broad Street            Aberdeen            AB10 1AB         </p> <p>Telephone 01224 523039 Email <a href="mailto:sandrab@aberdeencity.gov.uk">sandrab@aberdeencity.gov.uk</a></p>	

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**9: Completion Terminology:**

<p><b>Assessment Pre-screening Rating:</b></p>	<p>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.</p>
<p><b>Assessment Rating:</b></p>	<p>After completing this document, rate the overall assessment as follows:  <b>Red:</b> 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 <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.  <b>Red Amber:</b> 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 <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.  <b>Amber:</b> 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 <i>Action Planning</i> section of this document.  <b>Green:</b> As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
	<p>Equality data is internal or external information that may indicate how the proposal</p>

<b>Equality Data:</b>	<p>being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<b>Genuine Determining Reason</b>	<ol style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ol> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<b>Human Rights</b>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<b>Legal Status:</b>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Roundabouts – Policy on landscaping and vegetation maintenance
REPORT NUMBER:	CHI/14/017

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### 1. PURPOSE OF REPORT

This report considers the introduction of formal policy with regard to the maintenance of landscaping and vegetation on roundabouts.

### 2. RECOMMENDATION(S)

It is recommended this Committee approves:

- i) the policy suggested within this report when considering the maintenance of landscaping and vegetation on roundabouts.
- ii) that officers in Environment Services / Traffic Management develop a programme, based on road safety priority, that would ensure, over time, existing roundabouts conform to the adopted policy.

### 3. FINANCIAL IMPLICATIONS

The cost associated with maintaining roundabouts during the financial year 2014/15 was circa £100K.

The cost estimate for re-landscaping a small roundabout can be up to £3K, while for a large roundabout it can be up to £10K.

A prioritised programme of roundabout re-landscaping works will be drawn up by officers in accordance with the suggested policy and existing service budgets.

#### 4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here.

#### 5. BACKGROUND/MAIN ISSUES

- 5.1 Over recent years there have been concerns raised by road users over the extent and height of vegetation on some roundabouts within Aberdeen City. These concerns relating to the reduction in visibility splays for road users approaching the roundabout or on the circulatory carriageway, and as a result the possible detriment to road safety. Likewise, similar concerns have also been expressed over visibility splays when considering pedestrian crossing points in the immediate vicinity of roundabouts.
- 5.2 These road safety concerns have centred on a few roundabouts in the City, and in turn remedial work has been carried out where necessary. However it is considered prudent to consider the introduction of a formal policy (See Appendix 1) on the maintenance of landscaping/vegetation on roundabouts to ensure a consistent approach throughout the City. This proposal would thereby ensure adequate road safety levels are maintained for road users on or in the immediate vicinity of roundabout junctions.
- 5.3 A graphic illustration on the effect of landscaping/vegetation on visibility splays can be observed in a series of photos of the Cromwell Road/Forest Avenue/Union Grove roundabout junction in Appendix 2.
- 5.4 The vegetation on this roundabout has been the subject of concern from drivers, cyclists and pedestrians. Drivers highlighted difficulties on entering the roundabout as a result of vehicles on the circulatory carriageway being obscured, while cyclists, through the Aberdeen Cycle Forum, have highlighted similar concern, both in respect of entering the roundabout, and being able to be observed by other road users whilst on the circulatory carriageway. Also, while the Zebra Crossing to the west on Cromwell Road conforms to standards with regard to location and visibility, pedestrians and drivers have highlighted the vegetation lessens the visibility splays towards/from this facility. As a result of the aforementioned concerns, the vegetation on this particular roundabout was scaled back in late 2013 and received further attention in late 2014 when it was totally re-landscaped.
- 5.5 The 'Design Manual for Roads and Bridges' (DMRB), produced by the Department for Transport, and adopted by Transport Scotland in the design of the principle road network, has been used as a point of reference when developing a policy towards the maintenance of landscaping/vegetation on roundabouts. While the DMRB sets a standard of good practice that has been developed principally for Trunk Roads, it is also relevant to local road schemes and considered as the national design standard. In this regard, its chapter titled the 'Geometric Design of Roundabouts' provides suitable guidance on forward visibility, visibility to the right, and circulatory visibility.

5.6 While concerns have been expressed over the height and extent of vegetation, it is relevant to consider that beyond amenity benefits, the landscape treatment of roundabouts can have practical advantages from a traffic engineering point of view by making the roundabout more obvious to approaching traffic. Planting can also provide a positive background to chevron signs on the central island while visually uniting the various vertical features associated with signs etc. on the central island thereby reducing any appearance of clutter.

5.7 The areas required for visibility splays should be either hard surface or planted with grass or species having a low mature height and low maintenance characteristics. Where the diameter of the central island allows and there is no adverse effect on visibility splays, higher and denser species of shrubs, and/or coppiced trees, without thick trunks, can be planted towards the centre of the island. Any planting should have bulk and substance in winter as well as during the summer months.

5.8 A summary of most significant points contained within the policy proposed is:

- when considering circulatory visibility at least the outer 2 metres of the central island should be hard standing or planted with grass or similar low level vegetation. (In certain circumstances, where the speed of circulating traffic is low and visibility unhindered, this distance could possibly be reduced to an absolute minimum of 1 metre)
- where the central island is less than 10 meters in diameter, the height of vegetation should not exceed 1.05 metres in height above the level of circulatory carriageway. It may also be possible to consider leaving established trees where the canopy is above two metres; however it would be crucial to ensure the number of trees planted is not to an extent where trunks effectively start to act as a screen blocking visibility.

The aforementioned is a departure from the DMRB that states "Planting on a central island of less than 10 metres diameter is not generally appropriate due to visibility requirements." The justification for this departure is the DMRB is primarily providing guidance on Trunk Roads, whereas the majority of roundabouts that fall within this category in Aberdeen City are in low speed urban environments where stopping distances for vehicles is reduced. It is therefore possible to retain a degree of planting while at the same time not compromising road safety.

- vegetation on roundabouts is considered in terms of growth during the spring/summer seasons, and the resources made available to maintain the landscape. The aforementioned ensuring that vegetation encroaching on visibility splays does not become an issue at any point throughout the year.

5.9 In conclusion, while the aesthetic impact of roundabouts is of importance, the safety of road users negotiating these features is paramount. The introduction of a formal policy would provide Environment Services with a framework in which to maintain landscaping on roundabouts and mitigate the possibility of any future issues when considering road safety. It is therefore recommended this Committee approves the policy set out in Appendix 1, and consequently that officers within Environment Services / Traffic Management develop a programme, based on priority, that would ensure existing roundabouts conform to the adopted policy.

## **6. IMPACT**

6.1 The introduction of a formal policy on maintaining vegetation on roundabout landscapes will ensure visibility splays for road users negotiating these features are adequate; thereby ensuring road safety is not compromised.

6.2 The content of this 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 content of this report 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 These proposals have no negative outcomes with respect to Equality and Human Rights Impact Assessment.

## **7. MANAGEMENT OF RISK**

If the recommendations with regard to the maintenance of landscaping/vegetation on roundabouts is not accepted there is the risk road safety levels could be compromised thereby resulting in on-going public concern, negative media reporting, and reputational damage. Conversely, there could be possible negative comments from parties that are disappointed when the scaling back of existing vegetation proves significant. Likewise, in certain cases, roundabout sponsors could also potentially express disappointment. In this respect, concerned parties would be provided with a thorough rationale as to the necessity for these actions and that ultimately road safety is of paramount importance.



## 8. BACKGROUND PAPERS

The Highways Agency, Transport Scotland, Welsh Assembly Government, The Department for Regional Development Northern Ireland. *Design Manual for Roads and Bridges. TD 16/07 Volume 6, Section, Part 3 'Geometric Design of Roundabouts'*. The Stationary Office Ltd

<http://www.dft.gov.uk/ha/standards/dmrb/vol6/section2/td1607.pdf>

## 9. REPORT AUTHOR DETAILS

Graeme McKenzie

Technical Officer

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(01224) 522308

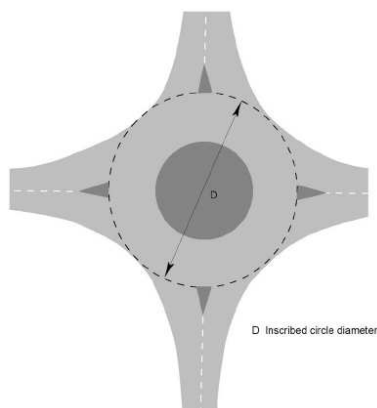
## Appendix 1

### Aberdeen City Council

#### **Policy with regard to the maintenance of landscaping / vegetation at roundabout junctions**

1. Apart from amenity/environmental benefits, the landscape treatment of roundabouts can have practical advantages from a traffic engineering point of view by making the roundabout more obvious to approaching traffic. Planting can also provide a positive background to chevron signs on the central island while visually uniting the various vertical features associated with signs etc. on the central island thereby reducing any appearance of clutter. However care must be taken not to obscure the visibility splays required by road users to negotiate these features safely.
2. The areas on a central island required for visibility splays should be either hard surface or planted with grass or species having a low mature height and low maintenance characteristics. Where the diameter of the central island allows and there is no adverse effect on visibility splays, higher and denser species of shrubs, and/or coppiced trees, without thick trunks, can be planted towards the centre of the island. Any planting should have bulk and substance in winter as well as during the summer months.
3. The vegetation on roundabouts must be considered in terms of growth during the spring/summer seasons, and the resources made available to maintain the landscape. The aforementioned ensuring that vegetation encroaching on visibility splays does not become an issue at any point throughout the year.
4. As a point of reference when considering visibility splays at roundabouts it will be necessary to be aware of the inscribed circle diameter of a roundabout. This is the diameter of the largest circle that can be fitted into the junction outline. See Figure 1.

**Figure 1 - Inscribed Circle Diameter at a Normal or Compact Roundabout with a Symmetric Outline**



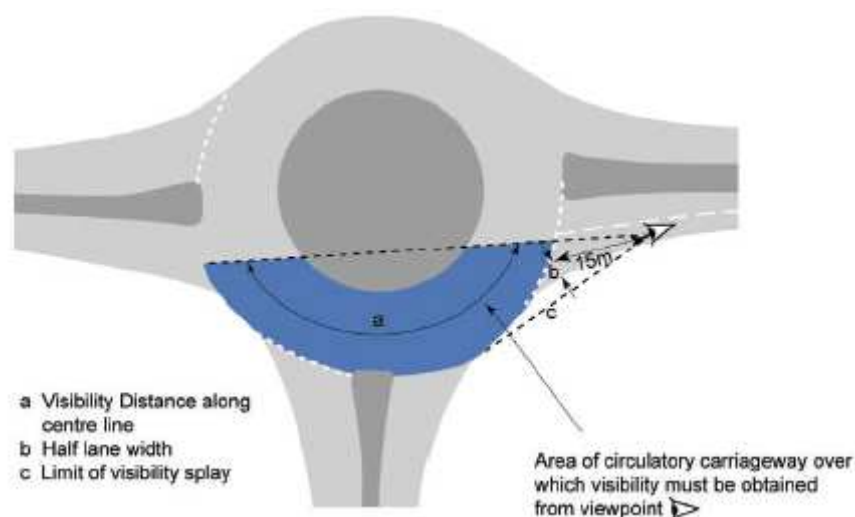
5. **Forward visibility at entry** – Drivers of all vehicles approaching the give way line must be able to see objects of height between 0.26m and 2m on the full width of the circulatory carriageway for the visibility distance given in Table 1 (measured along the centre of the circulatory carriageway as shown in Figure 2). The visibility must be checked from the centre of the nearside lane at a distance of 15 metres back from the give way line, as shown in Figure 2.

**Table 1**

Inscribed Circle Diameter (m)	Visibility Distance* (m) (‘a’ in Figures)
<40	Whole junction
40 - 60	40
60 - 100	50
>100	70

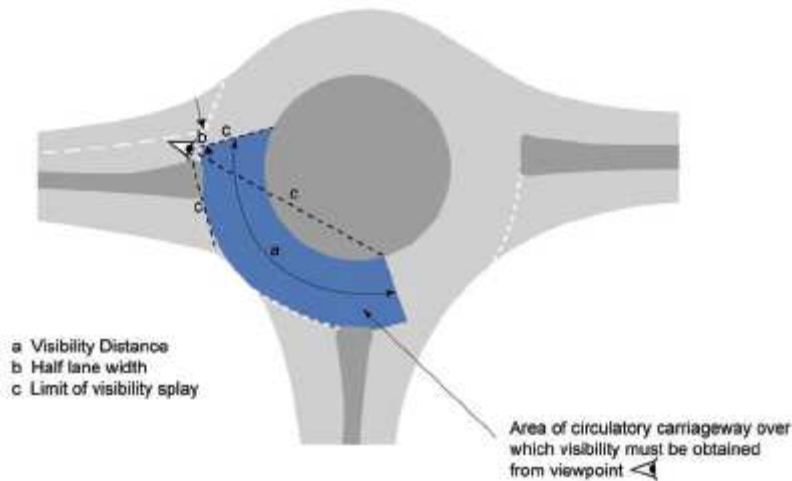
\* In an urban environment where the central island is less than 10 metres it will be possible to permit vegetation to a maximum height of 1.05 metres, above the circulatory carriageway, while at least the outer 2 metres (1 metre absolute minimum in certain circumstances – seek advice from Traffic Management) of the central island should be hard standing or planted with grass or similar low level vegetation. It may also be possible to consider leaving established trees where the canopy is above two metres; however it would be crucial to ensure the number of trees planted is not to an extent where trunks effectively start to act as a screen blocking visibility.

**Figure 2 - Forward visibility required at entry**



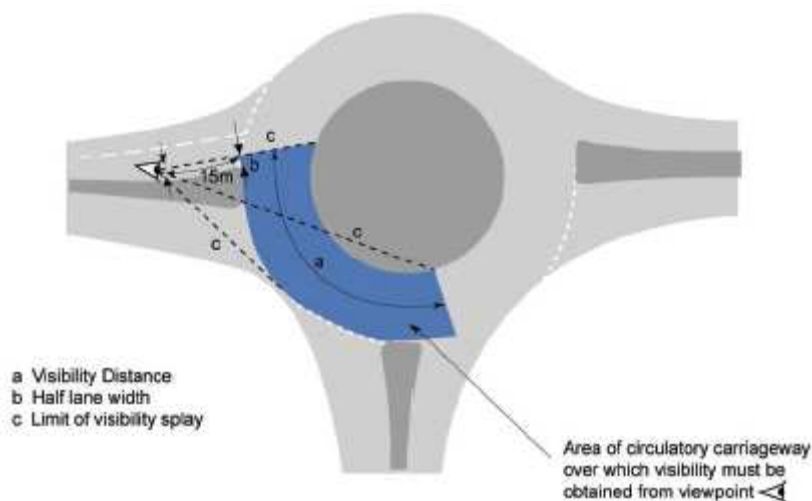
6. **Visibility to the right** - Drivers of all vehicles approaching the give way line must be able to see the full width of the circulatory carriageway to their right, from the centre of the offside lane at the give way line, for the Visibility Distance given in Table 1 (measured along the centre of the circulatory carriageway), as shown in Figure 3.

**Figure 3 - Visibility to right along circulatory carriageway required at entry (from Give Way Line)**



Visibility to the right must also be checked from the centre of the offside lane at a distance of 15m back from the give way line, as shown in Figure 4.

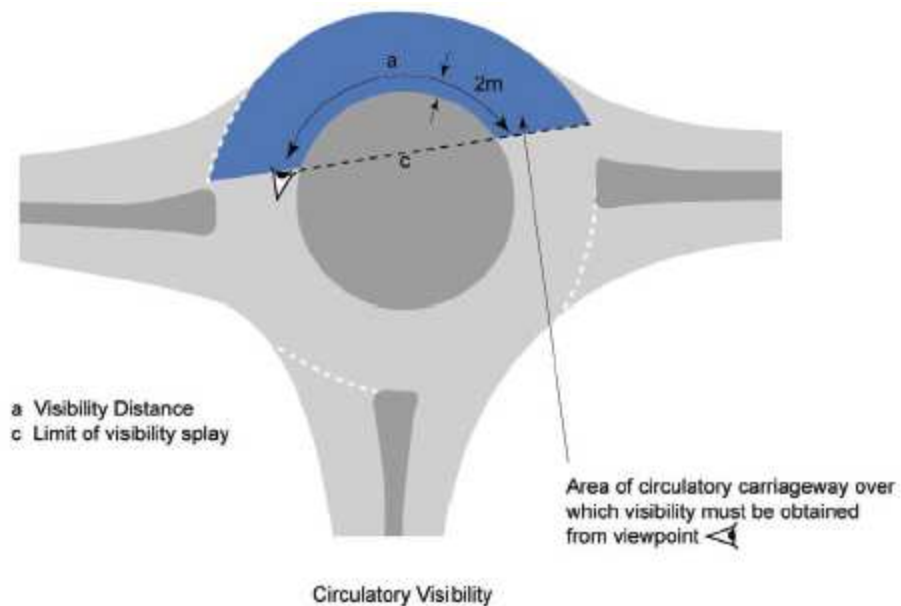
**Figure 4 - Visibility to right along circulatory carriageway required at 15m in advance of Give Way line**



In all cases, the envelope of visibility must be obtainable from a driver's eye height of between 1.05m and 2m to an object height of between 1.05m and 2m.

7. **Circulatory visibility** - Drivers on the circulatory carriageway must be able to see the full width of the circulatory carriageway ahead of them for the Visibility Distance given in Table 1. This visibility must be checked at a distance of 2m in from the central island, as shown in Figure 5. The envelope of visibility must be obtainable from a driver's eye height of between 1.05m and 2m to an object height of between 1.05m and 2m.

**Figure 5 – Circulatory Visibility Required**



It is often useful to improve the conspicuity of central islands by landscaping, but the circulatory visibility needs to be checked to ensure it is not obstructed. Normally, at least the outer 2m (1m absolute minimum in certain circumstances – seek advice from Traffic Management) of the central island should be hard standing or planted with grass or similar low level vegetation. It may also be possible to consider leaving established trees where the canopy is above two metres; however it would be crucial to ensure the number of trees planted is not to an extent where trunks effectively start to act as a screen blocking visibility.

8. In order to minimise the consequences of collisions in which a vehicle runs off the road, solid obstructions such as statues, trees or rocks should not be placed on the central islands of roundabouts with high speed approaches, or anywhere within the highway boundary where there is a high risk of collision. While the aforementioned, will not apply to the majority of roundabouts within Aberdeen City, it would nevertheless be considered prudent for Environment Services to seek advice from officers in Traffic Management prior to installing/planting such objects.

9. When considering the environmental benefits provided by roundabout landscaping reference should be made to the following policies: -

- Aberdeen Open Space Strategy 2011-2016
- Nature Conservation Strategy
- Council's proposed Climate Change Adaptation plan and
- Green Space Network Policy.

Also, prior to introducing any new plant species when landscaping it would be necessary to consult with the Council Environmental Policy Team.

**Appendix 2 – Image series of landscape changes on Forest Avenue / Cromwell Road / Union Grove Roundabout**

Forest Avenue / Cromwell Road / Union Grove Roundabout

Image Date: May 2009



Image Date: October 2013





Image Date: April 2015



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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	19 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	The Grounds Maintenance Services for Housing Amenity Contract
REPORT NUMBER:	CHI/15/145
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The report brings to the Committee's attention the end of the Grounds Maintenance Service Contract for Housing Amenity areas of Stockethill, Cornhill and Rosehill carried out by ISS Waterers Landscape Ltd as of 31 March 2015. The grounds maintenance service for these Housing Amenity areas will be delivered by Aberdeen City Council's Environmental Services from 1 April 2015.

### 2. RECOMMENDATION(S)

That the Committee:

- (i) Notes the contents of the report.
- (ii) approve the removal of any further reports or bulletins to this committee due to the ending of the ISS Contract on the 31<sup>st</sup> March 2015.

### 3. FINANCIAL IMPLICATIONS

There will be no additional costs to the Housing Revenue Account.

The final year of the ISS Contract ie 1 April 2014 to 31 March 2015 cost £179,402.00. The Council's in-house Environmental Services will carry out all future grounds maintenance for these areas. The forecast cost

for the financial year 2015/16 has been calculated at £165,174.37 which represents a saving of £14,227.63 to HRA.

#### 4. OTHER IMPLICATIONS

The ending of the ISS Grounds Maintenance Service Housing Amenity Contract has resulted in 3 members of staff being transferred to the Council through the Transfer of Undertakings (Protection of Employment) (TUPE) legislation.

Additional vehicles, plant and equipment for the work have been and are being acquired.

There are no direct implications arising from this report in terms of any legal, property, sustainability and environmental, health and safety and/or policy issues.

#### 5. BACKGROUND/MAIN ISSUES

ISS Waterers Landscape Ltd have been carrying out grounds maintenance in the housing amenity areas of Stockethill, Cornhill and Rosehill and to sports pitches and golf courses for the last five years under the the Grounds Maintenance Service Contract (“the Contract”).

The Contract ended on 31 March 2015 as advised in the Grounds Maintenance Services for Housing Amenity Contract - Progress Report to the Communities, Housing and Infrastructure Committee on 18 March 2015.

Sports pitches and golf course maintenance remain the responsibility of Sport Aberdeen who has recently awarded this work to The Landscape Group.

The Environmental Service’s team have been monitoring the Housing Amenity areas of the Contract for the last 5 years and reporting the performance of the contractor through bulletin reports to the Housing and Environment Committee and subsequently the Communities, Housing and Infrastructure Committee. The committee is being asked to end these Bulletin Reports as there is no further requirement for them. All future performance monitoring will be included in Environmental Service’s performance indicators including LAMS (Land Audit Management System) surveys which are reported as part of the Communities, Housing and Infrastructure Performance Report.

The grounds maintenance service for the Housing Amenity areas of Stockethill, Cornhill and Rosehill will be delivered by Aberdeen City Council’s Environmental Services from 1 April 2015. Aberdeen City Council’s grounds maintenance schedules and specifications are

similar to the ISS Contract but the charge to HRA will be approximately £14,000 per year less than the ISS Contract charge.

## 6. IMPACT

The Grounds Maintenance Services for Housing Amenity Contract will contribute to the delivery of the five year plan “Aberdeen – the Smarter City” through the protection and enhancement of greenspace areas.

It will also assist the Council in delivering the Single Outcome Agreement’s National Outcome:

No 1 and its Local Outcome of Aberdeen being an even more attractive place in which to do business;

No. 6 – “We live longer, healthier lives”,

No. 7 – Tackling inequalities,

No. 10 – “We live in well-designed, sustainable places where we are able to access the amenities and services we need” and

No. 11 – Strong, resilient and supportive communities.

No. 12 - “We value and enjoy our built and natural environment and enhance it for future generations”.

## 7. MANAGEMENT OF RISK

There are no additional risks associated with this grounds maintenance work as the Environmental Service already carries out this type of work throughout the City.

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

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Environmental Manager  
[stevens@aberdeencity.gov.uk](mailto:stevens@aberdeencity.gov.uk),  
Tel 489273

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	15 May 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Flood Risk Management Act – Prioritised List of Actions for period 2016/22
REPORT NUMBER	CHI/15/161
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report seeks approval of the prioritised list of actions for period 2016/22, as detailed in appendix A. The list has been produced in partnership with SEPA and Scottish Water and its submission for approval, at this time, is a requirement of the Flood Risk Management (Scotland) Act 2009. The list will form part of the Flood Risk Management (FRM) Plan to be published in June 2016. All 32 Scottish Local Authorities will be required to approve similar lists.

### 2. RECOMMENDATION(S)

That the Committee:

1. Approve the prioritised list.
2. Note the financial implications of delivering the actions listed.
3. Instruct officers to submit to the SIP a business case for capital funding to support the implementation of the prioritised list.

### 3. FINANCIAL IMPLICATIONS

The existing national funding arrangements for flood protection work will end in 2016. The new funding arrangements for 2016 onwards are under discussion and still to be agreed. It is anticipated that the existing 80% grant for major works will continue, with a minimum project eligibility threshold still to be agreed. The existing minimum project threshold is £2m.

At present the cost of studies and scheme development is born by the local authority or Scottish Water, however there is some pressure to include this as eligible for grant funding, as per major works.

All actions currently identified in the prioritised list are below the current threshold and not eligible for grant funding, these would require to be funded by Aberdeen City Council (ACC), and or Scottish Water, within the context of other Council priorities and when suitable funding can be made available.

This will create some budget pressures within the first 6 year cycle Most of which should be manageable within existing Non Housing Capital Budget allocated to Roads Services with the exception of financial years 2020/21 and 2021/22 for which an estimated £1m of capital funding will be required to facilitate the implementation of the prioritised list. Based on the current understanding that an 80% grant will be available from the Scottish Government, this could produce a total of £5M of project funding over the 2 year period along with the possibility of additional project contributions from Scottish Water.

#### 4. OTHER IMPLICATIONS

The prioritised list creates a statutory obligation on the Council to deliver in order of priority and as funding pressures permit. The list will be reviewed every 6 years and it is expected that any incomplete actions will be carried forward to the next 6 yearly cycle.

#### 5. BACKGROUND/MAIN ISSUES

Flooding is a natural process which cannot be prevented entirely, but it can be managed to reduce its social and economic consequences and to safeguard the continued functioning of services and infrastructure. Some locations are already susceptible to intermittent flooding and climate change is expected to worsen the situation. Inadequate or outdated drainage infrastructure also increases the risk of flooding.

The Flood Risk Management (Scotland) Act 2009 set in place a statutory framework for delivering a sustainable and risk-based approach to managing flooding. The first FRM plan will be published in 2016 and will include the prioritised list of actions, for delivery in period 2016/22. The Plan will then be reviewed at 6 yearly intervals. The draft FRM Plan is at the public consultation stage. The consultation closes on 02 June 2015 – it includes draft action plans but does not include the prioritised list of actions.

#### 6. IMPACT

From financial year 2020/21 and for the foreseeable future from then there will be pressure for an ongoing financial commitment to flood protection work.



The FRM Plan is a public document detailing flood risk and flood mitigation actions. There will be public expectation that these actions will be delivered.

An equality and human rights impact assessment (EHRIA) and privacy impact assessment (PIA), have not been completed for this report. This may be required as individual schemes are developed.

## 7. MANAGEMENT OF RISK

The flood risk management project is risk based with its own risk register etc.

## 8. BACKGROUND PAPERS

Flood Risk Management (Scotland) act 2009 – Progress Report. EPI/13/245

Local Plan Districts and Potentially Vulnerable Areas, 6 North East - [http://apps.sepa.org.uk/nfra/lpd/pdf/lpd\\_06.pdf](http://apps.sepa.org.uk/nfra/lpd/pdf/lpd_06.pdf)  
North East\_WP2\_v1.0. Short list

Flood Risk Management (Scotland) Act 2009 -Short list of measures for further appraisal. EPI/14/208

## 9. REPORT AUTHOR DETAILS

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## Stephanie Dunsmuir

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**From:** Barclay, Korine <korine.barclay@sepa.org.uk>  
**Sent:** 25 March 2015 14:42  
**To:** Alan Robertson; Will Burnish  
**Cc:** NorthFRMP  
**Subject:** Prioritising actions to manage flood risk in Scotland

Dear Alan and Will,

As required under Schedule 1, Part 1 of the Flood Risk (Scotland) Act 2009, SEPA are currently prioritising actions to manage flood risk in Scotland.

We would like to invite you to a workshop to discuss the proposed prioritisation. The workshops will be attended by SEPA staff (policy, mapping and flood warning colleagues), individual local authorities, as well as Lead Local Authority representation.

Prioritising actions will form the core content of FRM Strategies and Local FRM Plans to be published in December 2015 and June 2016 respectively.

The workshop time-slot below has been allocated based on initial indications of your availability: if it is not possible for the relevant people from your team to attend at this time, please let us know immediately.

Your workshop slot is:

**Date: 24<sup>th</sup> April 2015**

**Time: 0900- 1030**

**Location: SEPA, Inverdee House, Baxter Street, Torry, Aberdeen, AB11 9QA- Stevenson meeting room**

Where a local authority spans multiple Local Plan Districts, you will have been invited to just one workshop to discuss all your potentially vulnerable areas. Please contact us if you feel you want to be informed of the meeting arrangements for other relevant Local Plan Districts.

Further guidance on the format and agenda of the workshop will follow shortly, including draft prioritisation outputs to be provided by SEPA. Guidance will also clarify what data or evidence local authorities will be required to present at the meetings in order to adjust the priority of actions.

We look forward to seeing you at the workshops. Any queries please get in touch.

Elliot

**Elliot Robertson | Flood Risk Management | SEPA**  
**0131 449 8567 | 07825 436832**

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