

# Public Document Pack



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

Town House,  
ABERDEEN 23 October 2015

## **COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE**

The Members of the **COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE** are requested to meet in Council Chamber - Town House on **TUESDAY, 27 OCTOBER 2015 at 2.00 pm.**

FRASER BELL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **B U S I N E S S**

#### **DETERMINATION OF EXEMPT BUSINESS**

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

#### **REQUESTS FOR DEPUTATIONS**

- 2.1 None at this time

#### **MINUTE OF PREVIOUS MEETING**

- 3.1 Minute of Previous Meeting of 27 August 2015 - for approval (Pages 7 - 28)

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

- 4.1 Committee Business Statement and Annual Reports (Pages 29 - 46)
- 4.2 Motions List (Pages 47 - 50)

### **MOTIONS**

- 5.1 Motion by Councillor Reynolds - referred by Council on 19 August 2015

“That it be remitted to the appropriate Committee, to instruct officers to bring forward a report supporting the need for a temporary traffic order restricting the use by HGV’s to access only on the unnumbered road running from the B997, past Shielhill Farm to the B999, with a view to the introduction of a permanent restriction.”

- 5.2 Motion by Councillor Yuill - referred by Council on 8 October 2015

“That this Council instructs officers to report on the feasibility of locating a major item of public art at an appropriate point alongside the route of the Aberdeen Western Peripheral Route and what the potential sources of funding for such a project might be”

### **REFERRALS**

- 6.1 Downsizing Policy - Referred from Housing Cases Review Sub Committee 16 September 2015

At its meeting of 16 September 2015, the sub committee referred to Communities, Housing and Infrastructure Committee the recommendation that powers be delegated to the Head of Housing and Communities to give the equivalent of Committee priority, in exceptional circumstances, to a household who are Aberdeen City Council tenants living in high demand family accommodation to downsize to appropriate amenity or sheltered housing where they have been assessed as needing such accommodation.

### **FINANCE**

- 7.1 2015/16 General Fund Revenue and Capital Budget Monitoring (Pages 51 - 66)
- 7.2 2015/16 Housing Revenue Account (Pages 67 - 76)
- 7.3 2015/16 Trading Services (Pages 77 - 82)

## **PERFORMANCE MANAGEMENT AND SERVICE ISSUES**

- 8.1 CHI Performance Report (Pages 83 - 128)

## **COMMUNITIES**

- 9.1 Local Fire and Rescue Plan Performance Report (Pages 129 - 146)
- 9.2 Her Majesty's Fire Service Inspectorate (HMFSI): Local Inspection of Aberdeen City (Pages 147 - 152)
- 9.3 Review of Voids Processes (Pages 153 - 168)
- 9.4 Non- Housing Developers Contributions (Pages 169 - 190)
- 9.5 Affordable Housing - Grant Assistance relating to Froghall Terrace, Cloverleaf Hotel, Summerhill Road and Muggiemoss Road (Pages 191 - 198)
- 9.6 North Regeneration Area - Digital District (Pages 199 - 228)

## **PLANNING AND SUSTAINABLE DEVELOPMENT**

- 10.1 Aberdeen Local Development Plan - Proposed Plan, Summary of Representations and Responses (Pages 229 - 236)  
Appendixes for Local Development Plan will be circulated separately
- 10.2 Draft AECC site, Bridge of Don Development Framework Consultations Findings (Pages 237 - 296)
- 10.3 Draft Rowett North Masterplan Consultation Findings

## **TRANSPORT**

- 11.1 External Funding for Transport Projects (Pages 297 - 304)
- 11.2 Corporate Fleet Management Performance and Compliance (Pages 305 - 334)
- 11.3 Introduction of a Controlled Parking Zone with Priority Parking in the area around Hill of Rubislaw - Initial Statutory Consultation (Pages 335 - 340)

- 11.4 Garthdee / Kaimhill Controlled Parking Zone
- 11.5 Rural Roads - Speed Limits (Pages 341 - 350)
- 11.6 Roads Winter Service Plan 2015-16 (Pages 351 - 374)
- 11.7 Various Small Scale Traffic Management and Development Associated Proposals ( Stage 1 - New Works ) (Pages 375 - 392)
- 11.8 Various Small Scale Traffic Management and Development Associated Proposals ( Stage 3 - Public Advert) (Pages 393 - 406)

## **ENVIRONMENT**

- 12.1 Deer Management Plan (Pages 407 - 432)

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

- 13.1 Police Scotland Report - Missing Persons (Pages 433 - 446)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Emma Parr, tel 01224 522607 or email [emparr@aberdeencity.gov.uk](mailto:emparr@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@aberrdeencity.gov.uk](mailto:fnacef@aberrdeencity.gov.uk) or 01224 523183

## COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 27 August 2015. Minute of Meeting of the COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Cooney, Convener; Councillor Jean Morrison MBE and Graham, Vice-Conveners; and Councillors Allan, Cameron, Corall, Crockett, Delaney, Dickson, Jackie Dunbar, Finlayson, Flynn, Grant, Laing, Milne, Samarai, Thomson, Townson and Yuill.

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

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=503&MId=3621&Ver=4>

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

### DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider items 14.1, 15.1 and 16.1 with the press and public excluded. The Convener also advised that item 15.2 would now be heard in public at 9.10 and a copy of the revised report was circulated to members prior to the start of the meeting.

#### The Committee resolved:-

- (i) 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 36,37 and 38 of this minute) so as to avoid disclosure of information of the class described in paragraphs 6, 8 and 12 of Schedule 7 (A) of the Act; and
- (ii) to consider item 15.2 in public (article 21).

### MINUTE OF PREVIOUS MEETING OF 19 MAY 2015

2. The Committee had before it the minute of its previous meeting of 19 May 2015 for approval.

#### The Committee resolved:-

to approve the minute as a correct record.

### REQUESTS FOR DEPUTATIONS

3. The Convener advised that a request for deputation had been received from Renee Slater in relation to item 10.1 (Nigg Bay Development Framework). A copy of

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the deputation request had been circulated to members prior to the meeting as a hard copy.

**The Committee resolved:-**

to agree to hear the deputation.

Ms Slater outlined that there was a group of 575 residents in Torry who were concerned about developments at the Bay of Nigg in Torry. The residents were requesting that an independent Environmental Impact Assessment, independently of the Harbour Board or any of its supporters or employees, engage an independent, non-governmental body, to survey the flora and fauna in any and all lands, coastal or inland, that the Harbour Board expansion would have an impact on, be it direct such as from construction, or indirect, such as from the inevitable increase in pollutants to air, water and soil which any expansion of the existing harbour's footprint would entail.

Ms Slater wants the Council and the environmental study to acknowledge that an increase in the number of ships using the harbour and the increase in vehicles meeting such ships would have a detrimental impact environmentally on wildlife and on the area for residents.

Ms Slater also highlighted that two Sites of Specific Scientific Interest (SSSI) are at Nigg Bay, and that the SSSI designation should outweigh any industrialisation plans.

Members then asked Ms Slater and officers a number of questions regarding the Bay of Nigg Development. Officers clarified that it was a complicated process in which the Harbour development had been identified in the National Framework and therefore was a Scottish Government decision that Aberdeen City Council would be a statutory consultee on planning applications. Officers added that Harbour Revision Orders were issued by Transport Scotland and not the Council. Officers advised that public consultation would be open for 6 weeks on the Nigg Bay development Framework but the date was not confirmed as yet but would update the Committee at its meeting in January 2016. Officers concluded by reassuring the Committee that they were working closely with the Harbour Board and Transport Scotland to ensure clarity over the development with the public.

**DRAFT NIGG BAY DEVELOPMENT FRAMEWORK - CHI/15/188**

4. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the Draft Nigg Bay Development Framework.

**The report recommended:-**

That the Committee -

- (a) approve the Draft Nigg Bay Development Framework for public consultation over a 6 week period, which will take place alongside the finalised Environmental Report; and

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- (b) instruct the Director of Communities, Housing and Infrastructure to report the results of the public consultation on the Draft Framework and the Environmental Report, including any recommended amendments to a subsequent meeting of this Committee.

**The Committee resolved:-**

to approve the recommendations.

**COMMITTEE BUSINESS STATEMENT AND ANNUAL REPORTS**

5. The Committee had before it a statement of committee business and a list of annual reports prepared by the Senior Democratic Services Manager.

**The Committee resolved:-**

- (i) to agree to remove items 2 (Market St / Guild St Junction) from the business statement as a review was presented in the March 2015 information bulletin; item 3 (Tillydrone update) as updates would be provided through the information bulletin; and item 4 as this was amalgamated with item 18 on the business statement; and
- (ii) to otherwise note the updates provided.

**MOTIONS LIST**

6. The Committee had before it a list of motions prepared by the Senior Democratic Services Manager.

**The Committee resolved:-**

- (i) to note that item 1 - Joint Motion by Councillors Boulton and Delaney was on the agenda; and
- (ii) to note the update on item 2 – Motion by Councillor Reynolds.

**JOINT MOTION BY COUNCILLORS BOULTON AND DELANEY - HAZLEHEAD TO WESTHILL ROAD (A944) FEASIBILITY ON INTRODUCTION OF SUITABLE BUS LAYBYS WITH ASSOCIATED PEDESTRIAN CROSSING - CHI/15/218**

7. With reference to Article 8 of the minute of the Communities, Housing and Infrastructure Committee meeting of 28 October 2014, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out the feasibility of re-introducing the previously removed bus stops and laybys on the A944 at both Kingswells Church and the Five Mile Garage, and the outcome of discussions with developers of the Prime Four Site in securing contributions for future phases in order to ensure they deliver the necessary infrastructure improvements at no cost to Aberdeen City Council.

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**The report recommended:-**

That the Committee -

- (a) agrees that whilst the recently introduced bus stops and pedestrian facilities at the Prime Four site removes the requirement for the re-introduction of a bus stop on the westbound carriageway of the A944 Aberdeen to Westhill road at Kingswells Church, any future development within this area should be conditioned to incorporate public transport facilities where feasible;
- (b) agrees that due to the ongoing works at the Five Mile Garage in connection with the AWPR, along with the proposed expansion to the Prime Four development no work should be carried out on introducing bus stops/ laybys or pedestrian crossings on the A944 until such a time as the proposed expansion to the Prime Four development is agreed and after the AWPR becomes operational; and
- (c) instructs Officers to continue discussions with the developers in order to ensure that contributions are secured from future phases of the Prime Four development to allow the necessary infrastructure improvements to be introduced at no cost to Aberdeen City Council.

The Convener moved, seconded by Vice Convener Jean Morrison:- to approve the recommendations as contained in the report simplifying recommendation (a) to:- the committee agrees that any future development within this area should be conditioned to incorporate public transport facilities where feasible.

Councillor Delaney moved as an amendment, seconded by Councillor Yuill:- to approve the recommendations in the report with an amendment to recommendation (a) to:- officers continue to seek developer contributions to provide a replacement bus stop with laybys in both directions and a pedestrian crossing in the vicinity of Kingswells Church on the A944 Hazlehead to Westhill Road in accordance with the Committee decision of 28 October 2014

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

**The Committee resolved:-**

- (i) adopt the motion; and
- (ii) to instruct officers to update the committee in 12 months' time.

**2014/15 GENERAL FUND, REVENUE AND CAPITAL BUDGET MONITORING - CHI/15/243**

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

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**The report recommended:-**

That the Committee –

- (a) consider and note the report and the information on management action and risks that is contained herein; and
- (b) instruct that officers report the year end position to the appropriate committee.

**The Committee resolved:-**

to approve the recommendations.

**2014/15 HOUSING REVENUE ACCOUNT - CHI/15/244**

9. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Interim Director of Corporate Governance which provided a status report for the 2015/16 Housing Revenue Account and Housing Capital Programme as at 30 June 2015.

**The report recommended:-**

That the Committee -

- (a) note the information contained within the report; and
- (b) instruct that the Head of Finance continues to update the Committee in consultation with the Director of Communities, Housing and Infrastructure on the actual outturn position for 2015/16 following completion of the year end statutory accounts.

**The Committee resolved:-**

to approve the recommendations.

**2015/16 TRADING SERVICES BUDGET MONITORING - CHI/15/245**

10. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Interim Director of Corporate Governance which provided an update on the current year trading services revenue budget performance to date for the Services and advised on any areas of risk and management action.

**The report recommended:-**

That the Committee -

- (a) note the content of the report; 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/15/232**

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**11.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update of key performance measures and the progress of key improvement work within Communities, Housing and Infrastructure.

**The report 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.

The Director of Communities, Housing and Infrastructure informed the Committee on the number of awards that Aberdeen City Council has been awarded including the Resort Seaside Award, Trip advisor awards for the beach, Duthie Park, the Winter Gardens, Footdee, Johnston Gardens, Hazlehead Park, The Maritime Museum, The Tollbooth Museum and Aberdeen Art Gallery and a Scottish Transport Award under the category 'Powering Ahead with Electric Vehicles'.

The Head of Planning and Sustainability provided an update on the Planning Performance Framework 2014/15. Determination of major developments had been reduced from an average of 86 weeks to 47.6 weeks. The service had cleared nearly half of their legacy cases. An agreed protocol with the Community Council Forum for engaging with community councils had been established and a liaison group had been set up. Planning Service had also retained their Customer Service Excellence Accreditation.

Members then asked questions of the officers present. Members noted that new tenant visit were being carried out within 28 days which was significant progression. There was concern regarding the average length of homeless journey currently at 187 days, officers clarified that all applicants were now being interviewed on day of presentation and that the service were looking at the relationship between voids / rent management and homelessness so improvements to the service could be made. The Head of Communities and Housing suggested holding a briefing session for members on the homelessness process to increase clarity. There were queries regarding how pot holes were being repaired in the city and what the criteria was, officers advised they would report back on trialling of new materials to fix pot holes in January.

**The Committee resolved:-**

- (i) to note the content of the performance report;
- (ii) to congratulate Maggie Bochel and her team on their achievements and request that a full list of the team's achievements be circulated to members;
- (iii) to report back to Councillor Delaney on the possibility of paying sheltered housing costs by direct debit;
- (iv) to note that an action plan on voids process was due to come to Committee in October;
- (v) to instruct officers to include within the October performance report the areas where problem properties were situated;
- (vi) to instruct the Head of Communities and Housing to arrange a briefing for members on the homelessness process after the October by election;



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- (vii) to thank the report author, Paul Tytler, for the information in appendix 1; and
- (viii) to instruct officers to report back in January on the trialling of new materials to deal with pot holes in the city.

**POLICE SCOTLAND - HMICS INSPECTION OF ABERDEEN CITY DIVISION**

**12.** The Committee had before it a report by the Aberdeen Police Commander which updated the Committee on the key findings, recommendations and effective practice contained in Her Majesty's Inspectorate of Constabulary Inspection report of Aberdeen City Division which was published in May 2015.

Members asked questions in relation to the inspection report. The police officers present clarified the use of body worn cameras and the process to ensure safe and secure storage of material. The officers also clarified the support they had from external partners to assist officers visiting offshore platforms. Officers lastly emphasised how important the role of the close partnerships they had in Aberdeen City had played in reducing crime in the city.

**The report recommended:-**  
 that the Committee note the contents of the report.

**The Committee resolved:-**

- (i) to approve the recommendation; and
- (ii) to congratulate Adrian Watson and his team regarding the inspection of Aberdeen City Division published in May 2015.

**POLICE SCOTLAND - BRIEFING ON NEW PSYCHOACTIVE SUBSTANCES (NPS)**

**13.** The Committee had before it a report by the Aberdeen City Division Commander which provided information on New Psychoactive Substances (NPS) and how Aberdeen City Division and partners were addressing the health and antisocial behaviour problems associated with their use.

Members then asked the officers questions in relation to the report on NPS and the officers emphasised they were fully aware of shops in operation trading in NPS and were working closely with partners across the city to tackle this growing issue.

**The report recommended:-**  
 that the Committee note the contents of the report

**The Committee resolved:-**

- (i) to approve the recommendation; and

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- (ii) to note the work being carried out by Police Scotland and Trading Standards in regards to monitoring the operation of the shops identified in the city NPS and reports of anti-social behaviour.

**REQUEST FOR RECOGNITION FROM BON ACCORD ACCESS PANEL - CHI/15/230**

**14.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the development of a new access panel for Aberdeen.

**The report recommended:-**

That the Committee recognise Bon Accord Access Panel.

**The Committee resolved:-**

to approve the recommendation.

**DISABILITY ADVISORY GROUP - THE FUTURE - CHI/15/227**

**15.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented two optional models for the future of the current Disability Advisory Group (DAG) following an extensive review.

**The report recommended:-**

That the Committee -

- (a) agree to the dissolution of the current DAG; and
- (b) approve one of the two models outlined in the report.

**The Committee resolved:-**

- (i) to agree to the dissolution of the current Disability Advisory Group;
- (ii) to approve model two for the future group; and
- (iii) to request that the replacement group include the following:- (a) attendance by transport officers on a regular basis; (b) attendance by senior officers on a regular basis; and (c) the monitoring of membership whereby if a member was absent for three meetings, they would be removed from the group.

**USE OF ENFORCEMENT FUNDING - 2015 UPDATE - H&E/15/210**

**16.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on progress made in property repair and maintenance within the private sector since the last report to Committee in August 2014, advised of forthcoming commitments and sought Delegated Powers for the signing of 'Notice of Potential Liability for Costs' under the Tenements (Scotland) Act 2004.

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**The report recommended:-**

That the Committee -

- (a) note the contents of the report; and
- (b) delegate powers to the Head of Housing and Communities, the Housing Strategy and Performance Manager and the Private Sector Housing Strategy Officer, to sign the 'Notice of Potential Liability for Costs' as and when required.

**The Committee resolved:-**

to approve the recommendations.

**HMO OVER-PROVISION POLICY - CHI/15/208**

17. With reference to Article 17 of the minute of the Communities, Housing and Infrastructure Committee meeting of 19 May 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the action which would need to be taken to consult on an HMO overprovision policy.

**The report recommended:-**

That the Committee -

- (a) note the content of the report; and
- (b) instruct the Director of Communities, Housing and Infrastructure to carry out a full public consultation on the proposed introduction of an HMO overprovision policy for Aberdeen, with consultation of a 15% threshold as proposed by the Head of Communities and Housing and that a further report be submitted to the January 2016 committee.

**The Committee resolved:-**

to approve the recommendations with an amendment to Appendix 3 point 'This policy applies city wide'.

**DECLARATION OF INTERESTS**

Vice Convener Jean Morrison and Councillor Milne declared an interest in relation to the following item of business by virtue of their position as Aberdeen City Council representatives at Aberdeen Heat and Power but chose to remain in the meeting as Aberdeen Heat and Power was a body being a company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.

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**FUTURE COMBINED HEAT AND POWER PROPOSALS - CHI/15/153**

**18.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out the future proposals for further implantation of Combined Heat and Power or district heating within the Council's housing stock.

**The report recommended:-**

That the Committee -

- (a) note that approval was given by Finance, Policy and Resources Committee on 9 June 2015 to extend the existing CHP network in the Cornhill area to serve the two new build sites at the former Smithfield School and Manor Walk;
- (b) note that proposals to introduce CHP heating to the new build sites will present an opportunity in the near future for a number of existing multi storey blocks in the vicinity of those sites to be connected to the extended CHP network;
- (c) approve the proposals contained within the report to upgrade the heating in the cavity constructed blocks commencing in the 2016/17 financial year;
- (d) instruct the Director of Communities, Housing and Infrastructure to include adequate provision within the Housing Capital Expenditure budget 2016/17 to 2018/19 to cover the cost of the proposed works; and
- (e) await the outcome of the report by the Director of Communities, Housing and Infrastructure on the options appraisal of the City Centre multi storey blocks before making a decision on the installation of CHP for these blocks.

**The Committee resolved:-**

- (i) to approve the recommendations; and
- (ii) to note that officers would look at whether the scheme could be linked into Mastrick land and CHP network in Stockethill and advise Councillor Delaney accordingly.

**DECLARATIONS OF INTEREST**

**Vice Convener Jean Morrison** declared an interest in the following article by virtue of her role as a representative on Langstane Housing Association and considered that the nature of her interest did not require her to leave the meeting but took no part in the Committee's deliberations thereon.

**Councillor Delaney** declared an interest in the following article by virtue of his role as Chair of the Board of the Scottish Federation of Housing Associations, and withdrew from the meeting during consideration of the item.

**STRATEGIC HOUSING INVESTMENT PLAN UPDATE - CHI/15/233**

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**19.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update of the Council's Strategic Housing Investment Plan (SHIP) for 2015-2020 which set out the Council's plans for affordable housing during this period.

**The report recommended:-**

That the Committee -

- (a) approve the Strategic Local Programme Agreement as at appendix 1;
- (b) approve the additional projects to be included in the SHIP 2015-2020 as at appendix 2; and
- (c) instruct Council officers to submit the revised SHIP to the Scottish Government.

**The committee resolved:-**

to approve the recommendations.

**COUNCIL HOUSE RENT POLICY - CHI/15/249**

**20.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out the current Council House rent increase policy and current work being undertaken on the development of a future rent increase policy.

**The report recommended:-**

That the Committee -

- (a) instruct consultation with tenants on a rent increase for 2016/17 based on the existing policy of RPIX +1%. The July 2015 figure for RPIX is 1.1%;
- (b) instruct consultation with tenants on a new rent policy for 2017/18 onwards; and
- (c) instruct a report to come to a future committee on the views received from the consultation together with a proposal for a new rent increase policy.

**The Committee resolved:-**

to approve the recommendations.

**TILLYDRONE COMMUNITY HUB - CHI/15/234**

**21.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the proposals for the development of a Community Hub in Tillydrone, and sought approval for the preferred location for the new hub.

**The report recommended:-**

That the committee -

- (a) note the outcomes of the recent community engagement exercise in Tillydrone
- (b) approve the preferred location, in principle, for the new Tillydrone hub as being the site of the existing Tillydrone Shopping Centre including the existing Tillydrone Housing Office;

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- (c) subject to recommendation (b), instruct officers to formally consult with the occupiers of the Tillydrone Shopping Centre about their relocation into the new hub and options for service continuity during the demolition and construction period;
- (d) provide approval for the demolition of the Tillydrone Shopping Centre at the appropriate time;
- (e) instruct officers to develop proposals for the new community hub, including consideration of incorporating other Council services and other potential partners; and
- (d) note that officers are developing the business case; which will include full capital and revenue implications, for the new Tillydrone Community Hub.

**The Committee resolved:-**

to approve the recommendations.

**DECLARATION OF INTERESTS**

**The Head of Planning and Sustainable Development declared an interest in the following item due to the involvement of her future employer Burness Paull LLP. Dr Bochel withdrew from the meeting during consideration of the item.**

**STRATEGIC TRANSPORT FUND - CHI/15/190**

**22.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised that on June 25 2015 the Strategic Development Planning Authority (SDPA) adopted the revised Strategic Transport Fund as Supplementary Guidance to the Aberdeen City and Shire Strategic Development Plan (2014).

**The report recommended:-**

That the Committee -

- (a) note the decision of the SDPA on 25 June 2015; and
- (b) ratify the use of the new statutory Supplementary Guidance Strategic Transport Fund from 28 August 2015.

At this point in the meeting, David Jennings, Strategic Development Plan Manager advised that Aberdeenshire Council agreed to the recommendations the previous week.

**The Committee resolved:-**

to approve the recommendations.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT  
 ASSOCIATED PROPOSALS (STAGE 1 - NEW WORKS) - CHI/15/219**

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

**The report recommended:-**

That the 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 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; and
- (c) instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of this Committee.

**The Committee resolved:-**

to approve the recommendations.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT  
 ASSOCIATED PROPOSALS (STAGE 3 - PUBLIC ADVERT) - CHI/15/221**

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

- “The Aberdeen City Council (Beechwood Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Bressay Brae / Cava Close / Fara Close, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Hazlehead Road / Provost Graham Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (MacKay Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Riverside Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Whitestripes Path, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Kepplehills Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”

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- “The Aberdeen City Council (Westray Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Exploration Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Balnagask Road, Aberdeen) (Limited Waiting On-street Parking Places) Order 201(X)”
- “The Aberdeen City Council (Marchburn Drive / Byron Crescent / Springhill Road, Aberdeen) (Prohibition of Driving) Order 201(X)”
- “The Aberdeen City Council (Albury Lane, Aberdeen) (Traffic Management) Order 201(X)”
- “The Aberdeen City Council (Highgate Gardens / Deemount Road / Deemount Avenue, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (Mastrick Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)”
- “The Aberdeen City Council (On-street Car Club Parking Spaces) Order 201(X)”
- “The Aberdeen City Council (Golden Square, Aberdeen) (On-street Electric Vehicle Parking Place) Order 201(X)”
- “The Aberdeen City Council (Upper Mastrick Way, Aberdeen) (On-street Electric Vehicle Parking Place) Order 201(X)”
- “The Aberdeen City Council (Disabled Persons’ Parking Places in Aberdeen City) (Regulatory Parking Places) (Ref. 4/15) Order 201(X)”
- “The Aberdeen City Council (Home Farm Road / Balgownie View, Bridge of Don, Aberdeen) (20 mph Speed Limit) Order 201(X)”

**The report recommended:-**

That the Committee -

- (a) approve the orders that did not attract objections and that all the orders be made and implemented accordingly; and
- (b) in relation to “The Aberdeen City Council (Westray Road, Aberdeen) (Prohibition of Waiting) Order 201(X)”, “The Aberdeen City Council (Balnagask Road, Aberdeen) (Limited Waiting On-street Parking Places) Order 201(X)”, “The Aberdeen City Council (Whitestripes Path, Aberdeen) (Prohibition of Waiting) Order 201(X)”, overrule the objections received and approve these orders be made as originally envisaged

**The Committee resolved:-**

to approve the recommendations.

**THIRD DON CROSSING - TRAFFIC MANAGEMENT PROPOSALS (STAGE 3 - PUBLIC ADVERT) - CHI/15/223**

**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 and presented the objections which had been received.



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**The report recommended:-**

that the Committee overrule the objections received and instruct officers to make 'The Aberdeen City Council (Danestone/Tillydrone/Bedford Area, Aberdeen) (Traffic Management) Order 201 (x) as originally envisaged.

Officers clarified that two objections had been received in relation to the re-opening of the section of Gort Road, one from Tillydrone Community Council and one from an individual resident in the area.

**The Committee resolved:-**

to approve the recommendation.

**ADOPTION OF PITFODELS STATION ROAD - CHI/15/250**

26. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the adoption of Pitfodels Station Road to roads managed and maintained by the Council.

**The report recommended:-**

that the Committee approve the adoption of Pitfodels Station Road in terms of Section 1 (4) of the Roads (Scotland) Act 1984 and that this road be added to the Council's 'List of Roads' managed and maintained by the Council.

At this point in the meeting Councillor Yuill advised that Councillor Malone had responded to officers and not Councillor Boulton as detailed in the report.

**The Committee resolved:-**

to approve the recommendation.

**RESPONSE TO PETITION REGARDING THE PROVISION OF A PEDESTRIAN CROSSING ON GREENBRAE DRIVE - CHI/15/224**

27. With reference to Article 2 of the minute of the Petitions Committee meeting of 21 April 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out the results of investigations into the provision of a pedestrian crossing on Greenbrae Drive and recommendations for the crossing point based on best practice and road safety guidelines.

**The report recommended:-**

That the Committee -

- (a) agree the removal of the existing crossing point / build outs and the installation of a new Zebra Crossing and this location; and
- (b) instruct officers to monitor the situation following implementation.

**The Committee resolved:-**

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- (i) to approve the recommendations; and
- (ii) to request that officers circulate information on the PV2 values to members.

**EXTERNAL FUNDING FOR TRANSPORTATION PROJECTS - CHI/15/228**

**28.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the expenditure of funds successfully obtained for various transportation projects.

**The report recommended:-**

That the Committee -

- (a) authorise £20,000 of developer contributions for Mosside to be used to add value to an existing Smarter Choices Smarter Places project looking to improve pedestrian waymarking on Kincorth and Tullos Hills;
- (b) instruct officers to report back to Committee in due course with active and sustainable travel proposals for the remaining Mosside developer contribution, taking into account the range and location of development activity, existing and emerging opportunities within the area and gaps in the current active and sustainable travel infrastructure;
- (c) approve the expenditure of an additional £70,000 awarded to the Council from Sustrans Scotland's Community Links Fund 2015/16 to add value to the development of an A90 north cycle route along Ellon Road and the Parkway;
- (d) note the condition attached to the Sustrans Funding Agreement for 2015/16 - that any savings from the Council's Non-Housing Capital Programme should be reinvested into other active travel projects around the City – and refer this to the Finance, Policy and Resources Committee for information;
- (e) approve the initial projects listed in this report as a starting point for discussion with Sustrans over the use of the savings on the Third Don Crossing scheme and report back to Committee with a full programme of works alongside the Active Travel Action Plan;
- (f) approve the expenditure of any funds successfully obtained from Cycling Scotland's Bikeability Support Plus Fund 2015/16 for the purposes described within this report; and
- (g) approve the expenditure of any funds successfully obtained from the Scottish Government's Rollout of Electric Vehicle Charging Infrastructure Project Across Scotland project for the purposes described within this report.

**The Committee resolved:-**

- (i) to approve recommendations b, c, d, e, f and g; and
- (ii) to instruct officers to provide more information on the authorisation of £20,000 of developer contributions for Mosside for improvement of pedestrian waymarking on Kincorth and Tullos Hills and report back to Committee.

**FLEET SERVICES - PROGRESS UPDATE AND PERFORMANCE INDICATORS -**  
**CHI/15/235**

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**29.** With reference to Article 28 of the Communities, Housing and Infrastructure Committee meeting of 19 May 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on implemented improvements following the closure of the Traffic Commissioner's public inquiry into the Council's Goods Vehicles Operators License on 12 May 2015 and proposals for a new performance framework.

**The report recommended:-**

That the Committee -

- (a) note the contents of the report; and
- (b) approve the content of the performance framework for the Fleet Service as a mechanism for reporting performance to Committee.

**The Committee resolved:-**

- (i) to approve the recommendations; and
- (ii) to congratulate Mark Reilly and the rest of his team for their hard work.

**NORTH EAST OF SCOTLAND ROAD CASUALTY REDUCTION - CHI/15/204**

**30.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which considered the multi-agency approach to revisiting the North East of Scotland Road Casualty Reduction Strategy as approved in 2009 and the changes in how safety issues were tackled since that time.

**The report recommended:-**

That the Committee -

- (a) consider the current position with regard to Road Casualty figures as set out in Appendix 1.
- (b) consider the core outcome underpinning a strategic approach to Road Casualty Reduction - "Our communities will be safer places in which to live, work and travel" and how it fits within current and emerging approaches to Community Planning.
- (c) instruct Officers to develop, by October 2015, a formal strategy and associated action plan on a collaborative basis across the key agencies, including engagement and approval through the relevant Community Safety Partnership networks, and report back to a future committee.
- (d) agree that officers continue to work with our partners and put in place a collaborative and jointly funded resource through to 31 March 2016.

**The Committee resolved:-**

to approve the recommendations.

**WASTE ENFORCEMENT REVIEW - CHI/15/246**

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**31.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the current approach of waste enforcement, identified gaps in the current approach and provided proposals for the future.

**The report recommended:-**

That the Committee agrees the implementation of a one year pilot project focussed on the enforcement of waste management regulations in the city centre with two officers from the City Warden service seconded into a dedicated waste enforcement role.

**The Committee resolved:-**

- (i) to approve the recommendation;
- (ii) to request that officers clarify the figures included in the report at pages 664 and 671 in relation to the costs for the business waste enforcement team;
- (iii) to instruct officers to report back to Committee in six months' time on progress; and
- (iv) to request that officers report to the Zero Waste Management Sub Committee in relation to strategies to tackle fly tipping and initiatives to clean up communities.

**REMOVAL OF NO BALL GAMES SIGNS - CHI/15/126**

**32.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure outlining the proposal to remove all 'No Ball Games' signs from Aberdeen's green space.

**The report recommended:-**

That the Committee -

- (a) agree that all 'No Ball Games' signs throughout the city on green space owned or managed by Aberdeen City Council be removed; and
- (b) agree that no further 'No Ball Games' or similar signs will be erected on Aberdeen green space.

The Convener, seconded by Councillor Dickson, moved the recommendations contained in the report.

Councillor Yuill, seconded by Councillor Delaney moved as an amendment that the recommendations be approved and the Committee -

- (c) instruct officers to report within six months identifying those area unsuitable for ball play with recommendations for appropriate green space management / planting for those locations; and
- (d) instruct officers to undertake an information campaign targeted at those playing ball games and residents explaining the appropriate use of open spaces for ball play.

On a division, there voted:- for the motion (17) the Convener, Vice Convener Jean Morrison, Vice Convener Graham and Councillors Allan, Cameron, Corall, Crockett,

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Dickson, Jackie Dunbar, Finlayson, Flynn, Grant, Laing, Milne, Samarai, Thomson and Townson; for the amendment (2) Councillors Delaney and Yuill

**The Committee resolved:-**  
to adopt the motion.

**SEATON PARK WETLAND SCOPING STUDY - CHI/15/205**

**33.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the findings of the Seaton Park Wetland Scoping Study and sought approval for the suggested design option and the total estimated expenditure for the project.

**The report recommended:-**

That the Committee -

- (a) agree the main content of the report;
- (b) agree the recommended wetland design option; and
- (c) agree the total estimated expenditure of the project.

**The Committee resolved:-**

to approve the recommendations, with option 2 as the wetland design.

**REMOVAL OF SPRINGHILL DEPOT FROM ENVIRONMENTAL SERVICES  
ACCOUNT PORTFOLIO - CHI/15/242**

**34.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised that the Environmental Services, Springhill Road Depot was now surplus to service requirements.

**The report recommended:-**

That the Committee -

- (a) notes the contents of the report;
- (b) declares Environmental Services, Springhill Road Depot surplus to service requirements and confirm its removal from the Environmental Services account portfolio; and
- (c) remits the property to the Head of Land and Property Assets and Land and Property Assets team to decide on its future use.

**The Committee resolved:-**

to approve the recommendations.

**BEGIN PROJECT - CHI/15/207**

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**35.** The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to continue the BEGIN project.

**The report recommended:-**

That the Committee approve-

- (a) expenditure of £300,000 of existing flood management budgets (revenue and capital) as match funding;
- (b) the use of Council owned land to install schemes;
- (c) the participation of Aberdeen City in the BEGIN project; and
- (d) overseas travel for partner meetings and annual conferences connected with this project.

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

Councillor Delaney, seconded by Councillor Yuill moved as an amendment:-

- (i) to agree to recommendations (a) (b) and (c) in the report;
- (ii) to instruct officers to report back on the feasibility of bringing forward a scheme to alleviate flooding in the Summerhill area in advance of the Maidencraig scheme, with the intention of linking this in to the over-arching Maidencraig scheme when it becomes operational; and
- (iii) to approve overseas travel for officers to attend partner meetings and annual conferences connected with this project and re-invest any savings from this budget heading into this or other flood prevention schemes across the city.

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

**The Committee resolved:-**

to adopt the motion.

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

**ALEO GOVERNANCE (AECC)**

**36.** The Committee had before it a report on the performance of AECC and a minute extract from the ALEO Governance Hub meeting 15 June 2015 for noting.

**The Committee resolved:-**

to note the report.

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**DECLARATION OF INTERESTS**

Vice Convener Jean Morrison declared an interest in relation to the following item of business by virtue of her position as a Council representative for the Disabled Person's Housing Service, and considered that the nature of her interest did not require her to leave the meeting but took no part in the Committee's deliberations thereon.

**DISABLED PERSONS' HOUSING SERVICE FUNDING - CHI/15/211**

37. The Committee had before it a report by the Director of Communities, Housing and Infrastructure that sought approval to continue funding the Disabled Persons Housing Service (DPHS).

**The report recommended:-**

that the Committee agree the extension of the existing Service Level Agreement with DPHS for a further three year period commencing on 1 April 2016 (or entering into of a new three year Service Level Agreement with DPHS commencing on that date) at costs set out in the report and with the exemption being granted from all Contract Standing Orders as set out in the report.

**The Committee resolved:-**

to approve the recommendation.

**ACOUSTIC MONITORING OF QUEEN ELIZABETH BRIDGE - CHI/15/180**

38. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which informed them of the decision to suspend Standing Orders to allow the direct appointment of a specialist contractor to carry out work on an acoustic monitoring system on the Queen Elizabeth Bridge.

**The report recommended:-**

That the Committee:-

- (a) note the content of the report and the strategic importance of the Queen Elizabeth Bridge; and
- (b) note the suspension of Standing Orders under 1(6)(b) and the award to Mistras Group Ltd of the contract for installing the acoustic monitoring system on the bridge.

**The Committee resolved:-**

- (i) to note that the bridge was the Queen Elizabeth bridge, and not the Queen Elizabeth II bridge as mentioned in the report; and
- (ii) otherwise to approve the recommendations.

**- COUNCILLOR NEIL COONEY, CONVENER**

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**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE**  
**COMMITTEE BUSINESS AND ANNUAL REPORTS**  
Updated 16 October 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><u>Aberdeen – The Smarter City: A Strategy for 2020</u></b> To instruct officers to report back to Committee in August 2013 with the strategy and implementation plan for approval.	<b>Recommended for removal</b> - A review of existing strategies and the establishment of a renewed “golden thread” (i.e. linking strategy, actions and resources at all levels of the organisation) is ongoing, in line with the conclusions of the recent Audit of Best Value and Community Planning. This will be reported corporately, as appropriate, to Council and / or the Finance, Policy & Resources Committee.	Head of Economic and Business Development	29/08/13
2 Housing and Environment Committee 26/08/09 Article 16  Housing and Environment Committee 29/10/13 Article 17	<b><u>Modernising Public Space CCTV</u></b> To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new CCTV system, in particular the impact CCTV has had on assisting convictions; and investigating other systems and new technologies that could be adopted, to a future meeting of the Committee.  At its meeting of 29 October 2013, the Committee resolved:- (a) To note the progress made in terms of the in-house delivery model; and (b) To approve the further development of the in-house model by producing a detailed business case that outlined long term funding and staffing requirements.	<b>Recommended for removal</b> - There has been no further progress with this project. New technologies and digital infrastructure present new opportunities for the development of public space CCTV based services in Aberdeen. Therefore it is sensible to review the scope of the project rather than to proceed with the original brief. Officers recommend that this item is removed from the outstanding business list meantime.	Director of Communities, Housing and Infrastructure	13/01/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
3	Housing and Environment Committee 14/01/14 Article 6  Enterprise, Strategic Planning and Infrastructure Committee 21/01/14 Article 4	<b>Management of Parking</b> To recommend to the Enterprise, Planning and Infrastructure Service that they manage all parking across the city, and if agreed, to request that a report be submitted to this Committee in 12 months providing an update on how the service was operating.	<b>Recommended for removal</b> -Options were considered for the requested changes to the Management of Parking however further investigation could not determine a reasonable route forward due to the conflicting HRA legislation and Roads legislation. The difficulty in managing these conflicts meant that the scheme was unlikely to achieve the intended results and therefore the decision was made to discontinue the work.	13/01/15
4	Enterprise, Strategic Planning and Infrastructure Committee 21/01/14 Article 24	<b>Quality Partnership for Public Transport</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.	<b>Update expected for January Bulletin.</b>  Progress will continue to be reported to Committee until such a time as a completed draft agreement has been concluded when a report will be made to committee.	18/03/15
5	Enterprise, Strategic Planning and Infrastructure Committee 12/11/13 Article 4	<b>Review of Emission Related Parking Charges</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 for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.	The Consultant, AECOM, have prepared a report on the likely cumulative impacts on achieving statutory air quality objectives from various transport schemes as detailed in the Air Quality Action Plan. This suggests that Emission Based Parking Charges have a role to play in meeting the air quality standards but should be considered as part of a package of transport measures. For this reason the EPBC progression has been delayed to package and prioritise measures as detailed in the CHI Air Quality Bulletin. A more substantive report will	19/05/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		be available when officers have further information. <b>Report expected May 2016</b>		
6	<p><b>Local Transport Strategy</b> At its meeting of 13 January 2015, Committee resolved:-</p> <p>(i) to approve the content of the report and the Council's consultative draft Local Transport Strategy, following incorporation of comments by Members;</p> <p>(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</p> <p>(iii) to report back to Committee with the results of the public consultation and a final draft Local Transport Strategy in May 2015.</p>	<b>Report expected January 2016</b>	Head of Planning and Sustainable Development	<b>19/05/15</b>
7	<p><b>Area Around Hill of Rubislaw – Parking Review</b> 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</p>	<b>A report is on the agenda.</b>	Head of Public Infrastructure and Environment	<b>27/08/15</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Communities, & Housing Infrastructure Committee 18/03/15 Article 26	<p>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 Zone X; and</p> <p>(v) as part of the ongoing dialogue with the businesses at the Hill of Rubislaw, to instruct officers to ask that they fund the administration, enforcement and management costs of the additional parking restrictions.</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>			
8	Education, Culture & Sport Committee	<p><b><u>Community Learning and Development Regulations</u></b></p> <p>To instruct the Director of Education,</p>	At its meeting of 3 September 2015 the	Head of Communities and Housing	27/10/2015

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
24/03/11 Article 19 15/09/11 Article 13  Education, Culture and Sport Committee 30/05/13 Article 12  Communities, Housing and Infrastructure 18/03/15 Article 15	<p>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.</p> <p>To request a further report on the implications of the Scottish Statutory Instrument legislation once it was enacted.</p> <p>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.</p> <p>The Committee also agreed to request that officers consult with community projects about a pilot Community Anchor model and report back to a future meeting.</p>	<p>Education and Children's Services Committee approved the Community Learning and Development (CLD) Strategic Plan and the process required to enable its implementation in line with The Scottish Statutory Instrument, "Requirements for Community Learning and Development (Scotland) Regulations 2013"; and noted that the Local Authority was responsible for ensuring that all relevant services and Community Planning Partnership (CPP) partners were made aware of the CLD Regulations.</p> <p>At its meeting of 19 May 2015, the Committee approved a compliance monitoring process for leased community centres.</p> <p>In relation to Piloting a Community anchor model – an initial mapping exercise has been completed. The link Officer has met with the 5 Community Projects to discuss the committee decision and some of its implications. The next stage is to organise a meeting taking on board that this needs to fit in with the developing localities/neighbourhood planning agenda.</p>		
9 Housing and Environment Committee 26/08/14	<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	<b>A report is on the agenda</b>	Head of Communities and Housing	<b>27/10/2015</b>

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Article 11  Communities, Housing and Infrastructure Committee 18/03/15 Article 16          Communities, Housing and Infrastructure Committee 19/05/15 Article 16	<p>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>At its meeting of 19 May 2015, the Committee agreed, amongst other things to request a report back on how the letting to care workers scheme was progressing.</p>			
10  Housing Environment Committee 11/03/14 Article 5	<p><b><u>Community Engagement Plan – Hazlehead Grove Nursery</u></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>	<b>An update is included in the bulletin and a report is expected January 2016.</b>	Head of Public Infrastructure and Environment	<b>27/10/15</b>

	<u><b>Minute Reference</b></u>	<u><b>Committee Decision</b></u>	<u><b>Update</b></u>	<u><b>Lead Officer(s)</b></u>	<u><b>Report Due</b></u>
11	Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<b><u>Advertising Bus Shelter</u></b> To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	The tender will be out in September and responses due November. Following evaluation a <b>report is expected January 2016</b> .	Head of Planning and Sustainable Development	27/10/15
12	Petitions Committee 24/04/14 Article 2  Communities, Housing and Infrastructure Committee 28/10/14 Article 20	<b><u>A944 Lang Stracht to Westhill Cycle Route</u></b> (i) To agree that officers should liaise with the appropriate parties to aim for future development approvals within the corridor to be conditioned to provide improvements to the cycle route on the north side of the A944 to bring it up to a standard compatible with 'Cycling by Design', subject to planning approval; and (ii) To request a report back to Committee in a year's time if contributions from developers were not forthcoming within that time period.	Update is on the bulletin.	Head of Planning and Sustainable Development	27/10/15
13	Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9  Community, Housing & Infrastructure Committee 28/10/14 Article 25	<b><u>C127 Blacktop Road – Flashing Speed Limit Signs</u></b> To request that officers report back to the Committee on the feasibility of installing flashing speed limit signs at C127 Blacktop Road (east to westbound)  At its meeting of 28 October 2014, the Committee resolved:- (i) to note the content of the report and the fact that officers had undertaken a review / assessment of the route in line with guidance; (ii) to agree that no further action	A report is on the agenda.	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>
	<p>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 situation on the road in 12 months' time.</p>			
14	<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>	<p>Awaiting publication of the ACSEF/SDS (Aberdeen City and Shire Economic Future/Skills Development Scotland) Skills Audit.</p> <p><b>Report expected January 2016</b></p>	Head of Economic and Business Development	<b>27/10/15</b>
15	<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 is on the bulletin</b>	Head of Communities and Housing	<b>Ongoing</b>
16	<p><b>Communities, Housing and Infrastructure</b> 19/05/15 Article 11</p> <p><b>Fire and Rescue Service</b> At its meeting of 19 May 2015, the Committee heard that the inspection report of the Fire and Rescue Service was still to be published and would therefore come back to a future meeting of Committee.</p>	<b>A report is on the agenda</b>	Head of Service, Office of Chief Executive	
17	<p><b>Communities, Housing and Infrastructure</b> 19/05/15 Article 14</p> <p><b>Police Scotland</b> At its meeting of 19 May 2015, the Committee noted the positive inspection report which had been received, and that the recommendations in the report would be the subject of an action plan which</p>	<b>A report is on the agenda</b>	Head of Service, Office of Chief Executive	



<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	would be reported to Committee in due course.			
18	Communities, Housing and Infrastructure 19/05/15 Article 19 <b><u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u></b> At its meeting of 19 May 2015, the Committee resolved to instruct officers to develop the proposed project in detail; to consult with the private owners of flats within the blocks to seek consent for the proposals; and to report back to Committee on the outcomes.	<b>Report expected January 2016</b>	Head of Land and Property Assets	27/10/2015
19	Communities, Housing and Infrastructure 19/05/15 Article 20 <b><u>Seaton Backies One</u></b> At its meeting of 19 May 2015, the Committee resolved to instruct officers to develop the proposed project in detail; to conclude grant application with the funders who had indicated support for the project; to consult with the private owners of flats within the blocks to seek consent for the proposals; to request that officers continue to look for additional funding opportunities which might enable the project to be rolled out elsewhere; and to report back to Committee on the above as soon as possible.	<b>An update is on the bulletin.</b>	Head of Land and Property Assets	27/10/2015
20	Communities, Housing and Infrastructure 19/05/15 Article 23 <b><u>Former AECC Site, Bridge of Don Framework</u></b> At its meeting on 19 May 2015, the Committee approved the draft framework to be issued for public consultation over a six week period and instruct officers to report the results and any revisions to a future meeting of Committee.	<b>A report is on the agenda.</b>	Head of Planning and Sustainable Development	27/10/2015

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
21	<p>Communities, Housing and Infrastructure 19/05/15 Article 22</p> <p><b><u>Draft Rowett North Masterplan</u></b> At its meeting on 19 May 2015, the Committee approved the draft masterplan to be issued for public consultation over a six week period and instruct officers to report the results and any revisions to a future meeting of Committee.</p>	<b>A report is on the agenda.</b>	Head of Planning and Sustainable Development	27/10/2015
22	<p>Enterprise, Planning &amp; Infrastructure Committee 22/01/13 Article 26</p> <p>Urgent Business Committee 27/11/14 Article 3</p> <p>Communities, Housing and Infrastructure Committee 18/03/15 Article 7</p> <p>Communities, Housing and Infrastructure Committee 19/05/15 Article 27</p> <p><b><u>Garthdee Controlled Parking Zone Extension</u></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.</p> <p><b>At its meeting of 18 March 2015, the Committee resolved:-</b></p> <p>(i) to acknowledge the contents of the report;</p> <p>(ii) to note the concerns of the Community Council;</p> <p>(iii) to agree that the area covered by this report would be at zero charge to residents</p> <p>(iv) to accept the offer from 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</p> <p>(v) to agree that a joint letter be sent to residents from the Principal of Robert</p>	<b>A report is on the agenda</b>	Head of Public Infrastructure and Environment	27/10/2015

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	<p>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> <p><b>At its meeting of 19 May 2015, the Committee resolved:-</b></p> <p>(i) to approve the amended proposals as set out in the report and to instruct officers to make the traffic order with amendments and commence implementation of the CPZ;</p> <p>(ii) to request a report back to Committee in relation to (a) the feasibility of providing parking permits at zero cost to qualifying businesses within the CPZ and (b) on the suggestion of the provision of a third residents' parking permit for households in both the existing Garthdee CPZ and the extension to it.</p>			
23	<p>Finance, Policy and Resources 4/12/14 Article 25</p> <p><b>Housing Support Services Commissioning Plan</b></p> <p>To instruct officers to report to the Finance, Policy and Resources Committee by December 2015 with a Commissioning Plan for the Support, Housing Access and Community Safety Services with new service specifications. Referred to CH&amp;I.</p> <p>The Committee referred this item to CH&amp;I business statement</p>	<b>Report expected January 2016.</b>	Head of Communities and Housing	By December 2015
	<p>Finance, Policy and Resources 09/06/15 Article 4</p>			

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
24  Council 17/12/14 Article 15  Communities, Housing and Infrastructure Committee 27/08/15 Article 18	<p><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.</p> <p>At its meeting of 27 August 2015, Committee resolved, amongst other things, to await the outcome of the report by the Director of Communities, Housing and Infrastructure on the options appraisal of the City Centre multi storey blocks before making a decision on the installation of CHP for these blocks.</p>	<b>Recommended for removal</b> as officers will report back at a later date on the options appraisal of the City Centre multi storey blocks before making a decision on the installation of CHP for these blocks.	Head of Land and Property Assets	-
25  Housing and Environment Committee 30/08/13 Article 14 and 26/08/14 Article 3  Communities, Housing and Infrastructure Committee 19/05/15 Article 17 & 27/08/15 Article 17	<p><b>Houses in Multiple Occupation – New Powers in relation to Over-Provision</b> At its meeting of 27 August 2015, the Committee resolved:- to instruct the Director of Communities, Housing and Infrastructure to carry out a full public consultation on the proposed introduction of a HMO Overprovision Policy for Aberdeen as detailed in Appendix 3 (with the amendment of point 3 to 'This policy applies city wide') with consultation on a 15% threshold as proposed by the Head of Communities and Housing and that a further report be submitted to Committee in January 2016.</p>	<b>A report is expected January 2016.</b>	Head of Communities and Housing	20/01/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
26	Petitions Committee 24/04/15 Article 1	<p><b><u>A Tree For Every Citizen / Deer Management Disclosure Request – Petition</u></b></p> <p>At its meeting of 24 April 2015, the Committee resolved (amongst other things):-</p> <p>(i) in respect of point (1) of the petition, to note that a deer management plan, which would address these queries, would be submitted to the Council's Communities, Housing and Infrastructure Committee later this year;</p> <p>(ii) to note that the deer management plan would estimate the population as a snapshot and to assess the impact of deer on habitats, deer welfare (from weights, deformities etc) damage to crops, public safety etc and that this would also explain how officers implemented SNH guidelines; and</p> <p>(iii) to request officers to report on deer crossing warning signs to a future meeting of the Communities, Housing and Infrastructure Committee.</p>	A report is on the agenda.	Head of Public Infrastructure and Environment	27/10/15
27	Communities, Housing and Infrastructure Committee 27/08/15 Article 20	<p><b><u>Council House Rent Policy</u></b></p> <p>At its meeting of 27 August 2015 the Committee resolved:-</p> <p>(i) to instruct consultation with tenants on a rent increase for 2016/17 based on the existing policy of RPIX +1%. The July 2015 figure for RPIX is 1.1%;</p> <p>(ii) to instruct consultation with tenants on a new rent policy for 2017/18 onwards; and</p>	A report is expected January 2016.	Head of Communities and Housing	20/01/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		(iii) to instruct a report to a future committee on the views received from the consultation together with a proposal for a new rent increase policy.			
28	Communities, Housing and Infrastructure Committee 27/08/15 Article 4	<p><b><u>Nigg Bay Development Framework</u></b> At its meeting of 27 August 2015, the Committee resolved:-</p> <p>(i) to approve the Draft Nigg Bay Development Framework for public consultation over a 6 week period, which will take place alongside the finalised Environmental Report; and</p> <p>(ii) to instruct the Director of Communities, Housing and Infrastructure to report the results of the public consultation on the Draft Framework and the Environmental Report, including any recommended amendments to a subsequent meeting of this Committee.</p>	<p>Public consultation commenced on 30 September 2015 and runs until 11 November 2015. Three public consultation drop in sessions have also been held.</p> <p><b>Report expected January 2016 on the results of the public consultation.</b></p>	Head of Planning and Sustainable Development	20/01/2016
29	Communities, Housing and Infrastructure Committee 27/08/15 Article 30	<p><b><u>North East of Scotland Road Casualty Reduction</u></b> At its meeting of 27 August 2015 the Committee resolved, amongst other things, to note the current position with regard to Road Casualty figures as detailed in the instruct officers to develop by October 2015 a formal strategy and associated action plan on a collaborative basis across the key agencies, including engagement and approval through the relevant Community Safety Partnership networks, and report back to a future committee.</p>	<b>Report expected August 2016 – it is an annual collaborative report.</b>	Head of Public Infrastructure and Environment	25/08/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
30	Communities, Housing and Infrastructure Committee 27/08/15 Article 31	<p><b><u>Waste Enforcement Review</u></b> At its meeting of 27 August 2015 the Committee resolved, amongst other things:-</p> <p>(i) to agree the implementation of a one year pilot project focussed on the enforcement of waste management regulations in the city centre with two officers from the City Warden service seconded into a dedicated waste enforcement role as outlined in option 2 of the report; and</p> <p>(ii) to instruct officers to report back to committee in six months' time on progress.</p>	Report expected March 2016.	Head of Public Infrastructure and Environment	15/03/2016
31	Communities, Housing and Infrastructure Committee 27/08/15 Article 28	<p><b><u>External Funding for Transportation Projects</u></b> At its meeting of 27 August 2015, the Committee resolved, amongst other things:-</p> <p>(i) to instruct officers to provide more information on the authorisation of £20,000 of developer contributions for Mosside for improvement of pedestrian waymarking on Kincorth and Tullos Hills (recommendation 2(a) in the report) and report back to Committee; and</p> <p>(ii) to instruct officers to report back to Committee in due course with active and sustainable travel proposals for the remaining Mosside developer contribution, taking into account the range and location of development activity, existing and emerging opportunities within the area and gaps in the current active and sustainable</p>	A report is on the agenda.	Head of Planning and Sustainable Development	20/01/2016

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	travel infrastructure.			
32	Communities, Housing and Infrastructure Committee 27/08/15 Article 11 <b>Performance Report – Roads / Potholes</b> To instruct officers to report back in January on the trialling of new materials to deal with pot holes in the city.	<b>Report expected January 2016.</b>	Head of Public Infrastructure and Environment	20/01/2016
33	Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27 Communities, Housing and Infrastructure 19/05/15 Article 25 <b>Reduction in Speed Limit A944 to B9119 from 50mph to 40mph</b> At its meeting of 19 May 2015, in relation to the A944/Skene Road / Queens Road / Lang Stracht proposed 40MPH speed limit, the Committee instructed officers to commence preliminary statutory consultation on the order, but also requested that officers report back to Committee in relation to a review of speed limits in this area once the new signal controls were in place for the AWPR.	<b>Due on completion of new signal controls for AWPR 2016/17</b>	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
34	Communities, Housing and Infrastructure 19/05/15 Article 34 <b>A96 Park and Choose Operation</b> To instruct officers to monitor and review usage of the site at six monthly intervals following opening to ensure the site was operating as anticipated and report these findings back to Committee.	It is likely to be into 2017 before officers will report back on the first six months' monitoring period (working back from a likely opening in summer 2016). <b>Recommended for removal as updates are to be provided in the information bulletin.</b> <b>Referred from Housing Cases Review Sub Committee 16/09/15.</b>	Head of Planning and Sustainable Development	2017
35	Housing Cases Review Sub Committee 16/09/15 Article 3 <b>Downsizing Policy</b> At its meeting of 16 September 2015, the sub committee referred to Communities, Housing and Infrastructure Committee the recommendation that powers be delegated to the Head of Housing and Communities to give the equivalent of Committee priority, in exceptional circumstances, to a household who are Aberdeen City Council		Head of Communities and Housing	



<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	tenants living in high demand family accommodation to downsize to appropriate amenity or sheltered housing where they have been assessed as needing such accommodation.			
36	<b><u>Crossing Refuge – North Deeside Road, Cults</u></b> At its meeting of 22 September 2015, the committee requested officers to report on the terms of the petition, as well as all traffic management options at the location on North Deeside Road, Aberdeen to a future meeting of the Communities, Housing and Infrastructure Committee.	<b>Referred from Petitions Committee 22/09/15.</b>	Head of Public Infrastructure and Environment	
<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- report was on agenda 27/08/15 - next due August 2016
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 will influence decision making on the housing stock.	Head of Land and Property Assets	January 2016
3	<b><u>Aberdeen in Bloom</u></b>	To report each year on the Aberdeen in Bloom campaign.	Head of Public Infrastructure and Environment	Report is on the bulletin.
4	<b><u>Countryside Ranger Service Five Year Plan</u></b>	To receive an annual report on the Countryside Ranger Service Annual Report.	Head of Public Infrastructure and Environment	January 2016

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
5	Housing and Environment 19/11/09 Article 27	<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	Housing and Environment 01/03/11 Article 34	<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	Communities, Housing and Infrastructure 13/01/15 Article 18	<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	Communities, Housing and Infrastructure 18/03/15 Article 29	<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
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<u>Short Term Housing for Key Workers</u>  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 – FOR 27 OCTOBER 2015 MEETING**

<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></p> <p>“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>At its meeting on 28 October 2014, the CH&amp;I Committee resolved:-</p> <p>that officers –</p> <p>(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;</p> <p>(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</p> <p>(iii) be instructed to enter negotiations with the intention of securing developer contributions from</p>	<p>At its meeting of 27 August 2015, the Committee resolved:-</p> <p>(i) to agree that any future development within this area should be conditioned to incorporate public transport facilities where feasible;</p> <p>(ii) to agree that due to the ongoing works at the Five Mile Garage in connection with the AWPR, along with the proposed expansion to the Prime Four development, no work should be carried out on introducing bus stops/laybys or pedestrian crossings on the A944 until such a time as the proposed expansion to the Prime Four development is agreed and after the AWPR becomes operational;</p> <p>(iii) to instruct officers to continue discussions with the developers in order to ensure that contributions are secured from future phases of the Prime Four development to allow the</p>	Public Infrastructure and Environment	<b>August 2016</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>
			future phases of Prime Four in order to deliver these necessary infrastructure improvements at no cost to Aberdeen City Council.	necessary infrastructure improvements to be introduced at no cost to Aberdeen City Council; and (iv) to instruct officers to update the committee in 12 months' time.			
2.	<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."	08.10.14 (Council)	<u>Communities, Housing and Infrastructure Committee</u> <u>28.10.14</u> to request that a report be prepared in relation to the motion.	<b>Update is on the bulletin.</b>	Head of Land and Property Assets	<b>18.03.15</b>	No
3	<u>Motion by Councillor Reynolds</u> "That it be remitted to the appropriate Committee, to instruct officers to bring forward a report supporting the need for a temporary traffic order restricting the use by HGV's to access only on the unnumbered road running from the B997, past Shielhill Farm to the B999, with a view to the introduction of a permanent restriction."	19.08.15 (Council)			Head of Public Infrastructure and Environment		

<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>
4	Motion by Councillor Yuill “That this Council instructs officers to report on the feasibility of locating a major item of public art at an appropriate point alongside the route of the Aberdeen Western Peripheral Route and what the potential sources of funding for such a project might be”	08.10.15 (Council)					

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	27 October 2015
<b>DIRECTOR:</b>	Pete Leonard & Angela Scott
<b>TITLE OF REPORT:</b>	2015/16 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
<b>REPORT NUMBER:</b>	CHI/15/273

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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;
  - ii) instruct that officers report the year end position to the appropriate committee; and
  - iii) Approves the virements outlined in Appendix A.

### 3. FINANCIAL IMPLICATIONS

#### **General Fund Revenue**

- 3.1. The total revenue budget amounts to £81.2M net expenditure, excluding the HRA budget. The forecast position indicates a balanced budget. The movement in the budget of £95k relates to the Business rates payments being processed and budgets matched in period 4.

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

#### **3.3. 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 and Appendix C identifies the earmarked reserves for the service.

##### **Financial Position and Risks Assessment**

##### **General Fund Revenue**

5.2 The areas contributing to this movement are as follows

	<b>£'000</b>
Housing Access/Support	(1,240)
Construction Consultancy	(494)
Facilities	(280)
Fleet	1,170
Environmental	(220)
Waste	2,840
Roads Operational	(970)
Environmental Health & Trading Standards	(650)
Building Standards/Development	(160)
Management	
Economic Development	600
Directorate Support	(230)

- Housing Access/Support is forecast to be £1.2m lower than budget due to a increased rental income in Private Sector Leasing flats, lower staff costs,



admin and management costs and commissioned services and an underspend on furniture spending.

- During 2014-15 Fleet over spent by £900K, the service are not anticipating this will decrease as the savings from the new investment are unlikely to start until nearer the financial year end and the costs continue from maintaining the older vehicles.
- Construction Consultancy is forecasting an under-spend of £494K as a result of on-going staff vacancies.
- Facilities are anticipating an under spend as a result of under spends within School Catering, School Crossing Patrols and Facilities Admin.
- Cost pressures for Waste were identified during the budget process, these were the SITA contract review and additional costs for co mingled collections. A decision was taken to manage the risk of the over spend across the whole of the service.
- The under spends within Roads operational, Environmental Health & Trading Standards, Building Standards & Development Management reflects lower than budget spend on staffing however this will be reviewed as recruitment is ongoing.
- Within Economic Development savings of £200k for Renewable energy network and income generation of £413k are unlikely to be made.
- Directorate Admin Support is now forecasting a saving of £230K as a result of earmarked budgets not being required in full for 2014/15.

There are a number of risks and assumptions contained within these figures in the following areas;

### **Land and Property Assets**

It is assumed within Construction Consultancy that the high level of vacancies will continue within the section and income will be achieved. At this stage it is not assumed income will over achieve targets as the service.

### **Public Infrastructure & Environment**

Cost pressures for Waste were identified during the budget process, these were the SITA contract review of £2.5m and the additional costs for the co mingled recycling collections of £2.5m. The SITA contract will be signed on 1 October 2015. It is unlikely that the cost pressures will materialise in 2015/16 for the infrastructure as it will not be in place until 2016/17, however there may be a drop in the recycling income. Work is ongoing to review trends on co mingled waste and the use of vehicles to establish if the level of cost pressure is as high as £2.5m. The over spend is currently

reported as £2.9m. This will be reviewed on an ongoing basis, however it is anticipated this may reduce based on current spend.

Fleet Services are currently forecasting an over spend of £1.2m. There is a significant risk that if agency/consultancy staff spend continues at current rates the over spend will increase to £1.7m.

Within Roads operational it is assumed that there will be considerable underspends within staffing as business cases have yet to be implemented. Work to assess the level of income is currently being undertaken.

### **Economic Development**

It has been assumed that the savings of £200k for renewable energy network and income generation of £413k are unlikely to be made.

Work is ongoing to review the recoverable costs of the Hydrogen buses to ensure there is no budget shortfall within the project which will be reported on in future months.

There is a risk that there will be a charge to the Directorate at the year end for restating the euro account into £ sterling. In order to mitigate this risk the balance should be kept to a minimum therefore payments where possible for EU projects should be made from this account.

### **Planning & Sustainable Development**

Bus Lane Enforcement fines are not included in the outturn figures as any surplus is required by statute to be earmarked.

It is assumed that planning income will achieve budget as these have been increased from 2014/15 and income from larger applications continues despite the economic conditions.

### **Overall**

Throughout the Directorate it is likely there will be under spends within staffing in addition to areas already identified above within Housing Support/Access, Roads, Grounds, Facilities, Environmental, Planning & Environmental Health & Trading Standards.

## **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.

## **6. IMPACT**

### **Improving Customer Experience –**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience –**

Good financial information improves good financial management and helps to track how successful management initiatives, such as service redesign, have been.

### **Improving our use of Resources –**

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds.

### **Corporate -**

Aberdeen the Smarter City:

#### *Smarter Governance (Participation)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Governance.

#### *Smarter Environment (Natural Resources)*

Communities, Housing & Infrastructure contributes to managing waste effectively and in line with UK and European legislative requirements by maximizing recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.

Also to the provision of a clean, safe and attractive streetscape and promoting bio-diversity and nature conservation and encourages wider access to green space in our streets, parks and countryside.

### **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

## **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.

## **9. REPORT AUTHOR DETAILS**

Helen Sherrit

Finance Partner

✉ [hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk)

☎ 01224 346353

**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2015/16**

**DIRECTORATE : Communities, Housing & Infrastructure**

As at	31 July 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 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HEAD OF COMMUNITIES AND HOUSING		13,138	4,379	3,493	(886)	11,897	(1,241)	(9)%	(150)
HEAD OF ECONOMIC DEVELOPMENT		1,799	600	1,417	817	2,401	602	33%	57
HEAD OF LAND & PROPERTY ASSETS		18,774	6,258	7,163	905	17,771	(1,003)	(5)%	(449)
HEAD OF PUBLIC INFRASTRUCTURE AND ENVIRONMENT		35,786	11,929	13,462	1,533	38,477	2,691	8%	642
HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT		9,622	3,207	2,532	(675)	8,802	(820)	(9)%	(36)
OPERATIONAL SUPPORT MANAGER		2,081	694	693	(1)	1,852	(229)	(11)%	31
<b>TOTAL BUDGET</b>		<b>81,200</b>	<b>27,067</b>	<b>28,760</b>	<b>1,693</b>	<b>81,200</b>	<b>0</b>	<b>0</b>	<b>95</b>

## Appendix A

### ABERDEEN CITY COUNCIL REVENUE MONITORING 2015 / 2016: HEAD OF COMMUNITIES & HOUSING

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE  
DIRECTOR : PETE LEONARD

As at	31 July 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 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		6,752	2,251	2,048	(203)	6,138	(614)	-9%	2
PROPERTY COSTS		3,593	1,198	1,264	66	3,578	(15)	0%	(8)
ADMINISTRATION COSTS		1,244	415	239	(176)	1,021	(223)	-18%	(171)
TRANSPORT COSTS		82	27	21	(6)	79	(3)	-4%	(4)
SUPPLIES & SERVICES		2,873	958	649	(309)	1,924	(949)	-33%	0
TRANSFER PAYMENTS		9,125	3,042	3,181	139	9,192	67	1%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>		<b>23,669</b>	<b>7,890</b>	<b>7,402</b>	<b>(488)</b>	<b>21,932</b>	<b>(1,737)</b>	<b>-7%</b>	<b>(181)</b>
LESS:									
INCOME		(10,531)	(3,510)	(3,909)	(399)	(10,035)	496	-5%	31
<b>TOTAL INCOME</b>		<b>(10,531)</b>	<b>(3,510)</b>	<b>(3,909)</b>	<b>(399)</b>	<b>(10,035)</b>	<b>496</b>	<b>-5%</b>	<b>31</b>
<b>NET EXPENDITURE</b>		<b>13,138</b>	<b>4,379</b>	<b>3,493</b>	<b>(886)</b>	<b>11,897</b>	<b>(1,241)</b>	<b>-9%</b>	<b>(150)</b>

#### VIREMENT PROPOSALS

The operational budget for Bon Accord Hostel is to be removed and added to the West North Street Hostel following removal of the dual properties. Contractual movements required to reflect the details in report CHI/15/265 Housing Support Services Commissioning Plan.

#### REVENUE MONITORING VARIANCE NOTES

##### Overall Note

<b>Employee Costs</b>	(614)	2
Vacancies are being managed across the service, resulting in favourable variances in a number of areas, principally in the Housing Access and Support teams		
<b>Property Costs</b>	(15)	(8)
The under spend mainly relates to the furniture services based on 2014-15 actuals.		
<b>Administration Costs</b>	(223)	(171)
The under spend principally relates to a forecast under spend within Homeless Persons of £56k & Housing Access £171k.		
<b>Transport Costs</b>	(3)	(4)
This budget is for travelling expenses and outturns have been reviewed based on spend to date.		
<b>Supplies and Services</b>	(949)	0
The under spend relates to Neighbourhood Planning £788k & Furniture Service £136k.		
<b>Transfer Payments</b>	67	0
This overspend relates to an overspend of £125k in Private Sector Leasing and an underspend of £69k in Homeless persons.		
<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>	496	31
There is an under recovery of income of £870k in Neighbourhood Planning and an increase in income of £383K for Private Sector Leasing based on the actual for 2014-15.		
	(1,241)	(150)

**ABERDEEN CITY COUNCIL**  
**REVENUE MONITORING 2015 / 2016: HEAD OF ECONOMIC DEVELOPMENT**

**DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE**  
**DIRECTOR : PETE LEONARD**

As at	31 July 2015	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
		Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 4								
STAFF COSTS	1,163	388	356	(32)	1,151	(12)	-1%	52
PROPERTY COSTS	(809)	(270)	(9)	261	(194)	615	-76%	0
ADMINISTRATION COSTS	83	28	90	62	139	56	67%	54
TRANSPORT COSTS	219	73	87	14	221	2	1%	7
SUPPLIES & SERVICES	818	273	163	(110)	750	(68)	-8%	(56)
TRANSFER PAYMENTS	1,190	397	235	(162)	1,178	(12)	0%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
<b>GROSS EXPENDITURE</b>	<b>2,664</b>	<b>888</b>	<b>922</b>	<b>34</b>	<b>3,245</b>	<b>581</b>	<b>22%</b>	<b>57</b>
LESS								
INCOME	(865)	(288)	495	783	(844)	21	-2%	0
<b>TOTAL INCOME</b>	<b>(865)</b>	<b>(288)</b>	<b>495</b>	<b>783</b>	<b>(844)</b>	<b>21</b>	<b>-2%</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>1,799</b>	<b>600</b>	<b>1,417</b>	<b>817</b>	<b>2,401</b>	<b>602</b>	<b>33%</b>	<b>57</b>

VIREMENT PROPOSALS  
None

REVENUE MONITORING VARIANCE NOTES

	FORECAST VARIANCE £'000	CHANGE £'000
<b>Employee Costs</b>	(12)	52
The anticipated outturn is based on the current level of staffing and the underspend is from Employment Skills & Community Enterprise.		
<b>Property Costs</b>	615	0
Savings of £200k for Renewable energy network and income generation of £413k are unlikely to be made.		
<b>Administration Costs</b>	56	54
The outturn is based on actual to date and previous years spend, £47k overspend within Renewables.		
<b>Transport Costs</b>	2	7
This budget is for travelling expenses and outturns have been reviewed based on spend to date.		
<b>Supplies and Services</b>	(68)	(56)
The under spend is within the Renewables team based on current and future spend.		
<b>Transfer Payments</b>	(12)	0
The under spend is within the Employment Skills & Community Enterprise team based on current and future spend.		
<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>	21	0
The under recovery relates to the Business Growth Team.		
	602	57

**ABERDEEN CITY COUNCIL**  
**REVENUE MONITORING 2015 / 2016: HEAD OF LAND & PROPERTY ASSETS**

**DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE**  
**DIRECTOR : PETE LEONARD**

As at 31 July 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 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	16,660	5,553	5,153	(400)	15,535	(1,125)	-7%	(342)
PROPERTY COSTS	8,043	2,681	4,295	1,614	7,836	(207)	-3%	(147)
ADMINISTRATION COSTS	574	191	182	(9)	574	0	0%	(4)
TRANSPORT COSTS	204	68	34	(34)	158	(46)	-23%	(8)
SUPPLIES & SERVICES	6,314	2,105	1,722	(383)	6,675	361	6%	356
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>31,795</b>	<b>10,598</b>	<b>11,386</b>	<b>788</b>	<b>30,778</b>	<b>(1,017)</b>	<b>-3%</b>	<b>(145)</b>
LESS: INCOME								
INCOME	(13,021)	(4,340)	(4,223)	117	(13,007)	14	0%	(304)
<b>TOTAL INCOME</b>	<b>(13,021)</b>	<b>(4,340)</b>	<b>(4,223)</b>	<b>117</b>	<b>(13,007)</b>	<b>14</b>	<b>0%</b>	<b>(304)</b>
<b>NET EXPENDITURE</b>	<b>18,774</b>	<b>6,258</b>	<b>7,163</b>	<b>905</b>	<b>17,771</b>	<b>(1,003)</b>	<b>-5%</b>	<b>(449)</b>

VIREMENT PROPOSALS  
None

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

The anticipated outturn is based on the current level of staffing and the underspend is Facilities £230k, Construction Consultancy £507k, Housing Repairs £159k and Design Team £144k.

**Administration Costs**

0 (4)

**Transport Costs**

(46) (8)

The main underspend is within Housing Repairs based on actual and future spend.

**Supplies and Services**

361 356

The main overspend is within the Design Team based on actual and future spend.

**Income**

14 (304)

The forecast relates to income of £200K within Housing Repairs, the corresponding fall in expenditure is within staffing and transport costs and an over recovery of £309k in the Design Team.

(1,003) (449)



**ABERDEEN CITY COUNCIL**  
**REVENUE MONITORING 2015 / 2016: HEAD OF PUBLIC INFRASTRUCTURE & ENVIRONMENT**

**DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE**  
**DIRECTOR : PETE LEONARD**

As at 31 July 2015		YEAR TO DATE			FORECAST TO YEAR END			Change from last report
		Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	
ACCOUNTING PERIOD 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	23,204	7,735	7,649	(86)	21,722	(1,482)	-6%	223
PROPERTY COSTS	3,896	1,299	1,171	(128)	3,774	(122)	-3%	23
ADMINISTRATION COSTS	390	130	106	(24)	384	(6)	-2%	0
TRANSPORT COSTS	3,162	1,054	1,212	158	3,854	692	22%	34
SUPPLIES & SERVICES	12,005	4,002	6,208	2,206	18,638	6,633	55%	261
TRANSFER PAYMENTS	9,801	3,267	3,054	(213)	7,052	(2,749)	0%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	52,458	17,486	19,400	1,914	55,424	2,966	6%	541
LESS: INCOME								
INCOME	(16,672)	(5,557)	(5,938)	(381)	(16,947)	(275)	2%	101
TOTAL INCOME	(16,672)	(5,557)	(5,938)	(381)	(16,947)	(275)	2%	101
NET EXPENDITURE	35,786	11,929	13,462	1,533	38,477	2,691	8%	642

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Staff costs are to date below budget, an underspend of £1.4M is being anticipated, this is split over a very wide variety of services including Waste, Roads, Street Sweeping & Environmental Services.

FORECAST

VARIANCE

£'000

(1,482)

CHANGE

£'000

223

**Property Costs**

(122)

23

The main reason for the forecast under spend is £80K are Public Conveniences relating to reduced APC running costs and £50K Grounds Maintenance.

**Administration Costs**

(6)

0

Minor movement.

**Transport Costs**

692

34

This overspend relates largely to Fleet Services.

**Supplies and Services**

6,633

261

The predicted over spend principally relates to Waste Disposal a decision was taken to manage the risk of the over spend across the whole of the service at the budget process.

**Transfer Payments**

(2,749)

0

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

**Capital Financing Costs**

0

0

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

**Income**

(275)

101

The forecast relates to potential increases in income from Grounds Maintenance £200K & Fleet £473k and an under recovery £440K within Waste.

2,691	642
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**ABERDEEN CITY COUNCIL**  
**REVENUE MONITORING 2015 / 2016: HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT**

**DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE**  
**DIRECTOR : PETE LEONARD**

DIRECTOR : PETE LEONARD

AS AT 31 July 2015		Full year Revised Budget	YEAR TO DATE			OUTTURN			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		11,906	3,969	3,709	(260)	11,132	(774)	(6.5)%	7
PROPERTY COSTS		15,976	5,325	5,318	(7)	15,975	(1)	(0.0)%	0
ADMINISTRATION COSTS		345	115	101	(14)	285	(60)	(17.4)%	(60)
TRANSPORT COSTS		3,290	1,097	1,090	(7)	3,257	(33)	(1.0)%	(31)
SUPPLIES & SERVICES		15,654	5,218	5,181	(37)	15,648	(6)	(0.0)%	(6)
TRANSFER PAYMENTS		195	65	61	(4)	195	0	0.0%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE		47,366	15,789	15,460	(329)	46,492	(874)	(1.8)%	(90)
LESS: INCOME									
INCOME		(37,744)	(12,581)	(12,928)	(347)	(37,690)	54	(0.1)%	54
TOTAL INCOME		(37,744)	(12,581)	(12,928)	(347)	(37,690)	54	(0.1)%	54
NET EXPENDITURE		9,622	3,207	2,532	(675)	8,802	(820)	(8.5)%	(36)

VIREMENT PROPOSALS  
None this cycle

REVENUE MONITORING VARIANCE NOTES

**Employee Costs**

Under spends in staffing within Environmental Health & Trading Standards, Building Standards and Development Management.

FORECAST VARIANCE £'000	CHANGE £'000
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(774)	7
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**Transport Costs**

Minor movements mainly within Environmental Health.

(33)	(31)
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**Supplies and Services**

(6)	(6)
-----	-----

(820)	(36)
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ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2015 / 2016: DIRECTORATE SUPPORT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE  
DIRECTOR : PETE LEONARD

DIRECTOR : PETE LEONARD

AS AT 31 July 2015		Full year Revised Budget	YEAR TO DATE			OUTTURN			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		1,974	658	606	(52)	1,846	(128)	(6.5)%	31
PROPERTY COSTS		314	105	137	32	312	(2)	(0.6)%	0
ADMINISTRATION COSTS		110	37	17	(20)	110	0	0.0%	0
TRANSPORT COSTS		161	54	2	(52)	161	0	0.0%	0
SUPPLIES & SERVICES		270	90	46	(44)	171	(99)	(36.7)%	0
TRANSFER PAYMENTS		0	0	0	0	0	0	0.0%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE		2,829	943	808	(135)	2,600	(229)	(8.1)%	31
LESS: INCOME									
INCOME		(748)	(249)	(115)	134	(748)	0	0.0%	0
TOTAL INCOME		(748)	(249)	(115)	134	(748)	0	0.0%	0
NET EXPENDITURE		2,081	694	693	(1)	1,852	(229)	(11.0)%	31

VIREMENT PROPOSALS  
None this cycle.

REVENUE MONITORING VARIANCE NOTES  
**Employee Costs**

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

Reflects under spends within agency staff based on previous years spend and current vacancies.

(128)	31
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**Supplies and Services**

Reflects under spends within the contingency budget based on previous years spend.

(99)	0
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(229)	31
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Appendix B  
Capital Monitoring

As at Period 4 2015/16 Communities Housing & Infrastructure Projects	Figures for Total Project			Pr	Cu
	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000		
Duthie Park - HLF	455	24	455	G	G
Access From the North / 3rd Don Crossing	20,477	11,715	20,477	G	G
Western Peripheral Route	75,000	28,021	75,000	G	G
Corporate Office Accommodation	1,205	1,106	1,205	G	G
Strategic Land Acquisition	1,400	0	1,400	G	G
Hydrogen Buses	10,200	10,209	10,200	G	G
City Broadband (Accelerate Aberdeen)	7,580	3,303	7,580	G	G
Victoria House	2,518	2,399	2,518	G	G
CATI: South College Street	5,533	63	5,533	A	A
CATI: Berryden Corridor	16,835	413	16,835	G	G
CATI: Pedestrianise Union St	9,317	184	9,317	G	G
A96 Park & Choose / Dyce Drive Link Road	15,200	1,826	15,200	G	G
Waste: Ness Landfill Leachate & Gas Control Measures	1,900	34	1,900	G	G
Waste: Energy from Waste (EfW) Procurement & Land Acquisition	5,000	62	5,000	G	G
Waste: Investment in Waste Collection	2,300	0	2,300	G	G
Waste: Refused Derived Fuel Plant	5,000	9	5,000	A	A
Waste: Co-Mingled MRF	13,129	773	13,129	A	A
Waste: Investment in WTS and existing HWRCs	1,120	0	1,120	G	G
Waste: Bridge of Don HWRC	2,400	0	2,400	G	G
Tillydrone Community Hub	3,000	1	3,000	A	A
TNRP - Investment in Advance Factory Units	2,900	3	2,900	G	G
City Centre Regeneration	20,133	538	20,133	G	G
City Deal	297	117	297	G	G
Aberdeen City Hydrogen Energy Storage (ACHES)	1,894	1,037	1,894	A	A
SIP New Build Housing Programme	3,000	225	3,000	G	G
Middlefield Project Relocation / Henry Rae Community Centre Extension	1,630	7	1,630	G	G
	229,423	62,067	229,423		

<b>As at Period 4 2015/16</b>					
<b>Communities Housing &amp; Infrastructure Rolling Programmes</b>	<b>Approved Budget</b>	<b>Expenditure to Date</b>	<b>Forecast Expenditure</b>		
	£'000	£'000	£'000	<b>Pr</b>	<b>Cu</b>
Corp Property Condition & Suitability Programme	7,624	1,518	7,624	<b>G</b>	<b>G</b>
Cycling Walking Safer Streets Grant	338	23	338	<b>G</b>	<b>G</b>
Nestrans - Capital Grant	1,505	0	1,505	<b>G</b>	<b>G</b>
Private Sector Housing Grant	700	224	700	<b>G</b>	<b>G</b>
Fleet Replacement	4,996	1,288	4,996	<b>A</b>	<b>A</b>
Planned Renewal & Replacement of Road Infrastructure	4,501	1,048	4,501	<b>G</b>	<b>G</b>
Planned Renewal & Replacement of Road Infrastructure (Street Lighting)	1,317	171	1,317	<b>G</b>	<b>G</b>
	<b>20,981</b>	<b>4,273</b>	<b>20,981</b>		

## Appendix C Earmarked Reserves

As at Period 4 2015/16	Balance b/f 1 April 2015 £'000	Forecast for Year £'000	New Amounts / (Unrequired) Amounts £'000	Projected c/f 31 March 2016 £'000	Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)
<i>Income Derived Projects:</i>					
Energy Efficiency Fund	1,184	1,184	0	0	Revolving fund for Council energy projects(Ceef)
Bus Lane Enforcement	1,265	1,140	0	125	Added £952,488 from 2014-15, project list identified.
Second/Long Term Empty Homes	5,370	969	0	4,401	Forecast represents committed spend on Maidencraig Development
<i>Other Projects:</i>					
Roads Repairs/Projects	162	162	0	0	Outstanding list of jobs still to be complete.
'The Green' Townscape Project	50	50	0	0	£50K was the year end balance as at 31 March 2014 - Clear commitments for £50k.
South of the City Regeneration	1,337	1,337	0	0	To be used for the ACHES project.
Windfarm Start-Up	93	93	0	0	Money required to achieve outstanding PBB option.
Business Plan Service Options	763	763	0	0	To be used for Fleet Service improvements.
Strategic Infrastructure Plan (City Dev)	161	161	0	0	Continued investment towards the delivery of the plan.
Property Transfer	155	155	0	0	Funding in relation to the transfer of Thomas Blake Glover House to the Council as agreed at FP&R May 2014.
Zero Waste Funding	350	350	0	0	Query to be used for Capital or Revenue funding.
Mobile Working	97	97	0	0	Delays have been experienced with IT - project ongoing.
Strategic Infrastructure Plan (Housing)	120	120	0	0	Continued investment towards the delivery of the plan.
Park Improvement Schemes	173	173	0	0	As approved by FP&R June 15 improvements at Seaton £100k, Auchmill Terrace £25k, Cainry Community Centre £45k and Halffield Road £3k.
Shoptmobility	91	91	0	0	Unspent funding to be spent on development of the scheme.
Fairer Aberdeen	36	36	0	0	Neil Hendry Northfield Academy to spend all by year end.
City Deal	300	300	0	0	Funding to support the City Deal Scheme
Men's Shed Dyce	10	10	0	0	As approved by FP&R June 15, contribution to Men's shed social club charity, Dyce.
Balnagask Community Centre	7	7	0	0	As approved by FP&R June 15, internal improvement scheme.
Hazlehead Pets Corner Renovation and Expansion	100	100	0	0	As approved by FP&R June 2015 renovation and expansion of Hazlehead Pets Corner.
Duthie Park, Winter Gardens Education Room	40	40	0	0	As approved by FP&R June 15, work on David Welch Winter Gardens Education Room and Duthie Park.
<i>Revenue Grants:</i>					
DWP Flexi grant	18	18	0	0	To be spent in 2015-16 to be spent on staff costs, admin & travel.
Commercial- Dev Grant	30	30	0	0	Scheme - Confidence to Care, no applications during 14/15.
Flood Risk Management	30	30	0	0	Required for payment to Scottish Water.
Masterplanning And Design	65	65	0	0	Required to fund the production of a city centre digital model.
Duthie Park Bequest	128	128	0	0	As a bequest it requires to be spent on Duthie Park.
Private Sector Housing Grant	1,065	0	0	1,065	Fund is used to pay for repairs which are not funded by owners.
Victoria House Hostel	530	530	0	0	In 2015-16 this will be required for staffing & furniture.
Welfare Rights / SLAB 1	11	11	0	0	To be spent in 2015-16 to be spent on staff costs, admin & travel.
Welfare Rights / SLAB 2	7	7	0	0	To be spent in 2015-16 to be spent on staff costs, admin & travel.
Welfare Rights/NHS Grant	15	15	0	0	To be spent in 2015-16 to be spent on staff costs, admin & travel.
Welfare Resilience Fund	38	38	0	0	To be spent in 2015-16 to be spent on staff costs, admin & travel.
<b>Total</b>	<b>13,801</b>	<b>8,210</b>	<b>0</b>	<b>5,591</b>	

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	27 October 2015
<b>DIRECTOR</b>	Pete Leonard & Angela Scott
<b>TITLE OF REPORT:</b>	2015/16 Housing Revenue Account
<b>REPORT NUMBER:</b>	CHI/15/272

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### 1. PURPOSE OF REPORT

The purpose of this report is to provide elected members with a status report for the 2015/16 Housing Revenue Account and Housing Capital Programme as at 31 July 2015 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 2015/16 following completion of the year end statutory accounts.

### 3. FINANCIAL IMPLICATIONS

3.1 The Housing Revenue Account (HRA) has a gross expenditure of £83M which 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 £8.5M after taking account of the 2015/16 out-turn and other agreed commitments. This is in excess of the recommended minimum level of £8.3M.

3.2 Housing Capital has a funded programme of £35.3M, 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 2015/16, 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 £21.2M. 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 –

	£'000
Repairs & maintenance	2,170
Security service	(120)
Premises insurance	(60)
Office telephone	(70)
Benefits staff	(100)
Loss of rent council houses	190
Loss of rent garages, parking etc	190
Supporting People contribution	(200)
Dwelling house rent income	(920)
Heat with rent income	(230)
Other service charges	(60)
Legal expenses	(160)

- There is an over spend forecast in repairs and maintenance of £2.1m which based on billing up to May 2015 and known trends. This will be monitored on a monthly basis.
- Loss of Rent – Council Houses is currently forecast to be £190k over budget this is based on current trends.
- Dwelling House Rent Income is forecast to be £920k above budget based on actual income to date.
- A revised charging policy is to be introduced in October 2015 therefor the full supporting people contribution will not be required.
- All other variances are based on actual expenditure/income for 2014-15.



### **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 17 December 2014 approved a funded Housing Capital Programme for 2015/16 of £35.3M.
- 5.6 The summary financial statement at Appendix 2 outlines the original budget for the current year and expenditure and income as at 31 July 2015. As detailed in the August Committee as the purchase of the police houses did not occur in 2014/15 it is anticipated that there will be an over spend on the overall budget to cover these costs however this will not impact on the debt charges and interest for 2015/16 as these costs should have occurred in 2014/15.
- 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 however this will increase as the financial year progresses and contracts are let.
- 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.
- 5.9 Appendix 4 details the earmarked reserves identified for the Housing Revenue Account.

## **6. IMPACT**

### **Improving Customer Experience –**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience –**

Good financial information improves good financial management and helps to track how successful management initiatives, such as service redesign, have been.

### **Improving our use of Resources –**

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds.

## **Corporate -**

Aberdeen the Smarter City:

### *Smarter Governance (Participation)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Governance.

### *Smarter Living (Quality of Life)*

Housing Revenue Account delivers the priority 'tenants have a dry, warm home in a safe and enjoyable environment'.

## **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

## **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**

17 December 2014 Draft Housing Revenue Account (HRA) and Housing Capital Budget 2015/16 to 2019/20

Financial ledger data extracted for the period.

## **9.. REPORT AUTHOR DETAILS**

Helen Sherrit,  
Finance Partner,  
[hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk)  
(34)6353

# Appendix 1

## ABERDEEN CITY COUNCIL REVENUE MONITORING 2015 / 2016 - HOUSING REVENUE ACCOUNT

DIRECTORATE : HOUSING AND ENVIRONMENT  
DIRECTOR : PETE LEONARD

As at 31 July 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 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
PROPERTY COSTS	32,114	10,705	10,713	8	34,113	1,999	6%	691
ADMINISTRATION COSTS	12,042	4,014	3,624	(390)	11,830	(212)	-2%	0
SUPPLIES & SERVICES	541	180	94	(86)	541	0	0%	0
TRANSFER PAYMENTS TOTAL	2,907	886	945	59	3,083	176	6%	44
CAPITAL FINANCING COSTS	14,985	0	0	0	14,985	0	0%	0
<b>GROSS EXPENDITURE</b>	<b>62,589</b>	<b>15,785</b>	<b>15,376</b>	<b>(409)</b>	<b>64,552</b>	<b>1,963</b>	<b>3%</b>	<b>735</b>
LESS: INCOME								
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0%	0
INTEREST	(130)	(43)	0	43	(114)	16	-12%	0
OTHER INCOME	(84,191)	(28,064)	(27,770)	294	(85,634)	(1,443)	2%	(7)
<b>TOTAL INCOME</b>	<b>(84,321)</b>	<b>(28,107)</b>	<b>(27,770)</b>	<b>337</b>	<b>(85,748)</b>	<b>(1,427)</b>	<b>2%</b>	<b>(7)</b>
<b>NET EXPENDITURE</b>	<b>(21,732)</b>	<b>(12,322)</b>	<b>(12,394)</b>	<b>(72)</b>	<b>(21,196)</b>	<b>536</b>	<b>0%</b>	<b>728</b>

### VIREMENT PROPOSALS

### REVENUE MONITORING VARIANCE NOTES

#### Property Costs

The main reason for the movement is a forecast over spend in repairs and maintenance of £2M based on billing up to May 2015 and known trends.

1,999 691

#### Administration Costs

The under spend is as a result of an under spend within Benefits Staff £101K ,telephones £70K and Environmental Health £41K based on actuals for 2014/15.

(212) 0

#### Transfer Payments

The main reason for the over spend is the loss of rent for Council Houses £187K & loss of rent for Garages/parking £192K this is resulting from a higher than anticipated volume of voids. This is offset by an underspend on Supporting People contribution £203K

176 44

#### Capital Financing Costs

Capital Financing Costs are posted at the end of the financial year.

0 0

#### Income

The forecasts for Dwelling House Rent Income and various other rents are based on current forecast level of income.

(1,427) (7)

536	728
-----	-----

2015/16

	Approved Budget £'000	Actual at 31/07/15 £'000	Estimated Out-turn £'000	Notes
Expenditure	39,758	5,846	36,685	1
Slippage	(4,373)			2
<b><u>Total Expenditure</u></b>	<b><u>35,385</u></b>	<b><u>5,846</u></b>	<b><u>36,685</u></b>	
<b><u>Funded by:</u></b>				
Borrowing	14,744	0	16,489	3
CFCR	20,641	(5,846)	20,196	4
Grant Income	0	0		
<b><u>Total Income</u></b>	<b><u>35,385</u></b>	<b><u>(5,846)</u></b>	<b><u>36,685</u></b>	

**(Note 1) Expenditure**

As at 31 July 2015 the Council has paid £5.8M of the budgeted £35.3M.

**(Note 2) Slippage**

The total available budgeted programme for capital expenditure of £35.3M 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 2015/16.

**(Note 4) Capital From Current Revenue (CFCR)**

At present it is anticipated that a £20.1M 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 2015/16

Project	Original Approved Programme £'000	Actual As at 31 July £'000
<b>SCOTTISH HOUSING QUALITY STANDARDS</b>		
<b>1 Compliant with the tolerable standard</b>		
1.1 Major Repairs		
Roofs Renewal/Gutters/RWP/Roughcast	1,031	208
Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast		
	1,031	208
<b>2 Free from Serious Disrepair</b>		
2.1 <u>Primary Building Elements</u>		
Structural Repairs Multi Storey	9,259	2,017
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	1,500	17
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	350	42
Replacement of existing roof covering and upgrading of insulation to meet current building Regulations.		
2.3 Upgrade Flat Roofs Multi Storey	957	2
Full replacement of the flat roofs and also checking the replacement of roof ventilation as required		
2.5 Mono Pitched Types	750	301
Replacement of the external render of the building, replacement of gutters and downpipes and environmental works		
2.6 Window Replace General	290	(536)
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	154	0
Replacement of existing doors with more secure, solid doors		
2.9 Balcony Glass Renewal - Multi Storey	0	10
Replacement of existing balcony glazing on a cyclical basis		
	13,260	1,852
<b>3 Energy Efficient</b>		
<u>Effective insulation</u>		
3.1 General Houses Loft Insulation	72	0
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	7,232	666
Replacement of boiler/whole system as deemed necessary.		
3.4 Medical Need Heating	0	86
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	1,500	150
Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants		
3.6 Energy Efficiency Sheltered	270	13
Introduction of energy efficiency measures in sheltered housing such as new or upgraded Systems.		

Project	Original Approved Programme £'000	Actual As at 31 July £'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.	0	0
3.8 Solid Wall Insulation Installation of solid wall insulation where there was none previously.	500	0
3.9 Vestibule Doors Installation of new doors where there were none before.	0	0
	<hr/> 9,574	<hr/> 915
<b>4 Modern Facilities &amp; Services</b>		
<u>Bathroom and Kitchen Condition</u>		
4.1 Modernisation Programme Replacement of bathrooms and kitchens.	2,957	1,288
	<hr/> 2,957	<hr/> 1,288
<b>5 Healthy, Safe &amp; Secure</b>		
Healthy		
5.1 Condensation Measures Installation of heating systems and ventilation measures to combat condensation.	20	3
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	2,512	269
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.	815	322
5.5 Smoke Detectors	170	57
5.6 Services Cyclical maintenance/replacement of the following services Ventilation Systems, Water Tanks/Pipework, Refuse Chutes/Chamber Dry Riser Systems, Standby Generators	50	6
5.7 Entrance Halls/Concierge Provision of security service	0	
5.8 Laundry Facilities Replacement of laundry equipment	0	
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.	0	81
Secure		
5.11 Door Entry Systems Installation of door entry and replacement of existing doors where required	10	0
5.12 Replace Door Entry Systems - Major Blocks Installation of door entry and replacement of existing doors where required	25	41
5.13 Other Initiatives Upgrading of stairs and installation of security doors and door entry systems	281	4
5.14 Crime Prevention /Safety Measures	<hr/> 3,883	<hr/> 783

<b>Original</b>	<b>Actual</b>
<b>Approved</b>	<b>As at 31</b>
<b>Programme</b>	<b>July</b>
<b>£'000</b>	<b>£'000</b>

**Project**

**NON SCOTTISH HOUSING QUALITY STANDARDS**

6 Community Plan & Single Outcome Agreement		
6.1 Housing For Varying Needs	600	195
New build including extra care housing.		
6.2 Community Initiatives	600	(41)
Refurbishment of properties or environmental improvements in designated areas.		
6.4 Regeneration/Affordable Housing	0	44
Early Action projects linked to Regeneration and Master planning Briefs for Regeneration & provision of consultation events.		
Acquisition of land for new build programme		
6.6 CCTV – Multi Storey	147	0
Provision of CCTV for the multi storey service		
6.7 Adaptations Disabled	1,250	(44)
Installation of level access showers, ramps, stair lifts and kitchen adaptations		
6.8 Special Initiatives/Barrier Free Housing	1,000	1
Provision of specialist facilities or housing for tenants with particular needs i.e. extensions		
6.9 Housing For Varying Needs- Amenity/Adaptations	75	(22)
Conversion of properties to Amenity Level standard		
6.10 Housing For Varying Needs- Extra Care/Adaptations	25	142
Adaptations required to ensure existing sheltered housing stock meets current standards		
6.11/ Roads/Paths	200	102
6.12		
Upgrade of Roads to an adoptable standard and the Formation or upgrading of paths		
6.13 Garages	0	0
Upgrade of Garages		
6.14 New Affordable Housing	0	151
6.15 Purchase of Police Houses	0	0
	<u>3,897</u>	<u>529</u>
7 Service Development		
7.1 Conditions Surveys	0	30
Surveying of Council houses to identify failures against Scottish Housing Quality Standard		
7.2 Property Database	0	0
Various items of IT equipment including hardware and software		
7.3 Integrated Housing System	0	0
Various purchase of PC's and software packages		
	<u>0</u>	<u>30</u>
8 Service Expenditure		
Corporate Fees	5,187	270
	<u>5,187</u>	<u>270</u>
Total Budget	<u>39,758</u>	<u>5,876</u>

## Earmarked Reserves

As at Period 4 2015/16	Balance b/f 1 April 2015	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2016	Narrative
	£'000	£'000	£'000	£'000	
<i>Projects:</i>					
Welfare Reform	1,850	0		1,850	Money Set aside for the potential impact of welfare reform, as Universal Credit does not commence in Aberdeen until November. It is anticipated that it will not be required in 2015-16.
Repairs & Maintenance	1,205	1,205		0	This is for repairs and maintenance jobs that have been committed as at 31 March 2015 but no work has been undertaken..
Victoria House	305	305		0	Allocated for the land transfer for Victoria House, this will need to be applied for again as the previous application was not progressed by the Scottish Government.
Non RTB Sales	245			245	Income from non Right to Buy sales to be set aside for new build.
<b>Total</b>	<b>3,605</b>	<b>1,510</b>	<b>0</b>	<b>2,095</b>	



## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Communities, Housing & Infrastructure
<b>DATE:</b>	27 October 2015
<b>DIRECTOR:</b>	Pete Leonard & Angela Scott
<b>TITLE OF REPORT:</b>	2015/16 TRADING SERVICES BUDGET MONITORING
<b>REPORT NUMBER:</b>	CHI/15/271

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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 The Trading budget amounts to a credit balance of £13.3M. The forecast position indicates an over recovery of £505K.

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

### **4. OTHER IMPLICATIONS**

- 4.1 None

### **5. BACKGROUND/MAIN ISSUES**

The Service revenue monitoring reports are attached at Appendix A and Appendix B contains the earmarked reserves for Trading.

## **Financial Position and Risks Assessment**

### **Trading Services**

In overall terms the position forecasts an over recovery of £505K on the total Communities Housing and Infrastructure Trading Services budget.

The major variances and risks arising in each service are

- Building Services – It has been assumed at this stage that Building Services will reach the target surplus of £4.1m. There is a significant risk that this level of surplus will not be achieved this year, and work to assess the likely surplus is being undertaken. The shortfall could be up to £1.5m, due to the reduction in planned work for Building Services.
- Property Letting – The favourable variance is a result of under spends within premises and admin costs and additional rent. There is a risk that the downturn in the economic position of Aberdeen may impact on the Property Letting income a review will be undertaken with the Budget Holder and reported back to a future Committee.
- Car Parking - the forecast is for an overall favourable variance of £226K as a result of staff vacancies within the wardens section. It is anticipated at this stage in the financial year that the budgeted income from car parks will be achieved, this is however weather dependant and further work will be undertaken to review trends and reported back to a future committee.

## **6. IMPACT**

### **Improving Customer Experience –**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience –**

Good financial information improves good financial management and helps to track how successful management initiatives, such as service redesign, have been.

### **Improving our use of Resources –**

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds.

## **Corporate -**

Aberdeen the Smarter City:

### *Smarter Governance (Participation)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Governance.

### *Smarter Living (Quality of Life)*

Building Services under take the repairs on Council Houses therefore contribute to the priority 'tenants have a dry, warm home in a safe and enjoyable environment'.

## **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

## **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**

Helen Sherrit  
Finance Partner  
✉ [hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk)  
☎ 01224 346353

	Year To Date			Forecast to Year End			
As at Period 4 2015/16	Revised Budget	Actual Expenditure	Variance Amount	Full Year Revised Budget	Forecast Actual	Variance Amount	Change from previous forecast
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Building Services	(1,337)	365	1,702	(4,011)	(4,011)	0	0
Property Letting	(1,581)	(1,745)	(165)	(4,742)	(5,021)	(279)	(279)
Car Parks	(3,977)	(4,270)	(294)	(4,584)	(4,810)	(226)	(119)
<b>Total</b>	<b>(6,895)</b>	<b>(5,651)</b>	<b>1,244</b>	<b>(13,337)</b>	<b>(13,842)</b>	<b>(505)</b>	<b>(398)</b>

## Earmarked Reserves

As at Period 4 2015/16	Balance b/f 1 April 2015	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2016	Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)
	£'000	£'000	£'000	£'000	
<i>Projects:</i>					
Business Plan Service Options	493	0		493	Earmarked sum is required to reinvestigate the Building Services LLP however this unlikely to be undertaken in 2015-16.
Replacement of Handheld Devices	148	148		0	Delays have been experienced in the purchase of the handhelds for the tradesmen, work is now progressing and likely to go ahead in 2015-16.
<b>Total</b>	<b>641</b>	<b>148</b>	<b>0</b>	<b>493</b>	

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	27 <sup>th</sup> October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure – Performance Report
REPORT NUMBER:	CHI/15/274
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 Directorate.

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 will continue to be developed further on that basis.

#### **7. MANAGEMENT OF RISK**

NA

#### **8. BACKGROUND PAPERS**

NA



## 9. REPORT AUTHOR DETAILS

Louise Fox  
Development Officer  
01224 522666  
[lfox@aberdeencity.gov.uk](mailto:lfox@aberdeencity.gov.uk)

**Director's Progress Report**  
**Communities, Housing and Infrastructure**  
**27<sup>th</sup> October 2015**

### **Awards**

The Business Growth team co-sponsored along with Aberdeenshire Council the Green Award at the Northern Star Business Awards held on 24<sup>th</sup> September at the Aberdeen Exhibition and Conference Centre. The team also hosted a table on the 19<sup>th</sup> of September at the Transition Extreme fundraising dinner, Adrenaline Dinner Dance.

### **Beautiful Scotland Awards**

Aberdeen City Council and several community groups were successful at the Beautiful Scotland Awards.

The Aberdeen Beautiful Scotland Award winners are:

- Aberdeen City Council (for Seaton Park) - The Royal Caledonian Horticultural Society Trophy
- Growing Smarter, The Granite City – Gold Medal Award, City Category overall winner
- Aberdeen Inspired - Silver Gilt Medal Award, BID Category overall winner
- Powis Residents Group - Bronze Medal Award, in the Flatted Community Category
- Cove in Bloom - Silver Medal Award, in the Urban Community Category
- Culter in Bloom - Silver Gilt Medal Award, in the Urban Community
- Dyce in Bloom - Silver Gilt Medal Award, Urban Community Category overall winner

The event at Perth Concert Hall was hosted by Perth and Kinross Council and awards were presented by Provost Liz Grant. About 200 delegates from Beautiful Scotland entrant groups attended the celebration. Last month, two of the judges met Aberdeen City Council officers and some of the representatives from community groups, during their visit to Aberdeen, the judges also saw other environmental projects carried out at North Deeside Road, Cults, Great Southern Road school beds, hanging baskets made by the schoolchildren from Hazlehead Primary, Hazlewood School and Kingsford School on Hazlehead Avenue, planting by Ferryhill Primary School at Duthie Park Winter Gardens with bee-friendly plants, and hanging baskets on display made during Aberdeen City Council-run workshops, and the participants included schoolchildren and social enterprise groups.

### **Success at the RSPB Nature of Scotland Awards 2015**

For the third year in a row the Countryside Rangers have had projects recognised at the RSPB Nature of Scotland Awards. This year the East Tullos Burn Restoration Project was shortlisted as a finalist in the 2015 Awards in the Sustainable Development category at a reception at the Scottish Parliament on 10th September. This project saw the restoration of the heavily degraded, polluted and highly modified channel into a more natural meandering course with ponds to store water at times of high flow to reducing the flooding risk during storm conditions. This project was the fulfilment of the local communities desire to improve the area and a range of external funders made the project achievable.

### **Clean Up Aberdeen**

Aberdeen City Council's Clean Up Aberdeen campaign has had a successful year to-date with over 1439 participants taking part. 43 clean ups have been organised and over 1000 bags of waste cleared. Participants ranging from primary schools, Council services, parent councils, residents associations, churches and community councils have taken part in clean ups and tidying their local areas. Clean ups have included beach cleans, park tidy

ups and whole communities such as Cove getting involved in a Clean Up day. It aims to involve one million people in action against litter and mess.

### **It's Your Neighbourhood**

The independent charity Keep Scotland Beautiful has praised the record-breaking 190 community groups across Scotland that have signed up in response to its 2015 It's Your Neighbourhood campaign to improve community environments. Support from groups in the Aberdeen City area has increased significantly, from one group in 2013, to twenty six groups registering for this year's campaign. Keep Scotland Beautiful has called Aberdeen an 'exemplar' across Scotland, for the work it is doing in partnership with community groups. All Aberdeen's groups will play an active role in this year's 'In Bloom' campaign and events.

### **Plans for refurbishment of more play areas**

Plans showing options for refurbishing larger play areas in Aberdeen are to be on display to the public from Wednesday 16 September. People will be able to give their preferences for the equipment at the sites, which are being upgraded as part of a rolling programme of repairs and improvements by Aberdeen City Council. Council officers will be available to answer questions at the drop-in sessions. School children in the areas where the upgrades are being rolled out will also be asked for their views on the options presented, before final decisions are made. Work to replace old playground equipment with new is also planned at a number of smaller sites in the coming months and residents will soon see work starting at Wales Street, Jacks' Brae, Manor Avenue, Callum Wynd, Corse Gardens, Deevale Court, Kincorth Land, Corthan Court, Thorngrove Court, Auchmill Terrace, Central Park, Kirk Terrace, and Seaview Drive. There are currently 153 play areas in the city and refurbishments at 44 will be completed by the end of the year.

### **Schools Out....and About in the Park**

The summer term was a busy time for the Duthie Park Ranger Service with just over 1,400 school and nursery pupils visiting the park to take part in organised workshops. One of the successful workshops involved 8 to 12yrs planting a pallet planter in our Community Garden and were given a unique opportunity to explore restricted areas of the Winter Gardens during back stage tour lead by Park Manager Alan Findlay.

### **ParkForce Volunteers**

Members of the Duthie Park ParkForce Volunteers were invited to attend a reception as a thank you for their work and effort over the past year. During the year the ParkForce members completed over 1,000 hours of volunteer work at the Park, mostly in the community garden, which has received many a positive comment from members of the public who visit the garden. Kirsty McLean, guest designer from the popular BBC2 Scotland TV programme Beechgrove Garden, presented the thank-you certificates to ParkForce volunteers.

### **Countryside Ranger Service**

The Countryside Ranger Service has completed its move from Lochinch Farm to the Groats Road Pavilion offices in preparation for the redevelopment of the Lochinch Farm site. Whilst the new location provides increased office space it does not provide classroom/meeting room, toilet facility or display area for school and community groups to use as a part of any outdoor learning sessions run by the Countryside Rangers. Later in the year, once the Pet's Corner buildings have been refurbished there will be scope for the Countryside Rangers to use the new classroom facilities there. Project plans are being developed for the medium term for the building of a purpose built base for the Countryside

Ranger Service which will have equivalent facilities to those enjoyed by many school groups visiting Lochinch Farm.

### **Aberdeen Dolphinwatch**

The Royal Society for the Protection of Birds (RSPB) Aberdeen Dolphinwatch project has finished for 2015, the project ran to mid August. This has been by far the most successful year of the project with over 5000 visitors visiting the Torry Battery to see the dolphins and engaging with the RSPB staff and volunteers on site. This is about three times the number of visitors in 2014. The team were not only looking out for dolphins but other wildlife as well, 54 species were recorded over the summer including the dolphins, porpoises and regular visits from an otter as well as many sea birds. One of the reasons for the increase in visitor numbers has been due to the installation of temporary yellow direction signage from the main road access points into the city to the Torry Battery as well as good local and national media coverage. The costs of the signage were part funded by Aberdeen City Council. The overall project was a partnership between RSPB, Scottish Natural Heritage, Aberdeen City Council, VisitAberdeen, Viking Optical and Whale and Dolphin Conservation.

### **Shaping Middlefield**

Aberdeen City Council wants the community to be active partners in developing and implementing plans for their neighborhood. As part of this, on the 22<sup>nd</sup> August, the Shaping Middlefield event was held in Manor Park Community Building. The event was held for people who live, work, volunteer or access services in Middlefield to come together to prioritise the issues raised about the area in the Northfield Total Place survey carried out earlier this year. Local people attended alongside staff from Fire and Rescue, Libraries, the Lifelong Learning team, City wardens and tenants participation. Organised by the Partnerships Capacity Building Team, the event was recorded by SHMU. Discussions were held about Community, Housing, Transport, Environment and Children and Young People. The information gathered both on the day and during the continuing process will be used to develop the 10 year vision for Middlefield.

### **'Shaping Torry' Event**

A similar event took place in Torry. Anyone living, working, volunteering or accessing services in the community of Torry was invited to the event held in the local academy on the 29<sup>th</sup> of August. This helped generate discussion and comments on what currently works well in the local area and what are the main priority areas for improvement. Areas of focus included: Natural spaces, social interaction, housing, play and recreation, care and maintenance, impact of vehicles and facilities and amenities. Feedback from the recent local area consultation survey was also presented at the event.

### **Tenant & Community Engagement join up with Community Learning**

Capacity Building Officers, from the Community Learning Partnerships team worked with tenants from Aberdeen City Council, Tenants First and Castlehill Housing Association in August to educate them on how to communicate confidently to develop Scrutiny in their housing service and be able to speak to their landlord in a confident manner! About 20 tenants spent the day training and enjoying a lunch in the Town House Dining Room. Scrutiny is the new buzz word from the Scottish Government and the Scottish Housing Regulator – our tenants and residents have to be at the heart of their housing service and given the opportunity to scrutinise!

## **NETRALT**

The landlords mentioned previously are all part of NETRALT – North East Tenants, Residents and Landlords Together, an award winning group who meet on a regular basis to share ideas and organise joint working. The NETRALT Housing Cafes have been recognised as best practice in Tenant & Resident Engagement and these cafes are featuring all over Scotland

Carol Hannaford Tenant & Community Engagement Officer said “it is great to have a resource like this and now we are all part of Communities, it is hoped to organise even more events like this” and comments from the Building officers included, “this is the best part of the job – I hope we can all work together again, It has been a success – and the feedback has been positive” But as one participant said “This has been fun and enjoyable – I did not know I could speak for 60 seconds in front of folk – when is the next one? ” As a result, this will make tenants and residents gain confidence and work with their landlords towards a positive outcome.

## **Housing Support Team**

The support team have spent the summer months holding workshops and consulting with partner agencies (third sector/Social work/Education/NHS and internal colleagues) to review housing support services in the City, this has also included domestic abuse refuge, winter care arrangements and sheltered housing.

Progress is also being made with the joint commissioning through PACE with Aberdeenshire Council for a supported accommodation service available for young people between the age of 16 and 26, (the client group will includes young people who have been looked after by the local authority and young homeless customers). Although the detail for the SLA is still be developed it is evident the SLA will aim to be outcome focused to enable the customer to identify what support they require and once the tender process is complete the successful organisation will have clearer information available allowing the contract to be measured within an outcomes framework.

## **Facilities**

Since the new contract for the Cleaning of Multi Storey blocks has commenced a number of unforeseen issues have arisen which have impacted on the transition from ISS to Orbis Protect Ltd. These have mainly been in relation to staffing levels, recruitment and training and have resulted in the specification in some blocks not being delivered to the improved standard required. Orbis have been striving to resolve these issues as quickly as possible and now have a full complement of cleaning staff and are in the process of appointing a permanent Contract Manager, based in Aberdeen, to oversee the daily staff supervision and performance management role.

In order that all cleaning staff are working to an identical specification and standard, each cleaner has been issued with a detailed list of tasks to be completed both daily and weekly within their allocated blocks. Also, staff are in the process of being issued with handheld PDA devices which log a start and completion time for each job and allow for photographs to be taken of before and after each task is done.

Formal performance monitoring arrangements started in September and each block will have a full audit carried out by the Council’s Contract Manager to determine where standards are successfully being achieved and, if necessary, where remedial action is needed should standards not yet be satisfactory.

## **Winter Programme**

Economic Business Development delivery of the Positive Procurement and Business Booster Winter Programme commenced on 25<sup>th</sup> August. Approximately 22 events will run between 25<sup>th</sup> August and mid-December. To date the following events have run with a high number of business delegates and extremely positive feedback regarding the value of these events to the attendees and potential changes to business operating systems and procedures as a result.

25th August	Kier Construction, Meet the buyer
26th August	Life of a Professional Negligence Claim
31st August	Talent Exchange at RGU
1st September	First Steps To Exporting
2nd September	Hard FM & Maintenance Framework
9th September	Explore new opportunities increase visibility to potential buyers, streamline Prequalification"
10th September	Staff Development Funding
14th September	Social Media
16th September	Introduction to International Trading
30th September	IIP
6th October	Making your marketing work harder by plugging your profit leaks

Also being produced are modern marketing materials to promote the wide range of career opportunities available within the construction industry at both craft and professional levels to male and female applicants and two workshops were delivered at the Integrated Children's Services conference on 29<sup>th</sup> September to raise the profile of the sector to key community influencers.

## Offshore Europe

A comprehensive programme of support to local businesses was delivered during Offshore Europe, the largest global oil and gas exhibition and conference outside North America. This included:

- 5 business seminars (Opportunities in Arctic Norway; Opportunities in Brazil; Building a Low Carbon Economy; FPAL – the oil and gas supply chain; Staff Development Funding)
- Business-to-Business meetings between Aberdeen companies and business delegates from Australia, Brazil, Colombia, Malaysia, Mexico, Norway and South Africa
- Facilitation of business networking events for companies trading in or interested in trading with Mexico and Brazil
- Business presentations on the strengths of the Aberdeen energy sector to business and Government delegations from Myanmar, Colombia and Mexico

In addition to hosting the numerous international delegations to Offshore Europe, the team also hosted separate business and Government delegations from Brazil (14<sup>th</sup> September), Latvia (28<sup>th</sup> September) and the Kazakh Ambassador (1<sup>st</sup> and 2<sup>nd</sup> October), and hosted a reciprocal three-week inward secondment from UK Trade and Investment Mexico, designed to strengthen the opportunities for the Aberdeen oil and gas supply chain to win new business in Mexico.

The technical visit from the British Embassy in Brazil on 14th September was to assess how the UK has developed and managed various aspects of the Oil and Gas and Shipbuilding sectors, including technology parks, academic courses and exchange and



supply chain development. The Brazilian delegation was also very keen to understand how Local Government can play an important role in supporting the industry.

### **Investment**

Participation in a UK Trade and Investment-led trade mission and Energy Day conference in Mexico from 26<sup>th</sup> September to 2<sup>nd</sup> October, included an evaluation visit to the City of Villahermosa in the State of Tabasco, as the City of Villahermosa is a fellow World Energy Cities Partnership member, and the Council has a Memorandum of Understanding on economic cooperation with the City and State.

### **Civitas**




On 14th and 15th September representatives of Aberdeen, Antwerp (Belgium), Trieste (Italy), Constanta(Romania) and Klepédia(Lithuania) met in Aberdeen to progress the stage 2 submission to the EU Civitas fund for transport innovation. The University of Aberdeen is also playing a significant role in the project , through contributing to the project proposal and will be undertaking pre and post evaluation of various measures within the project plans.

The Council and its partners were successful in progressing through Stage 1 of this 56M Euro funded programme and are due to submit stage 2 in mid-October. The theme of the proposal is Port Cities and the transport interface show goods move to and around such infrastructure. Aberdeen Harbour is also a key partner in the project, along with Aberdeenshire and NESTRAN.










Pete Leonard  
Director

# Communities, Housing and Infrastructure Performance Report








## Summary of Performance Indicators By Continuous Improvement Driver

Improving Staff Experience	TOTAL
Establishment Number of Posts (FTEs)	2868
Number In Post (FTEs)	2409
Number of Vacancies (FTEs)	431
94 Average Sickness Absence	
79 Health & Safety Matrix Compliance	
95 Number of Staff who have undertaken Training Workshops/Online Modules	

### Improving Customer Experience




















5 Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	
6 Satisfaction of new tenants with the overall service received by the Estates Service. (Year to Date)	
7 Percentage of Tenancy Management actions which saw a decision/outcome made within the month and within our statutory target	
8 Percentage of New Tenant Visits (Routine Visits) completed in the previous month within the 28 day local timescale	
9 Percentage of new tenancies sustained for more than a year	
21 Percentage of Tenant Groups which are registered	
22 Percentage of housing applications processed within 28 days of receipt, year to date average	
29 Percentage of households requiring emergency/temp. accom. to whom offer was made	
31 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 proportion of tenants giving up their tenancy during the year with arrears of more than 1 week.	
4 The average number of weeks debt owed by tenants leaving with arrears of greater than 1 week, expressed as a year to date average % of all terminations in the year.	
10 Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	
11 The year to date average number of days taken to re-let all properties - Charter Indicator	
12 The average number of days taken to let a Fast track void in the year to date	Not Applicable
13 The average number of days taken to let a Routine void in the year to date0	











<b>Improving Customer Experience</b>	
32 YTD average length of time taken to complete non - emergency repairs	
33 Percentage of repairs appointments kept	Not available
34 YTD % of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service	
39 Street Cleansing - LEAMS	
40 Street Cleansing - Vandalism	
41 Street Cleansing - Graffiti	
42 Street Cleansing - Weed Growth	
43 Street Cleansing - Detritus	
44 Street Cleansing - Staining	
45 Street Cleansing - Flytipping	
46 Street Cleansing - Flyposting	
47 Grounds - LAMS.	
49 Non Domestic Noise - 2 days	
50 High Priority Pest Control – 2 days	
51 High Priority Pest Control – 30 days	
52 Low priority Pest Control – 5 days	
53 Low priority Pest Control – 30 days	
54 High Priority Public Health – 2 days	

<b>Responsible Resource Stewardship</b>	
14 The average number of days taken to let a void due to Death in the year to date	
15 The average number of days taken to let a void due to SHQS works in the year to date	
16 The average number of days taken to let a void due to major works in the year to date	
17 The average number of days taken to let a void which went through an OT assessment in year to date	
18 The percentage of offers of accommodation accepted year to date average	
19 The overall percentage of void properties as a percentage of stock as at the end of each month	
20 The percentage Void properties relet within 4weeks	
22 Applications processed within 28 days %	
23 YTD % of statutory homeless applicants housed maintaining their tenancies for more than 12 months	
24 The average length of homeless journey (Days) for cases completed YTD (Unintentional)	
25 YTD % of decisions reached within 28 days	
26 % of homeless cases in the month where contact has been lost with applicant either pre- or post- statutory decision	
27 % of unintentionally homeless cases closed in the month where the applicant maintained contact and secured permanent accommodation	
28 YTD % of all general need relets to statutory homeless applicants	
30 Current arrears as % gross potential rental and service charge income for homeless households accommodated in ACC temporary furnished flats	
35 Percentage of Void Properties off charge	
36 Percentage of Council properties with current gas safety certificates.	
37 Percentage of Council properties where current gas safety check was carried out within 12 months of previous	
38 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>	
55 High Priority Public Health – 30 days	
56 Low Priority Public Health – 5 days	
57 Low Priority Public Health – 30 days	
58 Dog Fouling - % responded to within 2 days	
59 Dog Fouling -% completed within 30 days	
60 All Other Dog Complaints - % responded in 5 days	
61 All Other Dog Complaints - % completed in 30 days	
62 Food Safety Hygiene % premises inspected 6 mths	
63 Food Safety Hygiene % premises inspected 12 mths	
64 Food Safety Hygiene Inspections % premises inspected more than 12 monthly	
65 Serious Assault	
66 Assault with less serious injury	
67 Wilful secondary fires	
68 Accidental dwelling fire	
69 Domestic Abuse	
70 Noise Related/tenancy related complaints	
71 % ASB Cases reported & resolved within local targets	
72 % of calls attended that were attended to by the ASBIT Team within one hour	
73 Customer Satisfaction Anti-Social Behaviour Investigation Team	
80 Percentage of householder and non-householder planning applications dealt with within two months	
83 Traffic light repairs completed within 48 hours	
84 Street light repairs completed within 7 days	
85 Pothole repairs carried out within target time (Cat 1,2)	

<b>Responsible Resource Stewardship</b>	
48 Percentage Total Waste Recycled/Composted	
74 Overtime - Spend to Date	
75 Agency Staff - FTE's	
76 Total Payments to Staff	
77 Invoices issued to External Customers within 28 days of work being carried out	
78 Invoices issued to External Customers within 56 days of work being carried out	
81 Building Warrants - Income Received	
82 Planning Application Fees – Income Received	

<b>Improving Customer Experience continued</b>	
86 Road Cat 1 defects repaired within 2 work days	
87 Potholes Cat 1 defects repaired within 2 work days	
88 Gully Cat 1 defects repaired within 2 work days	
89 Slabs Cat 1 defects repaired within 2 work days	
90 Delivery – CH&I staff did what they said they would do	
91 Professionalism - How well did CH&I staff do their jobs	
92 Satisfaction with the overall service that was received from CH&I	
93 Freedom of Information Requests Cleared	

# Communities, Housing and Infrastructure Performance Report - Detail

## Estate Management

Rent Management			
	Current Target	Current Value	Traffic Light Icon
1 The overall monetary value of former tenants arrears, as at the end of each rent period	£1,000,000	£739,955	
2 The overall monetary value of payments received for former tenants arrears for the year to date.	£80,000	£70,983	
The number of current residential tenants with rent arrears at the end of each rent period		6,447	
The monetary value of current residential tenants arrears at the end of each rent period	£3,200,000	£2,515,093	
3 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%	20.4%	
4 The average number of weeks debt owed by tenants leaving with arrears of greater than 1 week, as a year to date average.	14.6	10.89	
Analysis			Date Updated
<p><b>Current Arrears:</b>                      At the end of the September rent period current tenants arrears stood at £2,515,093. This is an improvement of 5.2 % from the Council's position in the same period in September 2014/15 when current arrears stood at £2,653,728. At the end of Q1 current arrears dropped to their lowest level since year end 2012/13 with a balance of £2,478,885. 6446 tenants had outstanding balances on their rent accounts at the end of Q2 in September. This is largely unchanged from the 6,358 recorded at the end of Q1 in June.</p> <p>The level of arrears cases can be broken down as follows:</p> <p>1076 (16.7%) tenants owing £50 or less                      2386 (37%) tenants owing between £50.01 - £250                      2378 (36.9%) tenants owing between £250.01 - £1000                      593 (9.2%) tenants owing between £1000.01 - £3000                      13 (0.2%) tenants owing more than £3000.01</p> <p><b>Arrears Actions:</b>                      3,628 first and second warning letters have been issued year to date as of September 15/16. In this same time period 859 Notice of Proceedings were issued. There have been 77 repossessions of Council Tenancies year to date in 2015/16; this is down 27.4% from the 130 repossessions recorded at the same period in 2014/15.</p> <p><b>Terminations:</b>                      The year to date average % of tenants terminating their tenancy with more than 1 week of rent arrears was 20.4% as at the end of September. This is down from the 35.1% recorded in September 14/15 and is within our 29% target. The year to date average amount of debt owed by tenants leaving in arrears amounts to</p>			07-Oct-2015

10.89 weeks as at September 15/16. This meets the Council's 14.6 week target and is lower than the 13.7 week average figure recorded for Q 1 of 15/16.

**Former Arrears:**

The total cumulative value of former tenant arrears at the end of the September rent period stood at £739,955 a decrease of 34.8% from the £1,134,535 recorded at the end of Q2 in June. This is below our 15/16 target of £1,000,000. £70,983 of former tenant arrears has been collected year to date in 2015/16. This is 8.9% higher than the £65,181 collected in the same period in 14/15. The year to date value of former tenant arrears written off at the end of Q2 stood at £466,677.35








**Actions:**


Training on the payment arrangement module is underway across all housing teams and by mid-October all teams will have been trained and using the payment arrangement module. As mentioned within the last committee cycle, payment arrangements allow us to be much more flexible when managing rent arrears. The module also allows tenants to pay their rent on any day of the week. Aberdeen are the only Scottish authority to introduce this module, however a number of other Local Authorities are showing a keen interest and have asked for site visits here in Aberdeen to see how it operates.












As members will be aware Universal Credit will commence within Aberdeen City on the 16 November 2015. The payment of Universal Credit will completely change how we receive our rental income from claimants. Previously, Housing Benefit would have been applied direct to the rent account, whereas any tenant in receipt of Universal Credit will be liable to pay their own housing costs direct. In order to manage Universal Credit effectively, a specialist team is being set up within the current housing teams. A business case has recently been approved to recruit up to two additional staff (Universal Credit Officers).

The intention is also to second two current Assistant Housing Officers to the specialist team. These staff will be engaging with claimants at an early stage of their application for Universal Credit, and the intention is that they will see claimants through their journey from application up to their first payment of rent. Housing Support Officers will also sit alongside the team, so that assistance with money advice etc. can be offered where necessary. Recruitment of staff is underway.

**See Appendix 1 – Universal Credit Update** from Paul Tytler, Welfare Reform Project Manager.

Tenancy Management			
	Current Target	Current Value	Traffic Light Icon
<b>5</b> Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	80%	78.1%	
<b>6</b> Satisfaction of new tenants with the overall service received by the Estates Service. (Year to Date)	90%	94.48%	
<b>7</b> The year to date percentage of Tenancy Management actions (specifically Abandonment, Assignment, Joint Tenancy, Lodger, Single Abandonment, Single Termination, Sublet, Succession) which saw a decision/outcome made within our statutory target	100%	81.21%	
<b>8</b> % of New Tenant Visits (Routine Visits) YTD completed within the 28 day local target timescale	100%	71.43%	
The total number of instances of mobile device usage by Housing Officers citywide in the quarter		16,841	
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		47.4%	
The year to date number of legal repossessions following decree.		77	

9 YTD Percentage of new tenancies sustained for more than a year	94%	92.08%	
Analysis			Date Updated
<p><b>Tenant Satisfaction:</b> The year to date percentage of tenants satisfied with the standard of their home when moving in was 78.1% this is up 3.7% from the 74.4% satisfaction recorded in Q1 of 15/16 but below the Council's target of 80%. The year to date percentage of new tenants that were satisfied with the overall service they received is 94.48%. This meets the Council's target of 90% customer satisfaction.</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 year to date in 2015/16 stands at 71.4%. This is an improvement from the year to date average of 68.4% recorded in July but is still below target. The year to date increase can be attributed to the improvements in performance in August and September where 82.9% and 82.3% of visits were completed on target respectively.</p> <p><b>Customer Service Actions:</b> The year to date average percentage of Statutory Customer Service Action Outcomes (Abandonments, Assignations, Joint Tenancies, Lodgers, Single Abandonments, Single Terminations, Sublets and Successions) achieved within the statutory timescales was 81.2%. This is lower than the 93.4% year to date average recorded in July 15/16 and not within our 100% statutory target.</p> <p><b>Tenancy Sustainment:</b> The percentage of new tenancies sustained for more than 12 months year to date is 94.5% meeting the Council target of 94%. This is an improvement from the 92.8% recorded year end in 2014/15. There have been 77 repossessions of Council Tenancies year to date in 15/16; this is down 27.4% from the 130 repossessions recorded at the same period in 14/15.</p> <p><b>Estate Management:</b> Housing Staff have the ability to manage tenancies remotely and in real time through their tablets and mobile devices with a web interface called Kirona however there is an ongoing pilot of tethered mobile iWorld access within the Estates Teams, this will allow the use of the more advanced tenancy management functions of iWorld. The pilot gives the staff the ability to utilise the mobile internet connection from their tablets with their laptop while working remotely.</p> <p>The number of instances of mobile device usage by housing staff in Q2 of 2015/16 stands at 16,128 representing a 18.7% decrease from the 19,841 recorded in Q1 2015/16. From these actions 47.4% related to rent and arrears management. The pilot is being monitored separately with the perceived decrease in activity representing the usage of the staff who are actively involved in the pilot.</p> <p><b>Actions:</b> Despite recent improvement in the completion of New Tenant Visits and Customer Service Actions within timescale, the recent results show a performance dip. Initial analysis suggests that this is more a recording issue than visits/actions not being completed and through a renewed and established performance framework, this will be closely monitored by Managers. The Mastrick Housing Team are about to begin a pilot exercise whereby the New Tenant Visit will be produced automatically for Housing Officers at the creation of a new tenancy. There will be further importance on the completion of this visit should the Review of Voids Processes report be approved given the emphasis on post tenancy repairs.</p>			08-Oct-2015

Void Management			
	Current Target	Current Value	Traffic Light Icon
10 Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	1.65%	1.79%	
11 The year to date average number of days taken to re-let all properties - Charter Indicator	50	101.4	
12 The average number of days taken to let a Fast track void in the year to date	14	0	N/A
13 The average number of days taken to let a Routine void in the year to date	28	55	
14 The average number of days taken to let a void due to Death in the year to date	42	135	
15 The average number of days taken to let a void due to SHQS works in the year to date	49	104	
16 The average number of days taken to let a void due to major works in the year to date	49	96	
17 The average number of days taken to let a void which went through an OT assessment in the year to date		86	
18 The percentage of offers of accommodation accepted on a year to date basis. Each month changes to offer outcomes will be reflected in YTD figure	65%	64.4%	
19 The overall percentage of void properties as a percentage of stock as at the end of each month	2.3%	2.4%	
Year to date number of offers of accommodation refused Citywide		496	
20 The percentage of Void properties relet within 4 weeks	35.5%	16.1%	
Analysis			Date Updated
<p><b>Analysis</b></p> <p>After a rise to 540 gross voids in June, the highest figure this year so far, there was a slight drop of 527 void properties at the end of September, this equates to 2.4% of our lettable stock. Of these, 419 are available for relet and 108 were off charge due to the Haudigan Project or because these required major works to be carried out during which time the properties would be unfit for occupation. At the end of September of the 419 properties available for relet 70.4% were either under offer or had an accepted offer status against the property.</p> <p>There have been 750 relets this financial, this in in line with relets over the same period last year of 747.</p> <p>The year to date average time to relet all properties as at the end of September is 101.4 days, an increase from 99 days last reported to committee. Year to date, Low demand properties require an average 436 days to be relet, while Non Low demand take on average 78 days.</p> <p>There were a number of longer term void properties which had a significant impact on relet performance in September ranging from 336 days - 959 days to relet.</p>			08-Oct-2015

<p>Relet time performance varies considerably dependant on the void path and nature of works requiring to be done with year to date average days varying from 55 for a Routine void, to 135 for an empty property following the death of the tenant, 104 where the property requires to reach the SHQS standard, 96 for major works to 86 where equipment and adaptations are required. There have been no properties classified as FAST track this year.</p> <p>Void performance is being monitored separately for those properties becoming void after 1 July 2015. At the end of September, 63 properties had been relet with an average relet time of 40.2 days, of those 45 (71.4%) were relet within the 50 day overall target set.</p> <p>Year to date, just 16.1% of void properties have been relet within 4 weeks. A target of 35% was set in order to achieve the annual void rent loss target. Year to date void rent loss currently stands £725,921.27, At 1.8% of gross debit year to date this varies considerably across the city – Tillydrone 2.47%, Mastrick 0.92% and Marischal 1.72%. All areas are above the targets set in this respect.</p> <p>Since last committee changes have been made to the way we now report on outcomes of offers, these are now reported as a year to date figure rather than in the month to ensure we capture all outcomes where backdating of information is done by staff which would not show in the monthly figures</p> <p>Between April and September 64.4% of all offers were accepted an increase of 17.6% on the 46.8% last reported to committee. Of the offers resulted year to date, 899 were accepted, 496 were refused.</p> <p>Of the 496 properties refused there were 507 reasons given for these refusals. Refusal reasons are broken down into key refusal categories. Of the YTD refusals, 17.6% were because of property related reasons, 20.1% for personal reasons, 18.2% due to area, 21.3% of applicants requested that their application be cancelled or deferred following offer, 19.5% where the applicant made no contact 2% refused for financial reasons and 1.2% for other reasons. Further analysis of the property related refusal reasons indicates that the most common reasons were 'Rooms Too Small' (29), 'Poor Condition of Property' (14), 'Size' (13) and 'Location'(11).</p> <p><b>Action</b> A report is on the agenda titled – Review of Voids Processes. This report contains high level analysis which focussed on examining all the various key components within operational performance to identify blockages in the process over the last 3 years. This information as well as learning from upper quartile performers and feedback from a Staff Improvement Workshop has informed the radical changes that we have recommended within the action plan which will lead to transformational change.</p>	
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Tenant Participation			
	Current Target	Current Value	Traffic Light Icon
The current number of Tenant Groups		49	
<b>21</b> Percentage of Tenant Groups which are registered	35%	34.7%	
The number of tenants in the financial year to date who have attended or are attending training (Tenant Participation). Types of training could Tenant Participation Advisory Service (TPAS), Tenant Improvement Service (TIS), Chartered Institute of Housing (CIH) conferences, Registered Tenant Organisation's (RTO) training or more specialised training such as computer skills.		144	







Analysis	Date Updated
<p>At present we have 49 Tenant Participation groups throughout the city. Of these 49 groups 34.7% are Registered Tenant Organisations (RTO's), which are independent groups with their own constitutions and committees. These groups have a statutory right to be consulted with on 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 our tenancy management system and monitored monthly.</p> <p>The Annual Rent Consultation has begun and we are delighted this year we have had such a high response rate – up from 358 last year to 2500 approx. so far. Our Housing Volunteers have been out and about in the various offices encouraging tenants to participate.</p> <p><b>Action</b></p> <p>The Annual Scottish Housing Regulator Performance Report for our tenants is currently being completed and is due to be published in October. improve on At the September meeting of the Tenant Budget &amp; Housing Performance meeting this report was discussed and the layout was agreed by the members The group are enthusiastic about working with the Council to ensure that this report is as good if not better than last year The report will be advertised in the next 'Newsbite' magazine and will be available online, via post and from Housing Offices/Marischal College.</p> <p>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.</p> <p>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.</p>	09-Oct-2015

Project	Progress To Date	Latest Note Date
Implementation of the Scottish Social Housing Charter	<p>The production of the second Annual Report to Tenants is well 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>The report will be available for collection from Marishcal College, Housing Offices and via post if requested, it will also be on our Housing Performance webpages and be advertised in the next 'Newsbite' magazine, on twitter and facebook.</p>	07-Oct-2015



## Housing Access Service

### Allocations

	Current Target	Current Value	Traffic Light Icon
22 Applications processed within 28 days %	84%	91.6%	
The current number of applicants' shortlisted on the housing urgent list as at the last day of the month		548	
The current number of applicants' shortlisted on the housing discretionary list as at the last day of the month		89	
The current number of applicants' shortlisted on the housing support list as at the last day of the month		800	
The current number of applicants' shortlisted on the housing waiting list as at the last day of the month		5,072	
The current number of applicants' shortlisted on the housing transfer list as at the last day of the month		1,720	

### Analysis

#### Analysis

Since the beginning of the year 2015/16 the number of applicants on the register awaiting housing has risen by 4.1% from 7689 at 31st March 2015 to 8006 at 30th September 2015. While we have seen an increase in the volume of applicants' on the housing register this year, the real term number of people applying for housing continues to fall with a 3.9% reduction observed when compared with the equivalent period last year. The actual cause of the increase is attributable to the volume of people applying exceeding turnover on the register where only 1226 applicants have been cancelled or housed off the list to date. As applicants' can be on more than one list the number of applications across all lists has also increased by 7% to 8229. Of the applications across the lists;

- 548 are on the Urgent List
- 89 are on the Discretionary List
- 800 are on the Support List
- 5072 are on the Waiting List
- 1720 are on the Transfer List

The biggest changes affecting the housing register this year are;

- 8.3% increase in applications on the Support List
- 3.7% increase in applications on the Waiting List.

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

### Date Updated

13-Oct-2015

selected for housing. Currently 1414 (27.9%) applicants on the waiting list and 796 (46.3%) on the transfer list have 0 points representative of no housing need. Approximately 75% of these cases were admitted to the housing list before the service restructuring and are unlikely to have received any housing options advice. A new project team has been setup to address this matter.

The time taken to process applications this year has improved significantly with 87.2% of applications processed within the 28 day target time-scale. This is up 18.5% upon that achieved during the same period last year. Performance levels this year would have been further enhanced if not for a shortage of staffing in June and August where processing levels dipped to 73.9% and 80.6% respectively

The YTD increase in applicants on the housing register places even greater demand and pressures on an already acute housing register, where the need for accommodation still greatly exceeds supply. Given that on average this year, there has been 393 properties available to re-let at any given time, the Council only has the capacity/supply to accommodate approximately 4.9% of the applicants' on the register at this time.







Year to date there has been a total of 749 applicants' housed off the lists, an average of 125 allocations per month. A further breakdown of allocations reveals;




- 290 have been housed off the Urgent list
- 46 have been housed off the Discretionary List
- 234 have been housed off the Support List
- 127 have been housed off the Waiting List
- 52 have been housed off the Transfer List

Year to date analysis of the quota for allocations indicates that 336 (65.2%) lets have been awarded to applicants under the Urgent Quota. Of the remaining 179 lets that are included in the quotas 70.9% have been allocated to the Waiting List and 29.1% to the Transfer List.



#### **Action**

The re-registration project commenced in September 2015 as planned and letters have been sent out to the first batch of applicants. It is anticipated that a number of these applicants will have a change in circumstances, no longer require housing or following advice from the team be able to find alternative housing. This should result in a reduction in the number of applicants on the lists over the next 2 years.

Homelessness			
	Current Target	Current Value	Traffic Light Icon
<b>23</b> Charter Indicator - YTD Percentage of new tenancies sustained for more than a year - Statutory Homeless	90%	90.04%	
<b>24</b> The average length of homeless journey (Days) for cases completed YTD (Unintentional)	150	191	
The average length of homeless journey (Days) for cases completed YTD (Intentional)	250	232	
The number of statutory homeless applications received in the month		89	
The number of households assessed as homeless or potentially homeless within each month		79	
<b>25</b> YTD % of decisions reached within 28 days	80%	67.4%	

<b>26</b> The % of homeless cases in the month where contact has been lost with applicant either pre- or post- statutory decision	14%	3%	
<b>27</b> % of unintentionally homeless cases closed in the month where the applicant maintained contact and secured permanent accommodation	80%	91.18%	
<b>28</b> The year to date % of all general need relets (all excluding sheltered, very sheltered and amenity housing) allocated to statutory homeless applicants.	50%	52.87%	
Analysis			Date Updated
<p><b>Analysis</b></p> <p>At 30th September 2015 year to date (YTD) records for 2015/16 indicate that 699 formal homeless applications have been received, this is on par with the 698 applications received during the same period last year. The levelling out of applications this year is symptomatic of the 22% reduction in homeless presentations made during Q2 when compared with Q1. The downturn in Q2 coincides with a 7% reduction in housing advice approaches and an 85% increase in applicants being assisted to remain in their current accommodation during Q2.</p> <p>Of the applications received this year 87% (608) have been recorded on the system in real time, 18% more than in the same period the previous year. The average time to backdate and enter an application on the system is currently operating at 11 days 16 days less than last year.</p> <p>Enhanced recording, monitoring and case management at application stage this year has helped drive improvements in key areas' of the assessment stage, some of which are listed below;</p> <ul style="list-style-type: none"> <li>. Currently 9% (57) of open cases are sitting at STG1 waiting a decision, a 10% fall on the 19% of open cases waiting a decision at year end 2014/15.</li> <li>. 93% of applicants applying to date have received a decision, up 11 upon the 82% recorded for the same period the previous year.</li> <li>. 67% of decisions reached have met target, 19% more than the 48% achieved last year. Significant progress has been noted for August and September this year where 99% of all decisions reached have met target.</li> <li>. The average length of time to make a decision has fallen to 22 days, 36 days less than at the same point last year.</li> </ul> <p>Analysis of the actual decisions reached shows that 83% (668) of the 805 cases assessed to date are owe a statutory duty, 8% more than the same period last year. The increase in statutory decisions this year is driven by a 54% fall in lost contact decisions and a 51% reduction in withdrawn decisions.</p> <p>Of the 668 applicants' owe a statutory duty 21% (140) are found to be intentionally homeless, 6% higher than the same period last year but more in keeping with the 20% reported at year end 2014/15.</p> <p>Tackling performance at application and assessment stage were among the key homeless priorities set by the service manager this year. Now this has been achieved and the processes are firmly embedded for improvement to continue focus has turned to securing outcomes for longer standing statutory homeless cases. As a consequence of this initiative many of the homeless journey time-bound indicators have suffered, however upon completion of this exercise a more representative landscape of the homeless journey should be evident. Some of the key homeless journey figures are noted below;</p> <ul style="list-style-type: none"> <li>. 843 outcomes recorded 208 (33%) more than the same period last year.</li> <li>. 151 (18%) had no duty owed, 14% lower than the same period last year.</li> <li>. 539 were assessed as unintentionally homeless with 83% of these securing permanent accommodation or supported accommodation meeting the 80% target set. The average length of homeless journey for these cases is 191 days, 46 days more than the same period last year and 41 days more than the 150 day target set.</li> <li>. 153 were assessed as intentionally homeless with 16% of these securing permanent accommodation or supported accommodation falling short of the 65% target set. The average length of homeless journey for these cases is 232 days, 43 days more than for the same period last year but still meeting the 250 day target set.</li> <li>. The total homeless journey for all cases has increased by 46 days to 183 days</li> </ul>			09-Oct-2015

<p>For those former homeless applicant's re-housed into ACC permanent accommodation the tenancy sustainment rate remains high. Figures reveal a 90% level of tenancy sustainment to date a slight increase upon the 89.6% recorded at year end 2014/15</p> <p><b>Action</b></p> <p>The first two quarters of calendar year 2015 were the busiest for homeless presentations since the equivalent period in 2011, prior to the launch of the Prevention Team. Conversely the most recent quarter has seen a significant reduction in presentations, the quietest since 2013. Even with the busier start to the year, year to date we are still seeing a reduction in homelessness and there is no reason to believe this will not be sustained. September was one of the quietest months we've had over the past five years with only 93 presentations.</p> <p>Over the past two months we have made all but one decision 28 days, the exception took 29 days. This significant and sustained reduction in decision times should accordingly reduce the homelessness journey and time in temporary accommodation.</p> <p>The system used to record homelessness applications has been subject to review and improvements sought are now live on the system. This should serve to streamline the data recording processes and consequently compliment the recent efforts to achieve the corresponding performance targets around decision making and backdating of cases. We are also looking at ways to automate notifications and better utilise Task Manager which should serve to ultimately reduce homeless journeys and provide a better performance management framework to monitor all cases. Finally, reducing homeless journeys has been adopted as a priority for the team's performance review and development.</p> <p>Week commencing 28th September, there were 125 offers/nominations outstanding at the start of the week and 20 further subsequently made. This is the highest number we have had at any given times in recent years. Further work is being undertaken in conjunction with the Support Services to target the most protracted statutory homeless cases. The second phase of this work will see targeting of statutory cases within the 100-200 day category and finally all intentionally homeless households over 150 days in temporary accommodation. Although much work is being done to reduce assessment times and get applicants nominated for properties, the homeless journey is being exacerbated by the worsening voids performance.</p>	
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Housing Advice			
	Current Target	Current Value	Traffic Light Icon
Number of housing advice cases registered in the year (YTD)		2,962	
Number of housing advice cases closed in the reporting year (YTD)		1,508	
Analysis			Date Updated
<p>Since the start of the year (2015/16) 2970 applicants' have been provided with advice and assistance to help meet their housing needs. The 7% decline in applications during Q2 has now brought the YTD total into line with the 2865 applicants that were provide advice and assistance between April and September in 2014/15. Of the approaches this year 99% have been recorded on the PREVENT 1 dataset.</p> <p>While there has been an increase in advice cases year to date the principal reasons for requiring housing options has not changed, where asked to leave, want own</p>			13-Oct-2015

accommodation, relationship breakdown and overcrowding continue to dominate. Within these groupings the ratio per approach is on a similar scale to last year with the exception of asked to leave where we have witnessed a 7% fall.

Of the approaches above, the majority (91%) of people have been provided type 1 level advice incorporating basic advice, explanation and sign-posting well above the Scottish average of 42%. The outcomes achieved are reflective of the type of advice provided where records indicate that of the 1508 cases closed to date;

- . 46% of applicants have made a homeless presentation
- . 28% of applicants have lost contact
- . 26% have secured other outcomes

Of the 191 definitive outcomes achieved

- . 58% have been assisted to remain in their current accommodation
- . 42% have secured other types of housing

The YTD average length of time taken to secure all outcomes (excluding homeless) is currently operating at 118 days and well within the 150 day target set. For those applicants being assessed under homeless legislation the average length of time is 91 days, 61 more than the 30 day target set.

To date there still remains a large number of cases open (4516) approximately 49% of all cases that have approached since the service commenced operations in April 2015. Of these unresolved cases 2403 have been open for longer than the 150 day target set.











#### **Action**

The process of reviewing case recording mechanisms has continued in conjunction with the development of joint working practices between the Housing Support and Financial Inclusion teams. This is intended to increase the number of definite outcomes for cases and gain a more accurate account of work being carried out in the PREVENT1 dataset, particularly in relation to type 2 and type 3 homeless prevention advice.

To date improved processes have decreased the average time taken to secure all outcomes excluding homelessness by 37 days. It is intended that this will inform the recalibration of the 150 day target originally set at the creation of the service.

Increased efforts have also been made to improve the contact rates with applicants and it is hoped that over time this will reduce the number of open cases currently over the 150 day target. A number of long term absences within the team have impacted on these projects and it is hoped that once full staffing levels return greater progress will be made.

## Housing Support Service

Homelessness Temporary Accommodation			
	Current Target	Current Value	Traffic Light Icon
<b>29</b> Percentage of households requiring emergency or temporary accommodation to whom an offer was made in the year	100%	95.72%	
Number of households where the Council was required to make an offer of temporary or emergency accommodation during the reporting year (YTD)		654	
The number of offers of temporary or emergency accommodation made during the reporting year		626	
Percentage of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		5.75%	
Number of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		36	
The YTD % of users' who completed the homeless questionnaire and were satisfied with the overall quality of temporary accommodation provided.		81.25%	
The total number of homeless households staying in temporary accommodation of all types above the aggregate target period (6 months) within each month		85	
Current tenancy arrears for homeless households accommodated in ACC temporary furnished flats (excluding resettlement properties)		£304,433	
<b>30</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%	5.5%	
Total value of former tenancy arrears for temporary homeless flats excluding resettlement properties		£1,948,731	
Analysis			Date Updated
<p><b>Analysis Provision</b></p> <p>When we last reported to Committee in August 2015 the temporary accommodation stock profile had increased by 3% upon that recorded at year end 2014/15. Higher demand for temporary accommodation and delays in moving on existing occupants were identified as the key contributors for this increase. From July the Housing Access Service and Support Services agreed a range of actions (noted below) aimed at tackling these areas to reduce the pressures on temporary accommodation.</p> <p><i>Housing Access Actions</i></p> <ul style="list-style-type: none"> <li>. Most homeless decisions to be made within 28 days;</li> <li>. Creation of Housing Advice Plan for Intentionally Homeless Cases;</li> <li>. Resolution of appeal decisions within 14 days;</li> </ul>			07-Oct-2015

- . Decant/discretion cases allocated under Emergency Homeless criteria;
- . Increase Rent Deposit Scheme placements.

#### *Support Services*

- . Target of 28 days for support assessment;
- . 28 days ready to be made live for low support cases;
- . Reduce average duration of placement Supported Flat by periodic review;
- . Convert some supported flats to temporary accommodation;
- . Efficient handling of referrals to PSL and Tullos Lodge;
- . Review Long Term cases
- . Allocate tenancies in lieu of the shared tenancies scheme;

Since July there has been a 3% reduction in the temporary stock profile where use of hotel rooms has fallen by 75% with 5 rooms currently being used. The actions implemented to tackle demand appear to have been the principal driver for achieving this. Key figures for Q2 reveal that;

- . 884 housing option cases were resulted 42% more than in Q1. An 85% increase was recorded against outcomes where applicants' were assisted to remain in their current accommodation. Small increases were also noted against those who secured both social and private tenancies with 5 rent deposits paid, 4 more than in Q1.
- . 305 homeless applications were recorded, down 22% on the 390 applications made in Q1.
- . 305 referrals for temporary accommodation were submitted, down 8% on Q1.

While progress has been made towards stemming the initial demand for temporary accommodation we have seen little change to the number of households occupying temporary accommodation under homeless legislation with 433 households placed in B&B, Hostel, Hotel and ACC temporary flats at 30th September 2015. Of these 21% have resided in their current placement over the 6 month target, again this is unchanged from when we last reported to committee. Furthermore the number of placements terminated with a reason, discharge of duty during Q2 fell by 22% compared with Q1. These findings would indicate that the actions identified to move existing occupants on have yet to embed as some improvements are evident some of which are listed below.

- . The number of assessments completed within 28 days has increased significantly with 77% of the 296 decisions reached, achieving target a 55% increase on the 22% that met target in Q1. The progress made has seen the average time taken to reach decision fall from 46 days at the end of June to 22 days in September.
- . The average length of current temp placement to date has reduced by 1 month to 7.5 months due to the movement of some longer standing cases.
- . The average duration of all cases deferred for support is 25 weeks, 12 weeks shorter than at 31st of July. However 62% of the applicants' shortlisted are still deferred and unavailable for offer.
- . The average duration for applicants awaiting a support assessment is operating at 17 weeks, slightly shorter than the 18 weeks last reported to committee but still exceeding the proposed 28 day target.
- . 79 (18%) of households are assessed as intentionally homeless or not homeless, 9% fewer than at the 31st July.
- . A 31% increase in the number of cases made live under the resettlement transitional arrangements (for households with low support needs) during Q2 when compared with Q1.

#### **Rents**

At 30th September 2015, 82% (266) of the 325 households accommodated in temporary A.C.C flatted accommodation were in arrears. The total value of arrears stood at £304,433 a 56% increase upon the £195,204 recorded at the same time the previous year. The average weekly rent (including service charge) for a temporary flat is £315, further analysis reveals that for those households with arrears the average amount owe is £1144, 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 £1,948,731. During 2015/16 227 households have terminated with arrears (14% of total households with FTA's) worth a value of £276,989 (14% of the total value) an average

of £1000 per household and equivalent to approximately three weeks rent and service charge for this type of property

#### **Action**

The Housing Access Service and Housing Support services are progressing with reducing the time homeless applicants spend in temporary accommodation, with the reasonable time allowed for the Housing Advice Action plan to take affect. The services are also experiencing an impact from the void processes, which is prolonging the time spent in temporary accommodation for homeless households being rehoused to ACC stock, due to properties not having a full set of keys at offer stage. This is being reviewed overall as part of an action plan to address voids.





It is anticipated the time in temp will continue to reduce and move closer towards the target and this will be evident for committee in 2016.

The number of homeless assessments resulting in a decision within the 28 day target is also beginning to show positive progress.

The proposed target for the 28 day assessment for support target is reliant on the Case Officer updating the HL-1, in some instances this does not truly reflect the time taken to assess households as there is not currently an automated system to manage referrals and assessments. The Support Service have been actively working with the Housing Systems team to develop an iworld module to enable improved recording which will provide an automated case management system to improve the record of referrals being received, support assessments being completed, support plans starting and reviews of these plans. This has been developed to be an outcomes based recording system which will monitor and evaluate support outcomes for clients.

Rent - The new rent management system to manage rents this with trigger point raising set action at set stages once an account is in arrears, has been delayed due to training requirements for staff. It is anticipated training will be available in December 2015 to allow the new process to begin in Jan 2016. The detail in performance reports the service are getting on a weekly basis has changed and will allow the team to plan for the impact of this on current resources. Support is also being provided to clients who are in arrears to ensure awareness of responsibility to make payments to rent accounts at the same time as addressing support needs.






### Private Sector Housing

<b>HMO and Landlord Registration</b>			
	<b>Current Target</b>	<b>Current Value</b>	<b>Traffic Light Icon</b>
HMO Licenses in force		1,156	
HMO License Applications Pending		155	
Number of Current Landlord Registrations Approved		18,731	
Number of Current Properties Approved		21,695	
<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. To date,			13-Oct-2015



9708 landlords have renewed their Registrations and 58 landlords have yet to do so.  
HMO Licensing: We have been able to grant many HMO licences under delegated powers in time for the start of the University year, and the amount of HMO licences currently in force is the largest amount since performance reporting to the CHI Committee began. Meanwhile, we continue to investigate complaints of unlicensed HMOs with a view to the landlords either becoming licensed or ceasing HMO operation.

## Property Management










Repairs Management			
	Current Target	Current Value	Traffic Light Icon
<b>31</b> The year to date average length of time taken to complete emergency repairs (hours)	24	6.07	
<b>32</b> The year to date average length of time taken to complete non-emergency repairs (days)	10.1	5.97	
<b>33</b> Percentage of repairs appointments kept	90.6%	Not available	N/A
<b>34</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%	94.57%	
<b>35</b> Percentage of Void Properties off charge as a % of stock	5%	2.1%	
The number of offers of accommodation refused for property reasons year to date		90	
Analysis			Date Updated
<p><b>Analysis</b> Since last reported to committee work has been undertaken by the Repairs Performance Team to streamline the repairs performance information to ensure that performance reports accurately reflect the Charter Guidance definition. This has been completed for the Emergency and Non-emergency repair timescales; however work is still ongoing with the Percentage of Repairs Appointments kept so we are unable to report on this indicator at this time.</p> <p>The year to date average time taken to complete an emergency repair is 6.07 hours, well within the 24 hour target set.</p> <p>The year to date average time to complete a non-emergency repair is 5.97 days, well within the 10 day target set.</p> <p>Year to date, 94.6% of tenants who have had repairs or maintenance carried out in the previous 12 months are satisfied with the standard of repair work carried out. Between April and September 2015, just 7 tenants (or 1.9% of those surveyed) were very dissatisfied with the standard of repairs they received. Whilst very encouraging and in line with previous performance, between April and September 2015 just 368 tenants have been surveyed compared with 621 in the corresponding period of the previous year.</p> <p>Since last committee changes have been made to the way we now report on outcomes of offers, these are now reported as a year to date figure rather than in the</p>			07-Oct-2015

<p>month to ensure we capture all outcomes where backdating of information is done by staff which would not show in the monthly figures.</p> <p>Year to date there were 496 properties refused with 507 reasons given for these refusals. Refusal reasons are broken down into key refusal categories. Of the YTD refusals, 17.6% were because of property related reasons, 20.1% for personal reasons, 18.2% due to area, 21.3% of applicants requested that their application be cancelled or deferred following offer, 19.5% where the applicant made no contact 2% refused for financial reasons and 1.2% for other reasons. Further analysis of the property related refusal reasons indicates that the most common reasons were 'Rooms Too Small' (29), 'Poor Condition of Property' (14), 'Size' (13) and 'Location'(11).</p> <p>At the end of September there were 108 properties off charge; 93 of these are never to be relet due to the Haudigan project while 15 properties were undergoing major works and quantified as unfit for occupation. With the return to charge of the properties at Smithfield Court, just 2.1% of void stock is off charge. This is within the 5.0% target set and compares favourably with the 15.6% position in June 2014 before Smithfield Court was identified as requiring major works.</p> <p><b>Action</b>  As of the end of September 8,618 emergency repairs were carried out, 98% of these were in target.  As of the end of September 19,531 non-emergency repairs were carried out, 87% of these were in target.  Out of the 28,149 repairs carried out up to the end of September 31% of these jobs were carried out as emergencies, work is being done around improving customer service and at the same time reducing the number of jobs being carried out as emergencies.  During 2014/15 reporting period it was agreed to extend the emergency priorities for responsive repairs to include 24hour urgent repairs response priority in addition to the 4 hour response, this has now been amended back to the original emergency 4 hour category.</p>	
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Property Management			
	Current Target	Current Value	Traffic Light Icon
<b>36</b> The percentage of Council properties with current gas safety certificates	100%	100%	✓
<b>37</b> The percentage of Council properties where current gas safety check was carried out within 12 months of the previous check	100%	98%	✓
<b>38</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%	89.21%	✓
Analysis			Date Updated
<p><b>Analysis</b>  As at 6th October 2015, 16,999 council properties had gas appliances or flues, all of which had gas safety certificates (100%). Of those properties, 16,509 properties had gas safety checks carried out within 12 months of their previous check - 98%. This does not meet the 100% target in respect of this indicator with 379 properties not renewed within the timescale.</p> <p>In terms of post inspections, 16% of all annual gas safety inspections and 16% of gas repairs and new installations have been post inspected. This is a marked improvement on the 4.5% annual safety checks post inspected and 6% gas repair/ new installations post inspected at the end of the same period last year.</p> <p><b>Action</b></p>			07-Oct-2015

Project	Progress To Date	Latest Note Date
Delivery of new affordable housing	<p><b>Completions 2015/16 = 154</b>  Froghall = 20 social rent – Grampian HA April 15  West North Street = 20 - rent - Aberdeen City Council May 15  Cove – 18 - mid market rent - NHT May 15  Dubford = 8 LCHO Barratt Homes May 15  Old Church Road = 20 - rent – Langstane HA June 15  Marischal Street = 7 Langstane HA – Tenement Rehab April 15  Hopetoun = 21 social rent – Grampian HA May 15  Mugiemoss Road – 26 - mid market rent - NHT June 15  Smithfield Court = 3 Aberdeen City Council July 15  Dubford = 8 LCHO Scotia Aug 15  Froghall = 8 Mid market rent - Grampian HA Sept 15</p> <p><b>Expected Completion 2015/16 - 16/17 = 672</b>  Dubford = 40 LCHO Barratt  Balgownie Home Farm = LCHO 9 CALA  Copper Beech = 20 MMR Langstane HA  Copper Beech = 15 Social Rent Langstane HA  Cove = LCHO 12 Scotia  Friarsfield = LCHO 8 CALA  Maidencraig = Social rent 12 Grampian HA  Maidencraig = Social rent 24 Castlehill HA  Park Road = LCHO 6 Barratt Homes  Froghall Terrace = Social rent 8 Grampian HA  Manor Walk = Social rent 90 ACC  Smithfield Primary Site = Social rent 119 ACC  Froghall Road = MMR19 NHT  Countesswells = MMR 30 NHT  Huxterstone = MMR20 NHT  Cornhill = MMR10 NHT  Craiginchies = MMR/social rent 100 Sanctuary  Mugiemoss Road = 40 MMR/social rent Castlehill HA  Summerhill Road = Social rent 26 Langstane HA  Cloverleaf = Social rent/MMR 64 AHP&amp;PFP</p>	05-Oct-2015




## Street Scene

Street Scene			
	Current Target	Current Value	Traffic Light Icon
<b>39</b> Street Cleansing - LEAMS (Local Authority Environmental Audit Management System). Statutory performance indicator that measures street cleanliness.	80	72.7	
<b>40</b> Street Cleansing - Vandalism (% of streets with presence of vandalism)	5	0	
<b>41</b> Street Cleansing - Graffiti (% of streets with presence of graffiti)	10	2.5	
<b>42</b> Street Cleansing - Weed Growth (% of streets with presence of weed growth)	20	52.9	
<b>43</b> Street Cleansing - Detritus (% of streets with presence of detritus))	20	75.2	
<b>44</b> Street Cleansing - Staining (% of streets with presence of staining)	20	20.7	
<b>45</b> Street Cleansing - Flytipping (% of streets with presence of flytipping)	10	14.9	
<b>46</b> Street Cleansing - Flyposting (% of streets with presence of flyposting)	5	0.8	
<b>47</b> Grounds - LAMS (Land Audit Management System) measures the cleanliness and maintenance quality of green spaces.	80	89.5	
Analysis			Date Updated
<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.</p> <p>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 percent of the streets (two internal plus one externally validated). This gives a 15% annual survey.</p> <p>A target of 80% has been set which represents a good standard of street cleanliness. The service recorded a survey of 72.7 % which is just below target.</p> <p>Performance within Street Scene achieved good levels across all PIs with most targets being met. Weeds failed to meet its target but this could be due to the final</p>			13-Oct-2015

weed spray of the season being carried out at the same time as the survey and they weeds not yet showing die back. Detritus jumped up and much of this is due to the early Autumn leaf fall. Flytipping did not meet it's challenging target but only a few streets were affected. On the whole the the service is performing very well and and improvement in performance is expected to continue in 2015/16.

## 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>48</b> Percentage of total waste recycled/composted (monthly figure)	27%	31.8%	
Refuse Complaints received per 1000 households (Annual figure)		25.34	

Project	Progress To Date	Latest Note Date
Zero Waste Project	<p>Signature of the Waste Management Services Contract is expected week commencing 26 October. The planning application for the Altens East facility is expected to be considered by the Planning Development Management Committee on 6 December. Subject to approval, work will commence on site in early 2016. Construction is anticipated to be complete by April 2017, which will allow the introduction of the new recycling collection services and reduction in refuse bin size to commence in the first quarter of 2017. The collection depot facility will also be ready in early 2017 allowing the collection service to vacate the Kittybrewster depot and the parking area that will form part of the Berryden corridor road improvement.</p> <p>Work continues on a planning application for an Energy from Waste facility in East Tullos. The formal pre-application consultation process has now started with public exhibitions detailing the proposals are being scheduled for mid-November 2015 with an application submitted in January 2016. A decision is not anticipated before the third quarter of 2016.</p> <p>Aberdeen City, Aberdeenshire and the Moray Councils continue to work to develop an Inter-Authority Agreement (IAA) that will facilitate a joint procurement for the energy from waste plant. Aberdeen City will be the lead authority for the procurement and work is underway to establish a project board, project team and procurement advisors in advance of formal adoption of the IAA, which is expected to be sought in at the December Council meeting. The joint authority elected member/officer working group continues to oversee the process and detailed reports are submitted to the Zero Waste Management Sub-committee.</p>	14-Oct-2015

Project	Progress To Date	Latest Note Date
Attain efficiency savings in the domestic waste collection services	Phase 4 of the Food Waste collection is on schedule to complete by the end of 2015. A contract has been awarded for a dedicated management system for the waste collection service and this will enable significant improvement in communication between crews and the supervisory team and deliver operational efficiency by simplifying processes and streamlining communications with householders. Routing efficiency is planned for the on-street bulk bin refuse collections for late-2015 that will see a reduction in the number of crews required to complete this activity. The released resource will be utilised in expanding the communal mixed recycling services, thereby shifting the emphasis in collections from refuse to recycling. The first main expansion of communal mixed recycling is scheduled for early 2016 and detailed project planning and preparation work is underway in advance of the delivery of new services. All communal housing areas will have a full mixed recycling service by the end of 2016. Further planning is now underway for the introduction of new mixed recycling collections in areas with individual wheeled bins in early 2017.	14-Oct-2015










## Trading Standards and Environmental Health

Trading Standards and Environmental Health			
	Current Target	Current Value	Traffic Light Icon
<b>49</b> Non Domestic Noise % responded to within 2 days August 15	100%	100%	
<b>50</b> High Priority Pest Control - % responded to within 2 days August 15	100%	98.8%	
<b>51</b> High Priority Pest Control - % completed within 30 days	100%	90.5%	
<b>52</b> Low priority Pest Control % responded to within 5 days	100%	100%	
<b>53</b> Low priority Pest Control % completed within 30 days	100%	99.4%	
<b>54</b> High Priority Public Health - % responded to within 2 days	100%	99.7%	
<b>55</b> High Priority Public Health - % completed within 30 days	100%	92.0%	
<b>56</b> Low Priority Public Health -% responded to within 5 days	100%	99.2%	
<b>57</b> Low Priority Public Health -% completed within 30 days	100%	98.1%	
<b>58</b> Dog Fouling - % responded to within 2 days	100%	100%	
<b>59</b> Dog Fouling -% completed within 30 days	100%	100%	
<b>60</b> All Other Dog Complaints - % responded to within 5 days	100%	99.2%	
<b>61</b> All Other Dog Complaints - % completed within 30 days	100%	98.8%	
<b>62</b> Food Safety Hygiene Inspections % premises inspected 6 monthly	100%	100%	
<b>63</b> Food Safety Hygiene Inspections % premises inspected 12 monthly	100%	100%	
<b>64</b> Food Safety Hygiene Inspections % premises inspected more than 12 monthly	100%	98.94%	

Analysis	Date Updated
<p><b>Non Domestic Noise</b> - In August 2015 52 service requests were received. All requests were responded to within 2 working days.</p> <p><b>Pest Control</b> – high priority % responded to within 2 days – 416 of 421 complaints, % completed within 30 days - 381 of 421 complaints  Low priority % responded within 5 days – 490 of 490 complaints, % completed within 30 days – 487 of 490 complaints</p> <p><b>Public Health</b> - high priority % responded to within 2 days – 323 of 324 complaints, % completed within 30 days - 298 of 324 complaints  Low priority % responded to within 5 days – 528 of 532 complaints, % completed within 30 days - 522 of 532 complaints</p> <p><b>Dog Fouling</b> - % responded to within 2 days – 184 of 188 complaints, % completed within 30 days - 188 of 188 complaints</p> <p><b>Other Dog Complaints</b> - % responded to within 5 days – 445 of 446 complaints, % completed within 30 days – 441 of 446 complaints</p> <p><b>Food Safety Hygiene Inspections</b> – 6 monthly inspections – 9 due 9 completed, 12 monthly inspections 40 due 40 completed and more than 12 monthly 1 inspection missed.</p> <p><b>49 - 61 Data correct to August 2015</b>  <b>62 - 64 Data correct to Q2 2015/16</b></p>	08-Oct-2015



## Community Safety

Community Safety			
	Current Target	Current Value	Traffic Light Icon
<b>65</b> Serious Assault (cumulative total)	66	75	
<b>66</b> Assault with less serious injury (cumulative total YTD)	1,320	1,419	
<b>67</b> Wilful secondary fires (wheelie bin/grass/refuse) (cumulative total YTD)	90	116	
<b>68</b> Accidental dwelling fires (cumulative total YTD)	120	142	
<b>69</b> Domestic abuse (cumulative total YTD)	1,200	1,327	
<b>70</b> Noise related/tenancy related complaints (cumulative total YTD)	960	986	
<b>71</b> Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets - Charter Indicator	98%	95%	
<b>72</b> % of calls attended that were attended to by the ASBIT Team within one hour (YTD)	95%	98%	
<b>73</b> Customer Satisfaction with the service received from the Anti Social Behaviour Investigation Team (YTD)	80%	85.8%	
Analysis			Date Updated
<p>In the YTD there have been <b>75</b> serious assaults in the city, an 8% rise in the figure from the same time last year. 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>1419</b> reported as compared with 1506 YTD at the same time in 2014/15.</p> <p>Secondary wilful fires have increased on the figure from the same time last year, rising from 97 incidents to 116. Accidental dwelling fires saw an increase of 18 (15%) when compared with the previous year.</p> <p>The number of incidents of domestic abuse reported has fallen by 19% when compared with last year, with a figure of <b>1327</b> compared with 1638.</p> <p>The figures regarding domestic abuse are tricky to quantify as the fall in incidents reported could be looked upon as both a positive and a negative. The figures for this indicator are also so fluid that a meaningful target is difficult to produce. As a key local and national priority, there is a concerted focus on addressing this issue, with the Violence Against Women partnership playing a key role.</p> <p>The impressive performance regarding Noise related/tenancy related complaints has continues with a 23% decrease in complaints this year (986) compared to last</p>			08-Oct-2015

September YTD (1282). This indicator is in line with our internal target.

The percentage of antisocial behaviour cases reported in the last year resolved within locally agreed targets currently sits at **95%** at the end of September YTD, which is close to our internal target, if a little under the performance for last year. This is still an impressive performance on an indicator which is reported to the Scottish Housing Regulator.

The ASBIT team continues to attend the vast majority of calls within 1 hour, with **98%** of calls attended by staff within an hour of receiving initial contact. This is a slight improvement on the YTD figure from September 2014 which was 97.4%. As a reactive service, the ASBIT team are aware of the importance of swift response times and this indicator comfortably 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 the year thus far **85.8%** 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. This performance comfortably exceeds the internal target of an 80% satisfaction rate.




#### **Action**

Through the community safety partnership we use systematic analysis to identify emerging trends and apply a problem solving approach when particular trends are identified. The Community Safety Hub identifies priority areas within Community Safety and agrees on appropriate partnership responses to these issues. 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.

Home Fire Safety visits continue to be undertaken coupled with a 12 month Fire/Home Safety pilot; which is due to be launched in the city in November. This Pilot will see elements of fire safety incorporated in to existing Home Safety services delivered by Bon Accord Care and the Council. This is a partnership approach which aims to tackle a key priority in the Single Outcome Agreement.



A key strategic priority is to see domestic violence decrease within the city. The Violence Against Women group consists of various partner agencies from the third sector, Police and within the Council. 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. November sees the start of '16 Days of Activism against Gender Based Violence' and the Partnership are committed to a full programme of events to highlight specific issues. The Partnership strategy and Communications plan are due to be agreed within the next couple of months.


Locally agreed targets for dealing with serious or persistent antisocial behaviour were not achieved last year. This highlighted some procedural issues and has stimulated a review of our Neighbour Complaints Policy. The review will focus target times, systemic and working practices. It is hoped that the fruits of this review will be apparent as the year progresses.




Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>74 Overtime - Spend to Date</b>	September 2015	£2,514,527	£156,057 (6%)	£320,374 (13%)	£530,840 (21%)	£652,679 (26%)	£817,128 (32%)	£1,009,180 (40%)			
	Communities and Housing		£82,690	£4,774	£9,851	£14,615	£21,120	£27,013	£32,028			
	Land and Property Assets		£475,915	£76,249	£132,513	£204,546	£215,868	£256,765	£321,703			
	Public Infrastructure and Environment		£1,791,835	£72,730	£170,103	£294,469	£388,854	£497,344	£611,760			
	Planning and Sustainable Development		£151,431	£2,304	£7,907	£17,210	£26,837	£35,990	£43,529			
	Economic Development		£0	£0	£0	£0	£0	£0	£0			
	Business Support		£0	£0	£0	£0	£0	£16	£160			
	<b>75 Agency Staff - FTE's</b>	August 2015	N/A	212.05	221.58	240.69	251.92	252.17	Not available			
	Communities and Housing		N/A	12.00	13.00	12.00	11.00	11.59	Not available			
	Land and Property Assets		N/A	121.49	122.52	122.49	124.48	116.14	Not available			
	Public Infrastructure and Environment		N/A	70.67	77.68	94.82	105.74	111.74	Not available			
	Planning and Sustainable Development		N/A	5.08	5.57	8.57	7.89	8.89	Not available			
	Economic Development		N/A	0.81	0.81	0.81	0.81	0.81	Not available			
	Business Support		N/A	2.00	2.00	2.00	2.00	3.00	Not available			
	<b>76 Total Payments to Staff (% of Budget)</b>	September 2015	£63,309,254	£4,554,971 (7%)	£9,116,301 (14%)	£13,869,918 (22%)	£18,625,068 (29%)	£23,370,256 (37%)	£28,167,937 (44%)			
	Communities and Housing		£6,952,901	£488,965	£991,165	£1,492,483	£2,043,980	£2,578,838	£3,118,287			


	Land and Property Assets		£18,043,759	£1,303,681	£2,589,411	£3,899,213	£5,127,942	£6,410,621	£7,735,013			
	Public Infrastructure and Environment		£23,694,877	£1,755,866	£3,517,960	£5,434,977	£7,368,544	£9,258,028	£11,115,277			
	Planning and Sustainable Development		£11,342,778	£769,230	£1,551,553	£2,351,040	£3,164,831	£3,981,522	£4,782,089			
	Economic Development		£1,241,173	£87,792	£172,417	£256,395	£337,203	£415,967	£493,955			
	Business Support		£2,033,766	£149,437	£293,795	£435,810	£582,567	£725,279	£923,315			

<p>Strong financial management is critical in successfully delivering our Services particularly with regard to Staff Costs which accounts for the major part our budget. At this stage of the financial year, assuming straight line spend, one would expect expenditure on staffing to stand at around 50% - as can be seen from above our Managers have held Overtime expenditure to 40% of budget while, when taking into account all payments made to Staff, our overall spend is 44% of budget. However, the number of FTE agency staff employed throughout the Directorate has risen steadily since the start of the financial year, due to the particular increase seen in Public Infrastructure and Environment, with all other Services remaining steady. <b>(Sept 2015 data for Agency Staff not available)</b></p>	08-Oct-2015
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Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>77</b> Percentage of Invoices issued to External Customers within 28 days of work being carried out	September 2015	90%	92.5%	94.5%	91%	93.5%	94%	95%			
	<b>78</b> Percentage of Invoices issued to External Customers within 56 days of work being carried out	September 2015	100%	100%	100%	100%	100%	100%	100%			
<b>Analysis</b>												<b>Date Updated</b>
The timeous flow of cash into any organisation is an important factor in ensuring liquidity. Within the Communities, Housing 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. As can be seen, target for these indicators is being consistently achieved.												08-Oct-2015

Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>79</b> Score for compliance with Health & Safety Matrix	June 2015	100%	97.7%	96.0%	96.1%	96.6%	96.6%	97.4%			
<b>Analysis</b>												<b>Date Updated</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.												08-Oct-2015






Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>80</b> Percentage of householder and non-householder planning applications dealt with within two months (monthly)	July 2015	70%	56.2%	61.8%	68.0%	57.4%	59.7%	62.8%			
	<b>81</b> Percentage Income Received - Building Warrants	September 2015	50%	11.8%	19.0%	28.1%	41.2%	50.7%	102.8%			
	<b>82</b> Percentage Income Received - Planning Application Fees	September 2015	50%	9.2%	13.6%	18.3%	29.2%	39.5%	45.8%			
<b>Analysis</b>												<b>Date Updated</b>
Although falling short of our target of dealing with 70% of planning applications within 2 months throughout the year to date this is indicative of the volume of applications submitted. This indicator has again failed to reach target in September 2015 despite seeing a slight improvement. The reason for the large increase in Building Warrants Income Received for September is due to a change in the Building Standards regulations which takes effect from 1 <sup>st</sup> October.												08-Oct-2015

Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>83</b> Percentage of all traffic light repairs completed within 48 hours	August 2015	97%	95.4%	93.7%	100%	96.5%	96.7%	94.3%			
	Number of Traffic Light Repairs completed within 48 hours	August 2015	N/A	62	59	79	83	87	82			
	Total number of traffic light repairs to be completed within 48 hours	August 2015	N/A	65	63	79	86	90	87			




Analysis												Date Updated
Performance for this indicator continues to remain comfortably within target range, again returning a result well over 90%.												


Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>84</b> Percentage of all street light repairs completed within 7 days	September 2015	90%	75.0%	48.7%	69.5%	62.8%	71.9%	55.2%			
	Number of Street Light Repairs completed within 7 days	September 2015	N/A	219	165	299	147	238	180			
	Total number of street light repairs to be completed within 7 days	September 2015	N/A	292	339	430	234	331	326			

Analysis32												Date Updated
Holiday cover and sickness absence are the contributing factors the low level of performance for this indicator.												08-Oct-2015


Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>85</b> Percentage of Pothole repairs carried out within target time (Category 1 & 2)	September 2015	92%	99.9%	100%	100%	96.7%	97.7%	100%			
	Number of Pothole repairs carried out within target time (Category 1 & 2)	September 2015	N/A	793	1,087	937	948	592	385			
	<b>86</b> Percentage of Road Category 1 defects repaired within 2 working days	September 2015	92%	99.4%	98.5%	100%	95.7%	100%	100%			
	<b>87</b> Percentage of Potholes Category 1 defects repaired within 2 working days	September 2015	92%	99.2%	100%	100%	95.5%	100%	100%			
	Number of Potholes Category 1 defects repaired within 2 working days	September 2015	N/A	130	131	66	64	45	27			
	<b>88</b> Percentage of Gulley Category 1 defects repaired within 2 working days	September 2015	0%	0%	0%	0%	0%	0%	0%			
	Number of Gullies Category 1 defects repaired within 2 working days	September 2015	N/A	0	0	0	0	0	0			
	<b>89</b> Percentage of Slabs Category 1 defects repaired within 2 working days	September 2015	92%	100%	50%	100%	100%	100%	100%			
	Number of Slabs	September	N/A	24	2	3	3	6	3			


	Category 1 defects repaired within 2 working days	2015										
<b>Analysis</b>												<b>Date Updated</b>
This range of indicators continues to perform exceptionally and achieve target in all categories.												08-Oct-2015

Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>90</b> Delivery – CH&I staff did what they said they would do	Q1 2015/16	80%			73.0%			72.25%			
	<b>91</b> Professionalism - How well did CH&I staff do their jobs	Q1 2015/16	80%			74.3%			79.53%			
	<b>92</b> Satisfaction with the overall service that was received from CH&I	Q1 2015/16	80%			70.2%			73.58%			
<b>Analysis</b>												<b>Date Updated</b>
This information is reported quarterly, pooled from the 15 Customer Surveys which are currently live, the figures show a slight improvement from the previous quarter in the Professionalism and Satisfaction categories.												14-Oct-2015

Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>93</b> Percentage of Freedom of Information requests cleared in Month	June 2015	100%	95%	100%	92%	100%	93%	<b>Not available</b>			
<b>Analysis</b>												<b>Date Updated</b>
Figures for July show all FOIs handled in full by CH&I during the month were cleared within the prescribed time frame. Figures for August show 39 of 42 met the timescale. <b>Data for Sept 2015 not available</b>												



Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>94</b> Average sickness absence	August 2015	10	13.1	13.6	13.8	13.9	14.0	<b>Not available</b>			
<b>Analysis</b>												<b>Date Updated</b>
This indicator continues to increase, primarily due to Long Term absences which are currently being reviewed on a case by case basis.												08-Oct-2015
<b>Data for Sept 2015 not available</b>												

Traffic Light Icon	Indicator	Last Update	Current Target	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	<b>95</b> Number of Staff who have undertaken Training Workshops/Online Modules	August 2015	N/A	227	197	96	119	242	<b>Not available</b>			
	Communities and Housing		N/A	95	85	47	42	122	<b>Not available</b>			
	Land and Property Assets		N/A	71	56	15	39	81	<b>Not available</b>			
	Public Infrastructure and Environment		N/A	43	39	15	29	21	<b>Not available</b>			
	Planning and Sustainable Development		N/A	16	14	18	8	18	<b>Not available</b>			
	Economic Development		N/A	0	0	1	1	0	<b>Not available</b>			
	Business Support		N/A	2	3	0	0	0	<b>Not available</b>			
<b>Analysis</b>												<b>Date Updated</b>
<b>Data for Sept 2015 not available</b>												

## Appendix 1

### **Communities Housing and Infrastructure Committee**

#### **Universal Credit update 3 September 2015**

The Delivery Partnership Agreement (DPA) has now been signed by Aberdeen City Council and DWP. The DPA covers the period from go live date on 16<sup>th</sup> November to 31 March 2016 and sets out anticipated volumes of new claims, arrangements for services to be arranged by the Aberdeen City Council for Universal Credit claimants and associated payment arrangements. The services to be arranged by the Council include:

- Support to UC Service Centre staff around housing cost issues that arise;
- Support for claimants to make a claim on-line;
- Manual processing for Local Council Tax Reduction Scheme (LCTRS);
- Support for claimants who require personal budgeting support to manage their UC payments; and
- Work with DWP locally in preparing landlords.

As a result of signing the DPA, detailed training will be delivered to key Council staff on 2<sup>nd</sup> October 2015. This is on a 'train-the-trainer' basis and these staff will then cascade appropriate parts of the training to staff across the Council. The Council will also jointly deliver awareness training sessions with DWP for partners and third sector organisations, to be rolled out during October.

An operational group and delivery group will be established with DWP in October to check implementation arrangements in advance of the go-live date and to work to resolve issues that arise following implementation of UC.

Feedback continues to be received from local authorities where UC has already been implemented and this raises a number of concerns where planned (DWP) operational processes are not working as intended. These concerns have been highlighted and are being taken forward by Operational Delivery Groups as appropriate, but remain areas of concern at this time. One of the main issues is the process of notifications by DWP to local authorities when tenants make claims is not effective and has resulted in a range of issues around incorrect housing costs being awarded to claimants, with a knock-on effect on levels of rent arrears. Interim arrangements have been put in place in some areas – DW work coaches phoning housing staff to get accurate information -, but it is not clear whether this will be implemented in Aberdeen, being viewed as an additional step in the design model for UC. This will continue to be monitored.

Given the potential risk to the Council around an increase in rent arrears and the need for support for tenants making claims for UC, a business case is being developed to establish a small, specialist team in housing to support claims by tenants. The aim is to minimise the risk of errors occurring which affect rent arrears and to support the implementation of Alternative payment arrangements (APA) which can allow for housing

## Appendix 1

costs to be paid directly to landlords. This team would remain in place for an initial period, until confidence in UC implementation is established.

The Council responded to the Smith Agreement Inquiry call for evidence (deadline 28 August 2015) from the Welfare Reform Committee, which included a work stream on proposed changes to Universal Credit.

Initial discussions have taken place with HR and Trade Unions about Universal Credit and wider welfare reforms and how these may affect staff, with consideration being given to workforce communications around providing information.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	27 October 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 to 31<sup>st</sup> August 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 19 May 2015, the Communities, Housing & Infrastructure Committee had before it a report by the Local Senior Officer, Scottish Fire and Rescue Service, which set out the Local Fire and Rescue Plan annual performance report for the period 1 April 2014 to 31 March 2015.

The Local Senior Officer presented an overview of current performance and progress in delivering against the approved Aberdeen City Local Fire and Rescue Plan 2014-17.

This report provides Committee members with an update on performance for the first 5 months of this reporting year.

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 Performance Report (April - August 2015)

8. REPORT AUTHOR DETAILS

Area Manager Duncan Smith – Local Senior Officer for Aberdeen City  
Scottish Fire & Rescue Service  
[duncan.smith@firescotland.gov.uk](mailto:duncan.smith@firescotland.gov.uk)  
01224 788792

Ciaran Monaghan  
Head of Service, Office of Chief Executive  
[cmonaghan@aberdeencity.gov.uk](mailto:cmonaghan@aberdeencity.gov.uk)  
01224 522293





**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 to August 2015)**

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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 is the local performance report for Aberdeen City and covers the first five months of the reporting year from April to August 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.

We can report that there have been no fire related fatalities in Aberdeen during this reporting period.

We have noted a modest rise in the number of accidental dwelling fires and casualty numbers however we would wish to highlight this remains a relatively low number of incidents as a proportion of all calls for assistance we receive.

Our focus continues upon providing our free Home Fire Safety Visit (HFSV) service and we are becoming increasingly successful in targeting our support to those individuals who we deem to be a higher risk from having a fire in the home

Responses to, and attendance at Unwanted Fire Alarms Signals (UFAS) remain at a high level as a proportion of the incidents we attend and we have shown a slight improvement in this area.

We do however still believe that a sustainable reduction in these types of calls is a long term objective that will require continued positive engagement with our partners and the local business community.

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. multi-agency exercise at Aberdeen Harbour.

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. In doing so 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 are 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.

The Service takes a balanced approach by assessing incident activity to influence our risk reduction activities with a particular focus on neighbourhoods who statistically are at higher risk from fire and identifying vulnerable people within our communities.

Working locally with our partners is a key element in delivering improved outcomes.

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.

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

## LPI 1 - Local Risk Management and Preparedness

### LPI Assessment:

The performance of Operational Preparedness is measured by several means including;

- 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.

Operational personnel continue to progress with the national development programme. The programme includes a significant amount of continuous realistic training including attending 'real fire' training at the SFRS College Portlethen. Additionally, crews participate in large scale exercises, the most recent of which was held on board a Northlink Ferry in Aberdeen Harbour.

All our Incident Commanders are required to frequently refresh command skills and are formally assessed on their performance. In addition to this, our Incident Commanders frequently become involved in multi –agency exercises. Officers were recently involved in an exercise of this nature at Aberdeen Airport.

The Scottish Fire and Rescue Service has initiated a project that will see a number of new skills and capabilities introduced in the Aberdeen area. These include the provision of a Water Rescue Unit as well as a Rope Rescue Unit.

**Health and Safety** – During the first five months of 2015/16 there were only three reported events that resulted in an injury to a member of staff. All three events were minor in nature. Additionally, there were 13 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.

For the first five months of the reporting year, there have been 3 recorded incidents noted as 'Acts of Violence'. None of the events resulted in physical harm. The service is encouraged that this low number expresses the positive relationship it has with the communities of Aberdeen.

**Availability of Operational Information** – Locally in Aberdeen, we continue to gather and use 'operational intelligence' to support crews attending incidents and contribute to firefighter safety when attending emergency incidents.

A recent report by Her Majesty's Fire Service Inspectorate highlighted areas for improvement in the process used to gather and present operational intelligence. As a result of this, an action plan has been developed that will see the recommendation met.

**Appliance and Equipment Serviceability** – The Scottish Fire and Rescue Service continues to develop a national system to track the serviceability of all equipment and appliances. Until this system is ready for use, crews maintain and test equipment in line with the required standards.

**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.

During 2015, all stations in Aberdeen City will be proactively audited using this system of Quality Assurance. Additionally, operational performance is also measured during operational incidents as well as through reflection following the conclusion of an incident.

<b>Status</b>	
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## LPI 02 – Reduction of Accidental Dwelling Fires

### LPI Assessment:

Over the 5 month reporting period, there has been an increase in the overall number of Accidental Dwelling Fires.

However, 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.

### Situational Analysis:

Analysis has indicated that 53% of these incidents were out on arrival and required no firefighting actions. Only 13% required firefighting action using a hose reel jet. The remainder were dealt with by other means such as removing pans from the heat and switching off the power.

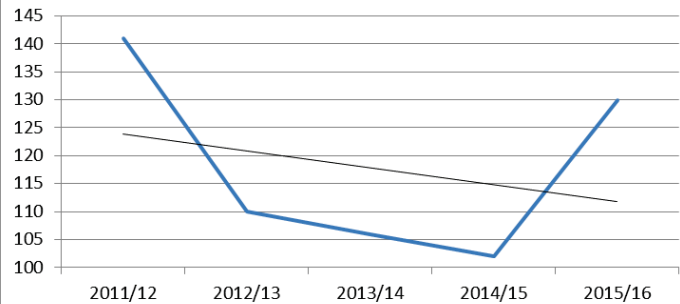
We have noted the high proportion of dwelling fires that resulted in little impact in terms of severity e.g. the number of fires that which are already self-extinguished prior to the arrival of firefighters requiring no action other than reassurance for householders.

We believe this is indicative of the increasing number of households receiving Home Fire Safety Visits (HFSV) and the advice to call “999” when receiving early warning of a fire in the home as a result of having a working smoke alarm.

200 additional HFSV have been carried out in this reporting period when compared to the same period in 2014/15. There has also been an increase in the number of “high risk” HFSV visits being undertaken by firefighters and being referred to us by partners.

A 12 month pilot project with Castlehill Housing Association Care and Repair Service commenced on 1st July. Care and Repair staff have been trained by us and are delivering the HFSV service to their clients, the majority of which will have been assessed as “high risk”.

**All Accidental Dwelling Fires -  
Aberdeen City (5 months)**



Status

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

#### LPI Assessment:

We can report that there have been no fire related fatalities in this reporting period.

However, the number of overall fire casualties has increased.

#### Situational Analysis:

Our analysis suggests that this increase was influenced by and can be attributed to 3 specific incidents (2 dwelling fires and 1 retail premise fire) in which there were multiple casualties in each (4-5 casualties) and may not therefore be due to continual increasing numbers of incidents resulting in casualties.

97% of all fire casualties suffered only slight injuries, the vast majority being due to the effects of breathing smoke.

43% of the casualties received first aid at the scene and did not require hospital treatment.

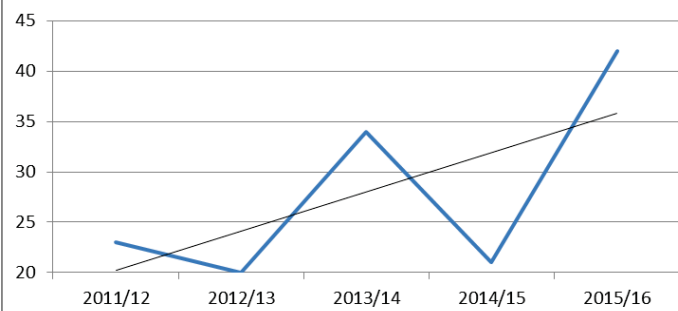
The increase in fire casualties is disappointing considering the amount of proactive activities we continue to undertake.

We will be making full use of available incident data and statistical information to identify any similarities in order to identify any interventions required to assist with the reduction in all fire casualties.

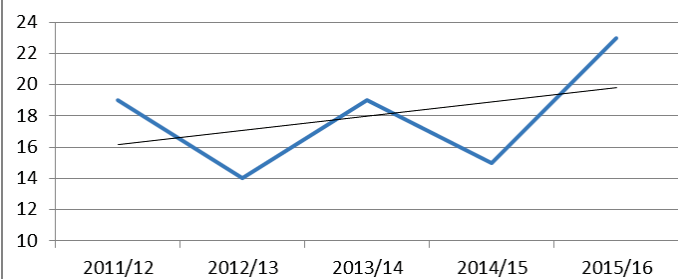
The SFRS currently lead on the Home & Fire Safety Partnership Group within the Aberdeen Community Safety Partnership and this will be a key forum to further develop potential local actions.

We value the strong local partnership approach within Aberdeen and remain confident that if we need to seek any additional support from our key community safety partners to ensure this short term trend is reversed that this will forthcoming.

**All Fire Casualties - Aberdeen City  
(5 months)**



**Non-Fatal Accidental Dwelling Fire  
Casualties - Aberdeen City  
(5 months)**



Status



## LPI 04 – Reduction of Deliberate Fire Setting

### LPI Assessment:

During the first five months of the recording year, while Aberdeen City has experienced a modest increase in the number of fires started deliberately, the trend remains downwards as well as remaining significantly below the 5 year average.

From April to August (inclusive), there have been a total of 176 fires started deliberately, representing a 37% reduction over the last 5 years.

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

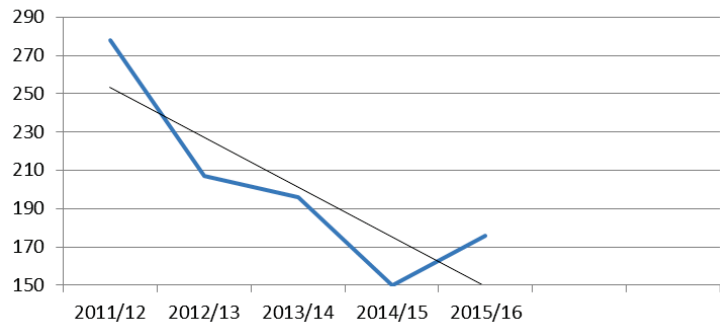
### Situational Analysis:

It is encouraging to note the reduction in the number of deliberately started dwelling house fires. This category includes bin room fires within multi-storey blocks of flats.

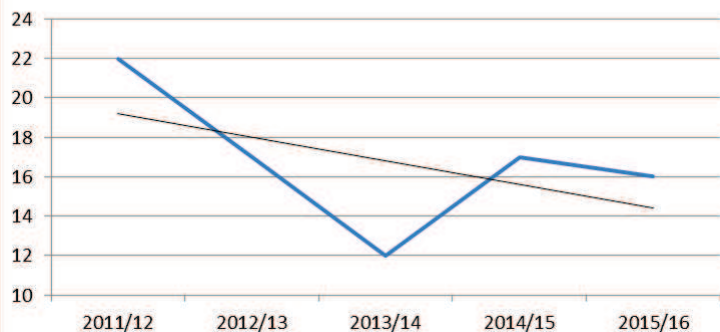
We consider that the inspections carried out by crews along with the multi-agency approach with Aberdeen City Council and Police Scotland has contributed to this reduction.

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 (5 months)**



**All Deliberate Dwelling Fires -  
Aberdeen City (5 months)**



## LPI 04 – Reduction of Deliberate Fire Setting

### Situational Analysis:

We are able to report another reduction, and continued downward trend in the number of deliberately started vehicle fires.

The vast majority of incidents of this nature are as a result of vehicles that have been stolen and then deliberately set alight.

We consider the reduction of this type of incident is again down to the partnership approach with Police Scotland.

Looking forward, it is hoped the delivery and implementation of a locally produced learning DVD called 'IMPACT' will help further reduce vehicle crime and Anti-Social Behaviour.

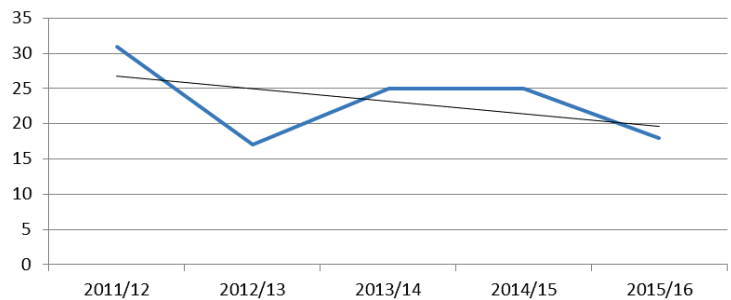
To date this year, Aberdeen City has seen a modest rise in the number of deliberately set secondary fires such as refuse bins, skips etc.

In particular, we have noted an increase in the Dyce, Bucksburn and Danestone area as well as the Ferryhill/ Torry area, and Midstocket/ Rosemount area.

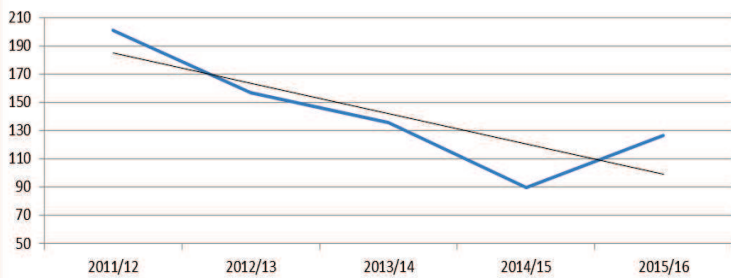
It should be noted that the actions of one or two individuals can often disproportionately affect the outcomes. Evidence suggests that following the intervention of the Community Safety Hub and Police Scotland incidents in some of these areas have reduced.

We continue to maintain our engagement with partners, notably with the Community Safety Hub, 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.

**All Deliberate Vehicle Fires - Aberdeen City (5 months)**



**All Deliberate Secondary Fires - Aberdeen City (5 months)**



Status

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

### LPI Assessment:

From April and August 2015, Aberdeen City has seen a small increase in the number of Non-Domestic Fires.

In addition to this, the number of deliberately set fires in 'other buildings' has reduced to the lowest level in the past 5 years.

The Service also pro-actively sets a risk based annual programme of Fire Safety (FS) audit visits and we are currently on target for the number of audits carried out by our Enforcement Officers.

### Situational Analysis:

The 'Non-Domestic' category of fire includes all occupied buildings not classed as a dwelling house. In particular, it includes 'void' (unoccupied) properties, as well as businesses duty-bound to adhere to specific fire safety measures required by legislation.

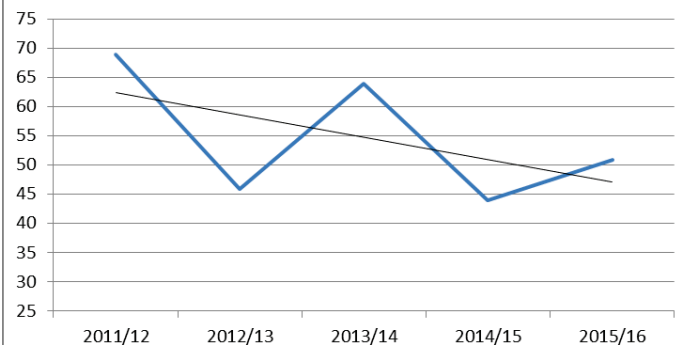
Whilst there is a small increase, the trend continues in a downward direction and is also below the 5 year average. The vast majority of non-domestic fires can be described as very minor in nature, frequently never spreading beyond the item that was first ignited by fire.

One particular type of fire within this category was identified as involving laundry machinery. As a result, the service delivered a 'week of action' reminding businesses of the potential risks associated with this type of process.

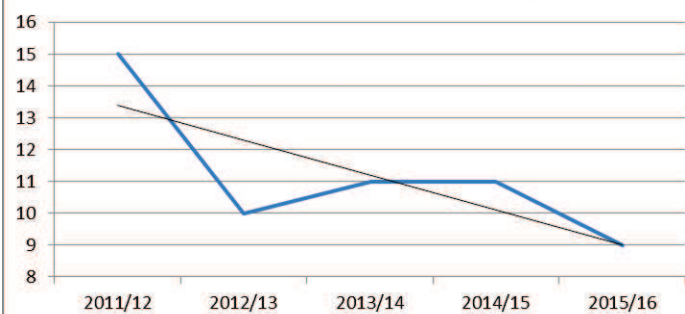
In addition, we continue to engage with local businesses by offering goodwill re-assurance visits to neighbouring buildings adjoining or nearby to the building affected by the fire

'Other buildings' can be described as a subset of non-domestic buildings and include 'void' properties. This type of fire is at the lowest in the past 5 years. We consider this is due to responsible building owners taking precautions to prevent access and therefore reducing the risk of fireraising.

**Non-Domestic Fires - Aberdeen City**



**All Deliberate Other Building Fires - Aberdeen City (5 months)**



Status

## LPI 06 – Reduction of Unwanted Fire Alarm Signals

### LPI Assessment:

3 out of 4 of our measured false alarms have reduced in the reporting period.

However, an increase in the number of false alarm malicious calls has occurred.

UFAS calls have decreased, using our rating system, and although we have shown a slight rise in other types of Fire Alarm calls we are able to report our overall performance status as Amber.

### Situational Analysis:

We believe it is important to reaffirm to Committee Members that not all of these types of calls are necessarily unwanted.

For example, increasing ownership of domestic smoke alarms does potentially occasionally correlate in a subsequent increase in incidents being deemed as 'false alarm - good intent'.

Analysis of false alarm malicious UFAS has indicated that this increase was due to break glass call points being broken by persons located in one specific premise.

Although for statistical recording and reporting purposes these actions are required to be classed as malicious this may not accurately reflect the motive e.g. potential mental health issues, etc.

In the above example, positive discussions with the duty holder of the premises resulted in the organisation taking immediate action which prevented these types of UFAS calls re-occurring.

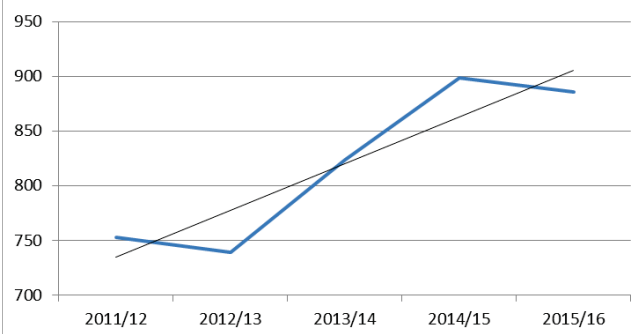
The Services Unwanted Fire Alarm Signals (UFAS) Policy and Procedure was implemented on 1st December 2014.

Although this policy is in its infancy it is currently assessed that it is contributing to a welcomed overall reduction in UFAS during the 5 month reporting period.

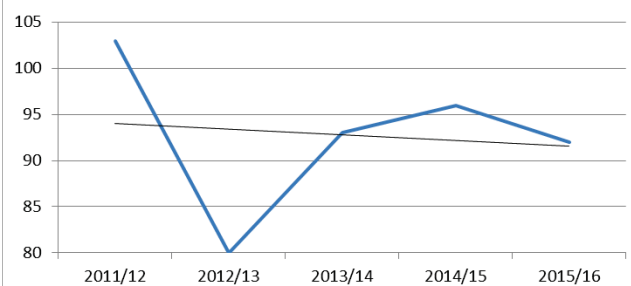
As we have reported previously, we anticipate there may be fluctuations in this activity as the new approach 'beds in' before expecting to record a longer term reduction.

The UFAS policy does not apply to single private dwelling houses.

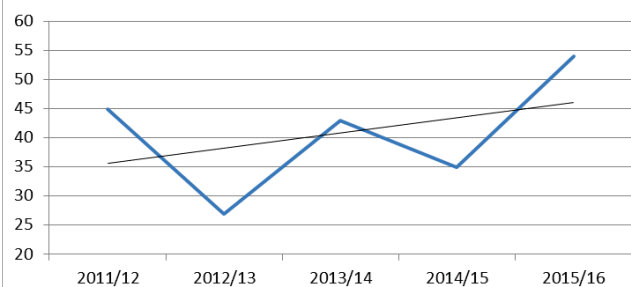
### All False Alarms - Aberdeen City



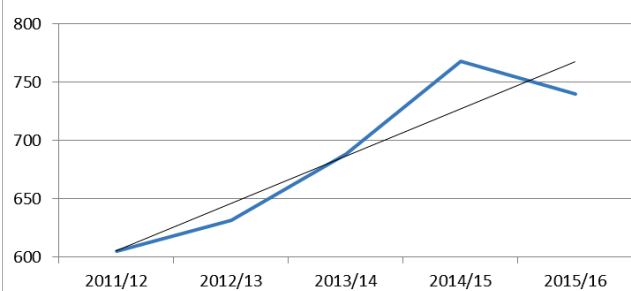
### False Alarm Good Intent - Aberdeen City



### False Alarm Malicious - Aberdeen City



### False Alarm Equipment Failure - Aberdeen City



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>
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>
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>
Other Building Fires	Non Domestic property including unoccupied, commercial and retail premises.
Vehicle Fires	Uncontrolled burning involving a motor vehicle.

## Glossary of Terms

Risk	Definition
Secondary Fires	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.
Home Fire Safety Visits	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.
Automatic Fire Alarms	A fire call was initiated by fire alarm, this includes any accidental alert.
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>
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>

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	27 October 2015
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Her Majesty's Fire Service Inspectorate (HMFSI): Local Inspection of Aberdeen City

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### 1. PURPOSE OF REPORT

The report brings before the Committee an overview of the key headlines and a status update of the local action plan following a local inspection carried out by Inspectors of Her Majesty's Fire Service Inspectorate (Scotland) during early 2015.

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- i. note the content of this report

### 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

Her Majesty's Fire Service Inspectorate (Scotland) has recently completed a 'place-based' inspection of local Scottish Fire and Rescue Service (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.

At its meeting of 19 May 2015, the Communities, Housing & Infrastructure (CHI) Committee noted that the report had yet to be published and requested that the Local Senior Officer provide an update at a future Committee meeting.

This report provides details of the key findings within the report and the actions completed and currently being taken by the SFRS as a result.

It may be helpful for Committee members to note the following:

- This inspection was part of HM Fire Service Inspectorate business plan for 2015 and beyond to carry out inspections of SFRS service delivery in local authority areas across the country
- Local inspections are carried out under the authority of s43B(1) and (3)(c) of the Fire (Scotland) Act 2005
- The report is published although not laid before Parliament.
- The SFRS is required to have regard to any published report and, having had regard to it, to take such action as it thinks fit.

The actual inspection was carried out over a number of weeks and involved a wide range of face-to-face meetings and discussions with local SFRS staff in Aberdeen City.

The HMFSI also:

- Attended and observed a meeting of the CHI Committee
- Held discussions with key local external partners across Aberdeen City
- Carried out a visit to the Community Safety Hub
- Engaged with the Convener and Vice-Convener of the CHI Committee
- Engaged with appointed officials from representatives bodies including the Fire Brigades Union

### **Key Headlines**

The key headlines from the Inspector's final report are outlined as follows:

- The overall impression made of the SFRS's work in Aberdeen City was positive.



- Local partnership working through the Community Safety Hub is impressive and something which the Service should regard as an area of 'good' practice and promote as an element of the Service's core business.
- The Service's performance remains relatively robust.
- Only one specific recommendation was made in relation to the reviewing and updating the accuracy of Operational Risk Information.
- A range of additional minor comments were offered for consideration.
- The SFRS received feedback about positive attitudes to diversity among the workforce and found no evidence of problems such as bullying, harassment or discrimination within the Aberdeen City workforce.
- Overall the impression is of a local area providing effective service in both Prevention and Protection, and Service Delivery functions.

Additionally face-to-face feedback provided to the Local Senior Officer by the Chief Inspector confirmed that, in his expert opinion, ***no risk critical matter was identified following the inspection.***

The full written report can be accessed using the following link:  
<http://www.gov.scot/Resource/0047/00477241.pdf>

### **Local Action Plan**

The SFRS have carefully considered the content of the report and have developed a specific local action plan for management of Operational Risk Information (ORI)

#### ***Status:***

- The SFRS carried out a local review of all secure information we hold on known buildings risks and hazards to establish a programme of re-visits.
- The SFRS have established a structured programme of visits that are being carried out by local firefighters.
- The SFRS received an update on the status of a national project to establish a single harmonised process for ORI capture and retention.

## **General Actions**

- The SFRS have noted the observation on performance indicators and will consider this when the next local plans are developed for 2017-20.
- The SFRS now have fully trained Managers in fire safety enforcement to support local staff.
- The SFRS provided a detailed overview of the Aberdeen City staffing profile to our colleagues in Workforce Planning to support our succession planning processes.
- The SFRS have introduced a harmonised Absence Management process that seeks to support our staff during periods of absence and also minimise short term sickness levels.
- The SFRS has commenced recruiting a significant number of wholetime firefighters who will commence employment with the Service around January 2016. These firefighters will be strategically dispersed across Scotland where operational demand dictates.

## **Conclusion**

A number of other minor observations within the report were offered by the HMFSI and have already been noted and addressed locally by the SFRS.

The Local Action Plan is still 'live' and we remain committed to considering and identifying any potential areas for improvement.

The SFRS welcome the opportunity to offer this report to Committee Members as part of our continuing desire to engage closely with our key local partners.

### **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

Area Manager Duncan Smith – Local Senior Officer  
Aberdeen City  
Scottish Fire & Rescue Service  
[duncan.smith@firescotland.gov.uk](mailto:duncan.smith@firescotland.gov.uk)  
01224 788792

Ciaran Monaghan  
Head of Service, Office of Chief Executive  
[cmonaghan@aberdeencity.gov.uk](mailto:cmonaghan@aberdeencity.gov.uk)  
01224 522293

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Review of Void Processes
REPORT NUMBER	CHI/15/278
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This purpose of this report is to provide Committee members with an update on the current void property management performance and seeks agreement for action plan aimed at transforming performance

### 2. RECOMMENDATION(S)

It is recommended that;

1. Note the content of the report
2. Approve the action plan – as outlined within Appendix I
3. Continue to receive reports on void rent loss at each cycle as part of the performance report
4. Receive a further report on progress with this issue in 6 months.

### 3. FINANCIAL IMPLICATIONS

Financial costs as measured in rent loss equated to 1.92% of gross rent due or £1.53m in 2014/15. There are also several indirect implications, notably expenditure on temporary accommodation.

### 4. OTHER IMPLICATIONS

Considering the financial and reputational costs in carrying high levels of voids, it is imperative that the process is adequately resourced to ensure a responsive service is constantly delivered. As such we must be confident that the respective teams in Housing and Building Services have capacity to be responsive to voids as a fundamental priority of their role.

## 5. BACKGROUND/MAIN ISSUES

Re-letting void properties is a core function for housing providers and clearly Aberdeen City Council has experienced declining performance since 2012/13 after seeing year on year improvement from 2005/6.

Despite various reports outlining measures being taken, there has been no marked improvement; in fact, performance is still showing a negative trend. The average time to re-let Aberdeen City Council properties in 2014/15 was 92.51 days, an increase of over 20 days from the previous year (71.5 days). Year to date (YTD) performance has worsened still, to 99 days, more than twice the Upper Quartile for the benchmarking group (47.86 days) in 2014/15.

Lower Quartile performance was 24.3 days and best in class were North Ayrshire Council at 14.32 days and Glasgow Housing Association on 14.39 days. The former had historically struggled with poor voids performance, averaging 59 days before implementing revised processes. These revised processes contributed to improving their already good performance from 19.56 days to 14.39 days between 2013 and 2015.

Contextual factors particular to Aberdeen

### Property Types

Aberdeen has the fourth lowest proportion of houses (24.7 %) and the second highest proportion of high rise dwellings (17.6%) amongst benchmarked authorities. This accentuates the challenges associated with managing and maintaining flatted properties, as well as managing expectations and varying demand for flats, particularly for families requiring larger dwellings.

Whereas there exists demand for all mainstream properties regardless of property size, type or location, the proportion of properties designated sheltered (8.8%) and amenity (5.2%) lead to mismatches in demand, especially for bedsit properties and multi-storey blocks, which comprise over half of all sheltered properties and a fifth of amenity. This stock composition is relatively unusual and is greatly at odds with the common perception of a 'pensioner's cottage'. Resultantly there are constant vacancies which are sought by no applicants meeting the eligibility criteria for sheltered or amenity accommodation.

### Recruitment of Tradesmen

The buoyant economy has led to frequent difficulties recruiting and retaining sufficient tradesmen, with the cost of living in Aberdeen constraining mobility of labour and the lucrative rates available in the

private sector providing appealing alternatives within the local economy.

## Other factors

### Demand

Whereas there is constant high demand for general needs accommodation citywide, there is limited interest in some sheltered and amenity properties, particularly bedsits and multi-storey flats. Much work has been carried out in the Housing for Varying Needs Review to effect a long-term plan to ensure properties are appropriately designated; however a number of vacancies are carried at any given time owing to no eligible applicants seeking the properties.

Recent approval has been granted by committee to allocate surplus properties to key workers, particularly social care professionals. This is a positive step, however there are a number of challenges in allocating some properties within complexes to tenants of differing circumstances, therefore any move to allocate vacant properties needs to be handled with sensitivity and consideration should be given to the viability of complexes when the core needs group falls below a certain threshold.

At present applicants are assessed under our scheme of allocations for eligibility to be considered for amenity and sheltered housing, typically though not exclusively considering suitability of existing accommodation, age, medical and support needs. Recent committee approval also permits us to consider 'social needs' of applicants, which has had some success in allocating a number of otherwise vacant properties. It is recommended that this be amended further to create a special lettings initiative with specified minimum criteria to be considered for these properties, which would ensure we held lists for those willing to accept these, once reasonable preference has been given to those with assessed needs. The lettings initiative would include provision for key workers.

Based on these changes, it is anticipated that long-term voids are kept at an absolute minimum and that Housing for Varying Needs phases out specialist designation for properties which are consistently difficult to let for the intended group.

The initiatives alone will not solve the lack of demand the Council experiences for certain low demand Sheltered Housing Multi stock in designated areas and our action plan outlines a strategic review of this challenge in moving forward.

### Refusals

Whereas there is consistent demand for all general needs properties, certain properties within the city have a relatively high refusal rate,

notably multi-storey flats and tenements in regeneration areas. Although significant efforts have been made to engage tenants in housing options dialogue prior to being made offers, unfortunately a number of properties are more likely to be refused once a specific offer has been made, thus delaying eventual allocation.

Work has commenced to profile properties likely to have a higher refusal profile and to pilot a limited choice based lettings approach to allocating these in one letting area. This commenced in September 2015 and based on the experience of the pilot it is intended that the approach be implemented across the identified areas and property types.

### **The Importance of an effective approach to re-letting empty properties**

The management of voids involves the interaction of a range of housing management and maintenance functions including housing management, repairs teams and contractors and housing advice staff. This requires effective communication and co-ordination between the respective functions.

Delivering effective and efficient void services should be at the core of a strongly performing housing business for the following reasons;

- Making effective use of social assets
- Maximising rent and revenue
- Ensuring Value for Money
- Effective Asset Management
- Landlord's reputation
- Sustainable neighbourhoods

### **High level Analysis**

A high level analysis was commissioned to report the overall void performance, broken down into the component parts, to identify any blockages, reasons for those blockages as well as recommendations for clearing those blockages and preventing their recurrence.

The table below displays the Overall Performance Trend for a number of Scottish Social Housing Charter outcome indicators in relation to void properties:



The table below displays the Overall Performance Trend for a number of Scottish Social Housing Charter outcome indicators in relation to void properties:

INDICATOR			Aberdeen City		Scottish Average	LA Average
Type	Number	Description	2013/14	2014/15	2014/15	2014/15
Re-lets	35	Average Time to Relet Properties in the last year	71.5	92.6	37.0	39.0
	35.1	Total Number of Properties re-let in the reporting year	1553	1578	n/a	n/a
	35.2	Total Number of Calendar Days properties were empty	111059	145951	n/a	n/a
Void Rent Loss	34.2	Total Amount of Rent Lost due to empty properties	£ 1,343,063.00	£ 1,533,754.00	n/a	n/a
	34	Percentage of rent due lost through properties being empty during last year	1.73%	1.92%	1.14%	1.05%

This shows that for 2014/15, Aberdeen City is performing well below the Scottish and Local Authority average time for number of days taken to re-let all properties. It further shows that the average time to re-let properties rose by 30% in 2014/15 in comparison with the previous year. In contrast, there was a small increase in the number of properties re-let in 2014/15 compared with the previous year (1.6%).

The indicators shown in relation to void rent loss demonstrate the substantial financial impact of void re-let performance resulting in over £1.5 million rent lost due to properties being empty last year. Indicator 34 again validates Aberdeen City is performing well below the Scottish and Local Authority average for percentage of rent due, lost through properties being empty during the last year.

### Void Pathways & Stages

The following table shows the average days taken to fill void properties according to various void pathways followed and the average days for the 2 void stages:

		Total		Stage 1		Stage 2
Void Pathway	Pathway % Distribution	Avg Days Void	Target Turnaround Times (Days)	Avg Days at Repairs	Target Days at Repairs (2015/16)	Avg Days between Keys from Repairs to Let
DETH	2.8%	181	42	57.6	15	47.3
FAST	0.2%	28	14	18.3	5	8.7
MAJW	10.5%	100.6	49	78.7	30	16.5
OT	4.8%	109.7	42	51.6	n/a	54.4
ROUT	59.5%	61.2	28	39.6	15	17.1
SHQS	22.3%	101.4	49	77.2	30	16.3
TOTAL		79.8		53.2	50	19.2

The above table demonstrates that re-let time performance varies considerably dependant on the void path and nature of works requiring to be done with average days varying from 61 days for a Routine void to 181 for an empty property following the death of the tenant, 101 where the property requires to reach the SHQS standard, 100 for major works to 110 where equipment and adaptations are required.

Analysis of the average turnaround in days for the various stages within the void process reveal that target times are not being met for any of the void pathways undertaken:

- The average day turnaround at the repairs stage is lowest for the Fast pathway (18.3 days) but the target set is 5 days which is over 3 times the number of days set. The greatest average day turnaround for repairs is for the major works pathway (78.7days) which is two and a half times over the number of target days set.
- The letting stage of the void process shows considerable variation also. As expected, the Fast track void pathway has the lowest number of average days (8.7). The OT pathway has the highest turnaround average days at the letting stage (54 days), followed closely by 47 days for an empty property following the death of the tenant.

#### Property Type 2014/15

PROPERTY TYPE	Number of Properties	% Distribution of Housing Stock	% of Void Properties	% Void Properties Meeting Target Timescale
General Purpose	16408	73.6%	5.4%	19.3%
Multi-Storey General	2644	11.9%	7.2%	12.6%
Multi-Storey Sheltered	953	4.3%	4.9%	6.4%
Multi-Storey Amenity	231	1.0%	9.5%	22.7%
Sheltered General	1126	5.1%	6.3%	46.5%
Amenity General	930	4.2%	7.1%	21.2%
<b>TOTAL</b>	<b>22292</b>			

The above demonstrates that multi-storey amenity properties have the highest rate of void properties as a proportion of housing stock, followed by multi-storey general purpose, then general purpose amenity properties. However, the percentage of void properties meeting target timescales set do not follow this pattern. Overall, the % of void properties meeting target timescales are low. However, there is considerable variation between property types. General sheltered

property voids have the highest % meeting timescales (46.5%), while sheltered multi-storey properties (Low Demand properties) have the lowest % meeting timescales (6.4%).

### Low Demand Sheltered Housing

#### Management Areas and % Meeting Targets (2014/15)

Management Area	No Properties	% Meeting Target
<b>Central 1</b>	3627	11.1%
<b>Central 2</b>	3681	6.4%
<b>Central 3</b>	2783	14.7%
<b>North 1</b>	4169	37.6%
<b>North 2</b>	2708	35.6%
<b>South 1</b>	2826	25.9%
<b>South 2</b>	2498	24.7%

Areas North 1 and North 2 report the least number of void properties as a % of area housing stock and also report the greatest number of void properties reaching their target timescales (37.6% and 35.6% respectively). Both of these areas have very little multi-storey properties.

Central Area 2 has the 3rd highest number of void properties as a proportion of properties within the area. However, it has by far the largest percentage of voids not meeting the target timescales. This area has the highest proportion of sheltered multi-storey properties.

The latest report outlining properties with full sets of keys where the offer status is not current or accepted reveals that Areas Central 1 and 2 have the most such properties which are overwhelmingly multi-storey sheltered accommodation. Currently, there are 35 such properties within these 2 areas which have been vacant for over 300 days with a total of 25,084 days void between them.

The year to date average time to re-let all properties as at the end of September is 101.4 days, an increase from 99 days last reported to committee. Year to date, Low Demand properties require an average 436 days to be re-let, while Non Low demand take on average 78 days. A larger number of longer term void properties have had a significant impact on re-let performance.

#### Actions to attain systematic improvements - Recommended Key Principles

To be effective, clear void processes need to be in place to ensure that decisions are taken promptly. Officers have been examining best practice and there was also a Workshop event held on 1 October 2015 involving staff from key stages within the process as well as a selection of staff from partners. In learning from both approaches, this had led to the following conclusions;

Getting our targets and time-frames right – We need to define void management outcomes with clear standards and targets which are communicated to all relevant staff resources. Therefore, we need to

identify specific stages and efficiently sequential void management processes to a defined timescale. Having researched best practice we have identified significant changes to our existing processes and the measures contained within the action plan are recommended for approval so can begin performance transformation in this core business objective. The most significant changes are as follows;

- **Developing a clear, realistic and easily understood relet standard**

Properties should be let based on meeting a minimum letting standard predicated on health, safety and security. Before a property is re-let, Aberdeen City Council will ensure that the property is in a safe condition and secure for occupation. All repairs that are considered essential to make the property habitable for health, safety and security purposes will be carried out. At the void stage, the Housing Officer and representative from Building Services will agree on the work to be undertaken within a specific time-scale to meet the above standard.

#### Minimum Letting Standard

1. All items of furnishings other than those to be left for the new tenant should be removed from the property, cellars and outhouses. Floors should be swept and free from remnants of floor coverings.
2. Windows and doors will open and close easily and defective locks will be replaced. Doors will only be replaced where they pose a hazard to occupants, are missing or holed.
3. The property will be wind and water tight and free from rising and penetrating damp.
4. All services, water, electricity and gas (where applicable) will be in working order. The services will be checked and confirmed safe.
5. All sanitary ware must be clean, functional and free from blockages and leaks.
6. Each kitchen will have a sink unit and base as well as an appropriate number of base or wall units and worktops as agreed by Housing Officer. Kitchen units will have doors that open freely and close properly and all fittings will be secure. Drawers on units will run freely and have proper handles attached.
7. All properties will be cleared and offensive smells eradicated from the property.
8. In some cases properties may be decorated due to the low demand and if condition is such that it would not allow a tenant to move in without having to redecorate other than for reasons or personal taste.

- **Cessation of Major Works during voids process**

All essential work must be completed before the tenant moves in whereas non-essential repairs (e.g. crime check doors, heating/kitchen/bathroom upgrades, rewiring) should be carried out as repairs by appointment after the new tenancy has commenced. Tenants would be provided with a letter at the sign-up advising of the repairs that will be undertaken after moving in. A check to ensure that these repairs have been undertaken would then be carried out at the new tenant visit, which takes place within 4 weeks of the tenant signing their tenancy agreement.

This again represents a marked departure from current practice and is likely in it to represent a significant component of the void process and performance. Whereas it is appreciated that some incoming tenants may prefer to have the works carried out prior to occupation, the cost implications and exceptional demand for social housing in Aberdeen means this is a process which is no longer sustainable.

- **A focused pre-termination inspection process** which establishes why the tenant is leaving a property, what repairs need to be done for reletting, identification of any damage which the outgoing tenant needs to pay for.

Whereas existing procedures provide for pre-inspection of properties on receipt of notice, in practice this is rarely carried out and instead the first inspection is undertaken by Building Services in the days after the property becomes void. This is a clear missed opportunity, potentially adding several weeks onto a void period and especially impeding both scheduling of works required to relet the property and pre-allocating the property prior to the end of tenancy. A further consequence of not inspecting within the notice period is that re-chargeable repairs are assessed solely by the inspector, as opposed to in the presence of the tenant and Housing Officer. This leads to frequent disputes over charges levied.

It is recognised that tenants may at times be uncooperative in granting access within the void period. Our procedures should by default expect cooperation and reluctant tenants should be encouraged to assist in the efficient management of our housing to benefit other recipients of housing as they have, as well as for their own benefit in terms of recharges – being able to discuss these at the time and having several weeks to offer restitution instead of incurring the costs of the Council carrying out work for which they will be billed. Given that tenants in Glasgow are no more or less likely to be cooperative in this regard, this is an

area where we would clearly benefit from gaining a practical understanding of their ways of working in order to routinely gain access.

- Prompt vacancy inspections using a standard checklist to identify defects and identify works needed including minor works which can be done post-letting to speed void turnaround times.

Building Services are currently revising their resources to ensure that they have sufficient staff to establish dedicated Void Teams and are currently testing mobile technology which will enhance and speed up the reletting process.

- **Creation of revised checklist at termination stage for collection of property elements**

When termination is received from a tenant, the existing checklist will be developed at the termination stage with key element details. Staff will undergo training to ensure that they follow the correct procedure. The elements data is an essential part of the process as the selectors rely upon to enable them to make a fast track selection on a property.

- **Inform and involve the right people**

Housing Officers must ultimately be responsible for co-ordinating the void process in their own area and are to be involved at every stage of the process i.e. from the pre-termination inspection stage right through to the signing-up of the new tenant. They are most knowledgeable about the tenants/block/demand and as such are best placed to ensure each individual property is handled appropriately. It must be clear at all stages in the process that the Housing Officer is acting as landlord/client and is providing instruction to Building Services as contractor. As with any such relationship professional advice will be relayed to the client to provide for informed decision making. Underpinning the client/contractor relationship will be a firm performance framework in terms of notice given to schedule works and deadline for completion.

- **Established Training Programme for staff**

Training and development is a crucial part of ensuring staff have the confidence and ability to perform in their roles. The Council has established processes to identify any skills gap through 1-1 supervision or the annual PR&D exercise but Housing staff have not undergone any specialised training in respect of commercialised selling or property negotiation and discussions are ongoing with providers to deliver such a programme tailored to this approach.

Should members endorse these improvement measures then the target of 20% systemic improvement will not only be met but exceeded with a more aspirational target being set for the next financial year using existing methodical calculation which will move the Council to a more favourable quartile position within the regulatory performance framework.

## 6. IMPACT

### **Improving Customer Experience –**

If these improvement measures are introduced, we will be able to house more applicants from our waiting lists and temporary accommodation units far quicker than we currently do. Although major work will be deferred until post tenancy, any programme work will be co-ordinated around the needs and commitments of our tenants.

### **Improving Staff Experience –**

These measures for performance improvement have been developed with staff input and the development of a structured and tailored training programme will equip them with the skill sets required to ensure such transformational change can be realised

### **Improving our use of Resources –**

The management of voids is a key business objective for the organisation. By reletting our properties quicker this will have a significant positive effect on not only easing our waiting lists but placements in our temporary accommodation units not p

### **Corporate -**

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

This report meets the following objectives:

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

It also meets the objectives in the policy statement Aberdeen – the Smarter City”.

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

Aberdeen City Waste Strategy 2010-2015

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

### **Public –**

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

## **7. MANAGEMENT OF RISK**

Continual failure to turnaround failing performance will undoubtedly lead to reputational damage as well as scrutiny and intervention by the Scottish Housing Regulator

## **8. BACKGROUND PAPERS**

Voids – Review of Performance 2014/15 – 19 May 2015

## **9. REPORT AUTHOR DETAILS**

Martin Smith  
Area Housing Manager  
martinsmith@aberdeencity.gov.uk  
(01224) 788538



# VOIDS TRANSFORMATION ACTION PLAN

<b>Aim:</b>		<b>To maximise occupation of housing stock by improving void property management</b>				
<b>Objective:</b>		<b>Performance Management, Quality Assurance and Systems</b>				
<b>Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>	<b>Target/Outcome</b>	<b>Status/Comments</b>	
1a	Commission independent analysis of void property management processes and performance	M. Smith	Ongoing and to complete by 16 November 2015	<ul style="list-style-type: none"> <li>Analytical report supporting an evidence base for strategic and tactical planning</li> </ul>	<ul style="list-style-type: none"> <li>High level analysis complete to inform strategic action plan</li> <li>Deeper analysis based on high level analysis findings ongoing</li> </ul>	
1b	Monthly multi-service performance and weekly tactical and coordinating multi-service group	N.Carnegie M.Smith	October 2015	<ul style="list-style-type: none"> <li>Continuous improvement</li> <li>Joint governance and accountability</li> <li>Prioritisation and targeting of resources</li> </ul>	<ul style="list-style-type: none"> <li>Implemented October 2015</li> </ul>	
1c	Use systematic analysis to inform strategic and tactical planning	S. McLeod	November 2015	<ul style="list-style-type: none"> <li>Weekly and monthly analytical reports</li> </ul>	<ul style="list-style-type: none"> <li>Dependency of recruitment</li> </ul>	
1d	Implement quality assurance system	N.Carnegie	January 2016	<ul style="list-style-type: none"> <li>10% check on integrity of systems</li> </ul>	<ul style="list-style-type: none"> <li>Senior Service Managers to develop approach</li> </ul>	

Void property management action plan 12 October 2015

1e	Explore integration of housing management and property management ICT systems	M. Smith	Review complete by January 2016	<ul style="list-style-type: none"> <li>Data sharing</li> <li>Ease of access</li> <li>Resource savings</li> </ul>	<ul style="list-style-type: none"> <li>Meeting to be arranged after October break with Systems Managers</li> </ul>
1f	Develop mobile technology to enable input of repairs in real time	K.Walker	January 2016	<ul style="list-style-type: none"> <li>Streamline process</li> <li>Faster void turnaround</li> </ul>	<ul style="list-style-type: none"> <li>Pilot being undertaken with scheme inspectors.</li> </ul>
<b>Staffing structures and development</b>					
<b>Objective</b>					
<b>Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>	<b>Target/Outcome</b>	<b>Status/Comments</b>
2a	Re-organisation of building service to establish specialist void property management teams	G. Williamson	November 2015	<ul style="list-style-type: none"> <li>Achievement of void property repair completion target timescales</li> </ul>	<ul style="list-style-type: none"> <li>Re-organisation complete and recruitment for four team leaders to be complete by November.</li> </ul>
2b	Employee development and training	M.Smith	Ongoing	<ul style="list-style-type: none"> <li>Familiarisation with new processes</li> <li>Tailored approach</li> </ul>	<ul style="list-style-type: none"> <li>Link with wider housing management training needs analysis</li> </ul>
<b>Pre-Terminations</b>					
<b>Objective</b>					
<b>Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>	<b>Target/Outcome</b>	<b>Status/Comments</b>
3a	Pre-termination property inspection undertaken jointly by housing management and building services	M.Smith K.Walker	October 2015	<ul style="list-style-type: none"> <li>50% of all non-transfer terminations</li> <li>Earlier identification/completion of work within notice period</li> <li>Reduce recharge 3bappeals</li> </ul>	<ul style="list-style-type: none"> <li>Implemented October 2015</li> </ul>
3b	Pre-offer property inspection (standards) undertaken jointly by housing	M.Smith K.Walker	October 2015	<ul style="list-style-type: none"> <li>100% completion of standards visits</li> <li>Completion of</li> </ul>	<ul style="list-style-type: none"> <li>Implemented October 2015</li> </ul>

Void property management action plan 12 October 2015

	management and building services				<p>technical assessment for transfers</p> <ul style="list-style-type: none"> <li>Established framework to increase habitability</li> <li>Mitigate against return of poor conditioned properties</li> <li>Reduce recharge appeals</li> </ul>	
3c	Completion of property elements checklist at notice of termination	M. Smith	October 2015	<ul style="list-style-type: none"> <li>100% completion</li> <li>Speed up letting process</li> </ul>	<ul style="list-style-type: none"> <li>Implemented October 2015</li> </ul>	
3d	Implement revised Letting Standard	M.Smith K.Walker	2/11/15	<ul style="list-style-type: none"> <li>70 % Completion of repairs within void path target</li> <li>80 % target re satisfaction of property at moving in</li> </ul>	<ul style="list-style-type: none"> <li>Revision of procedure dependent on committee decision</li> </ul>	
3e	Undertake major SHQS work following commencement of new tenancy	M.Smith K.Walker	2/11/15	<ul style="list-style-type: none"> <li>Schedule and complete within 1st 4 weeks of tenancy</li> <li>Speed up letting process</li> </ul>	<ul style="list-style-type: none"> <li>Revision of procedure dependent on committee decision</li> </ul>	
<b>Objective:</b>						
<b>Lettings</b>						
<b>Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>	<b>Target/Outcome</b>	<b>Status/Comments</b>	
4a	Choice Based Lettings Pilot	E.Thomas	21/9/15	<ul style="list-style-type: none"> <li>Simplified approach</li> <li>Speed up decision making process</li> </ul>	<ul style="list-style-type: none"> <li>Pilot showing potential success with option of committee report to ratify approach</li> </ul>	
4b	Reduce eligibility Criteria for letting low demand	E.Thomas	September 2015	<ul style="list-style-type: none"> <li>Simplified approach</li> <li>20 low demand</li> </ul>	<ul style="list-style-type: none"> <li>Implemented 14/9/15</li> </ul>	

Void property management action plan 12 October 2015

	Sheltered & Amenity properties			properties let	
4c	Review system for Occupational Therapy referrals	M.Smith E.Thomas E.Smart	November 2015	<ul style="list-style-type: none"> <li>Review resource</li> <li>Simplified approach</li> <li>Speed up decision making process</li> </ul>	<ul style="list-style-type: none"> <li>OT co-located within Housing Advice and assessments no longer required if only for level access showers</li> </ul>
4d	Pre-Offer Initiative	E.Thomas	3/8/15	<ul style="list-style-type: none"> <li>Validation of application details</li> <li>Reduce refusal rates</li> <li>Speed up decision making process</li> <li>Maximising individual house discretions</li> </ul>	<ul style="list-style-type: none"> <li>Implemented August 2015 and will be further enhanced with link to annual re-registration</li> </ul>
4e	Allocation of low demand Sheltered properties to Key Worker (Care Services)	D.Urquhart E.Thomas M.Smith	November 2015	<ul style="list-style-type: none"> <li>Allocation of long term voids</li> </ul>	<ul style="list-style-type: none"> <li>Paper to go to Health &amp; Care Joint Board in October outlining proposals</li> </ul>
4f	Develop a strategy for very low demand sheltered and amenity housing	N.Carnegie	March 2016	<ul style="list-style-type: none"> <li>High level analysis commissioned</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
4g	Housing for Varying Needs actions	G.Souter	March 2016	<ul style="list-style-type: none"> <li>Transitional phase in place</li> </ul>	<ul style="list-style-type: none"> <li>Report to committee end of financial year outlining further proposals</li> </ul>

Void property management action plan 12 October 2015

## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	27 <sup>th</sup> October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Non – Housing Developers Contributions
REPORT NUMBER	CHI/15/200
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

To update the Committee on the current position for non - housing developer contributions.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:-

2.1 Note the content of the report.

2.2 Grant the Director of Communities, Housing & Infrastructure delegated authority to allocate funds to projects funded by developer contributions in consultation with the Convener of this Committee.

### 3. FINANCIAL IMPLICATIONS

Monies from the Developer's Fund must be spent in accordance with the terms set out in agreements made with developers. Agreements may take the form of a negotiation letter or Section 75 or Section 69 legal agreement. Monies not spent within the agreed timescale must be paid back with interest to developers.

Each agreement is drawn up on an individual basis and the conditions for payment are unique to each contribution. Payments may be made up front in full, on a milestone basis (on completion of an agreed number of units) or on a quarterly basis.

Contributions which constitute part of a new major capital project are included in the Non – Housing Capital Programme of works and are monitored by the SIP & Capital Review Group.

4. OTHER IMPLICATIONS

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 to this Committee.

5. BACKGROUND/MAIN ISSUES

**5.1 Developer's Fund**

Section 75 & 69 agreements (under section 75 of the Town and Country Planning (Scotland) Act 1997 as amended and section 69 of the Local Government (Scotland) Act 1973) and agreements reached by way of a negotiation letter are negotiated through the planning process with Developers. Developers will either pay the Council contributions prior to planning permission being granted or once the legal agreement is formally registered / recorded, with the legal agreement setting out the conditions for payment of the Council contributions.

Contributions currently fall under one of the following headings:

- Community facilities
- Core paths
- Cycling
- Education (Primary & Secondary)
- Flood prevention
- Libraries
- Healthcare
- Parking / Car club
- Pedestrian facilities
- Play equipment
- Playing Pitches
- Road Improvements
- Road Maintenance
- Sports & Recreation
- Statutory Traffic Orders
- Traffic improvements

The balance of contributions to end of period six totals **£4.42 million**.

A total of **£109,230,016** has been agreed by way of Section 75 and 69 legal agreements.

The funding received comes with a requirement to be spent within a given timescale of years of receipt, with the money held in an interest bearing account. Timescales vary in each agreement for time to spend contributions.

Project leads for each contribution are made aware of the conditions of spend in each case and can spend contributions under each heading within these agreed parameters. Each project lead is also made aware of the expiry date for each contribution.

A dashboard showing the status of live and pending contributions is in Appendix A. Appendix B shows a breakdown by ward of each contribution with a Red – Amber – Green status where appropriate. Pending contributions which have not been banked are included within this appendix for future information.

## 5.2 Payments made during 2015/16

£72,872 has been paid out on contributions by end of period six in financial year 2015/16.

Ward	Location	Heading	Contribution Spent on	Amount
Airyhall / Broomhill / Garthdee	Pinewood development	Libraries	Enhancement of Airyhall Library including general internal refurbishment and outward opening doors for improved access	17,038
	Hazeldene development			22,677
	Craigieburn House			3,450
	Airyhall House			2,270
	23 Rubislaw Den North			908
Hilton / Woodside / Stockethill	4 Hilton Nursery	Roads Maintenance	Core Path 27 at Stronsay Park as part of the Flood prevention scheme. The path has been upgraded to a sealed surface.	6,529
Kingswells / Sheddocksley / Summerhill	Kingswood Drive	Playing Pitches	Drainage works at Kingswells playing pitch	7,000
	Tesco Woodend	Roads Maintenance	Core Path 27 at Stronsay Park as part of the Flood prevention scheme. The path has been upgraded to a sealed surface.	13,000
<b>Total (£)</b>				<b>72,872</b>

## 6. IMPACT

### Improving Customer Experience –

Developer Contributions are now managed in a manner which ensures mitigating measures are carried out in respect of each new development in the city, regardless of size. Communities will not experience lack of facilities from house building / commercial development through management of the Developer's Fund.

### Improving Staff Experience –

Procedures in place now clarify responsibilities for all services and project leads.

**Improving our use of Resources –**

Spending developer contributions alongside existing Capital projects makes better use of resources and staff time.

**Corporate -**

Individual contributions may link directly to projects within the Strategic Infrastructure Plan and the non-housing Capital Programme. Projects funded fully or in part by contributions in some cases will support the key priorities of the Smarter Aberdeen Vision and the thematic priorities of the Single Outcome Agreement.

**Public –**

The public may be interested in this report as it shows the Council's expenditure on developer's contributions which mitigate the impact of new developments.

**7. MANAGEMENT OF RISK**

There are no specific risks associated with the reports recommendation. However, in terms of ensuring payment by developers and actual spend there is a robust process in place. Risks associated with individual projects funded by contributions will be managed by the Service allocated those funds in conjunction with appropriate officials from other Services.

**8. BACKGROUND PAPERS**

None

**9. REPORT AUTHOR DETAILS**

David Marshall

Planning & Monitoring Officer

✉ [damarshall@aberdeencity.gov.uk](mailto:damarshall@aberdeencity.gov.uk)

☎ 01224523191



## Appendix A – Dashboard

Ward	Total Developer Contributions (including forthcoming signed legal agreements)		Payments Received	Total Delivered / Spent (Financial year 2015/16)		Expires				Notes
	No.	£		No.	£	Issued to service	1 Year +	6 months	3 months	
Airyhall / Broomhill / Garthdee	25	781,178	263,084	5	46,343	16	16	0	0	
Bridge of Don	29	2,691,397	651,633	0	-	9	9	0	0	
Dyce / Bucksburn / Danestone	50	84,067,731	182,556	0	-	7	7	0	0	£58.3 million of education contributions agreed.
George Street / Harbour	45	353,822	170,212	0	-	24	24	0	0	
Hazlehead / Ashley / Queens Cross	12	339,057	319,057	0	-	7	7	0	0	
Hilton / Woodside / Stockethill	11	164,945	69,203	1	6,529	6	6	0	0	
Kincorth / Nigg / Cove	56	13,161,192	711,827	0	-	24	24	0	0	£7.6 million of education contributions agreed.
Kingswells / Sheddocksley / Summerhill	30	564,708	195,834	2	20,000	13	13	0	0	
Lower Deeside	50	4,963,709	234,350	0	-	28	28	0	0	£1.4 million of education & £1.7 million of sports & rec contributions agreed.
Midstocket / Rosemount	14	372,093	339,482	0	-	7	7	0	0	
Northfield / Mastrick North	0	-	-	0	-	0	0	0	0	
Tillydrone / Seaton / Old Aberdeen	13	901,498	460,531	0	-	6	6	0	0	
Torry / Ferryhill	41	868,686	825,978	0	-	29	29	0	0	
	<b>Totals</b>	<b>109,230,016</b>	<b>4,423,747</b>		<b>72,872</b>					

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**Airyhall / Broomhill / Garthdee**

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
P10-1803	Ashley Lodge	Comm Facilities	Paid	17,137	17,137	11/06/2018	-	Yes	GREEN
P11-0020	Land to east of Airyhall House	Comm Facilities	Paid	16,215	16,215	12/05/2017	-	Yes	GREEN
P12-0107	Ruthrieston Road	Comm Facilities	Paid	1,730	1,730	16/07/2017	-	Yes	GREEN
P12-0394	North Garthdee Farm, Garthdee Road	Comm Facilities	Outstanding	10,000	-	-	-	Yes	N/A
P13-1727	The Copper Beech, Auchinyell Road	Comm Facilities	Pending	20,917	-	-	-	No	N/A
P11-0020	Land to east of Airyhall House	Core Paths / Access-environment	Paid	6,469	6,469	12/05/2017	-	Yes	GREEN
P12-0107	Ruthrieston Road	Core Paths / Access-environment	Paid	1,780	1,780	16/07/2017	-	Yes	GREEN
P12-0394	North Garthdee Farm, Garthdee Road	Core Paths / Access-environment	Outstanding	25,228	-	-	-	Yes	N/A
P10-1803	Ashley Lodge	Libraries	Paid	2,400	2,400	11/06/2018	-	Yes	GREEN
P12-0107	Ruthrieston Road	Libraries	Committed	540	540	16/07/2017	-	Yes	GREEN
P13-1727	The Copper Beech, Auchinyell Road	Libraries	Pending	2,928	-	-	-	No	N/A
P12-0394	North Garthdee Farm, Garthdee Road	Prim Educ	Outstanding	230,000	-	-	-	Yes	N/A
P10-1803	Ashley Lodge	Sports & Rec	Part spent	10,463	10,463	11/06/2018	4,135	Yes	GREEN
P11-0020	Land to east of Airyhall House	Sports & Rec	Paid	9,900	9,900	12/05/2017	-	Yes	GREEN
P12-0107	Ruthrieston Road	Sports & Rec	Paid	950	950	16/07/2017	-	Yes	GREEN
P13-1727	The Copper Beech, Auchinyell Road	Sports & Rec	Pending	12,771	-	-	-	No	N/A
A2/0812	Sainsbury's Garthdee Rd	Sustainable Transport	Pending	20,250	-	-	-	Yes	N/A
A2/0812	Sainsbury's Garthdee Rd	Sustainable Transport	Outstanding	28,800	-	-	-	Yes	N/A
A2/1628	ASDA, Garthdee	Sustainable Transport	Paid	57,600	32,000	-	32,000	Yes	GREEN
A2/1628	ASDA, Garthdee	Sustainable Transport	Paid	36,000	36,000	-	-	Yes	GREEN
A3/2082	David Lloyd complex, Garthdee Rd	Sustainable Transport	Paid	54,000	54,000	-	-	Yes	GREEN
A2/0812	Sainsbury's Garthdee Rd	Traffic improvements	Part spent	18,000	-	-	16,000	Yes	GREEN
A3/2082	David Lloyd complex, Garthdee Rd	Traffic improvements	Paid	15,000	15,000	-	-	Yes	GREEN
P12-0029	"Site between", Countesswells Rd, Hazledene Road, Countesswells	Traffic improvements	Paid	40,500	40,500	27/06/2018	-	Yes	GREEN
P12-0394	North Garthdee Farm, Garthdee Road	Traffic improvements	Outstanding	141,600	-	-	-	Yes	N/A

**Ward total** **263,084**

Bridge of Don

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
P11-0406	Corunna Road	Comm Facilities	Paid	15,079	15,079	10/11/2016	-	Yes	AMBER
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Comm Facilities	Part Paid	205,400	205,400	-	-	Yes	GREEN
P13-1695	Balgownie Home Farm, Bridge of Don	Comm Facilities	Pending	29,349	-	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	Comm Facilities	Paid	2,545	2,545	-	-	No	N/A
P12-0633	Broadfold Road, Bridge of Don	Core Paths / Access-environment	Paid	100	100	02/08/2017	-	Yes	GREEN
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Core Paths / Access-environment	Pending	50,000	363	03/02/2019	-	Yes	GREEN
P13-0889	24 Ellon Road, Bridge of Don	Core Paths / Access-environment	Paid	13,430	636	-	-	No	N/A
P13-1695	Balgownie Home Farm, Bridge of Don	Core Paths / Access-environment	Pending	636	9,545	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	Core Paths / Access-environment	Paid	9,545	2,103	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	Education - unspecified	Paid	2,103	2,103	10/11/2016	-	Yes	AMBER
P11-0406	Corunna Road	Libraries	Paid	30,000	-	-	-	Yes	N/A
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Libraries	Pending	4,108	-	-	-	No	N/A
P13-1695	Balgownie Home Farm, Bridge of Don	Libraries	Pending	382	382	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	Libraries	Paid	59,400	18,000	-	-	Yes	N/A
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	NHS	Part Paid	7,000	7,000	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	NHS	Paid	750,000	-	-	-	No	N/A
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Prim Educ	Pending	9,207	9,207	10/11/2016	-	Yes	N/A
P11-0406	Corunna Road	Sports & Rec	Paid	100,000	-	-	-	Yes	AMBER
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Sports & Rec	Pending	17,919	-	-	-	Yes	N/A
P13-1695	Balgownie Home Farm, Bridge of Don	Sports & Rec	Pending	1,273	1,273	-	-	No	N/A
P14-1706	Land to the South of Shielhill Road, Dubford, Bridge of Don	Sports & Rec	Paid	147,000	-	-	-	No	N/A
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Sustainable Transport	Outstanding	40,000	40,000	-	-	Yes	N/A
A2/0161	Gordon Barracks, Ellon Rd	Traffic improvements	Paid	25,000	25,000	-	-	Yes	GREEN
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Traffic improvements	Paid	115,000	115,000	-	-	Yes	GREEN
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Traffic improvements	Paid	132,850	-	-	-	Yes	GREEN
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Traffic improvements	Part Paid	75,000	-	-	-	Yes	N/A
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Traffic improvements	Pending	348,708	-	-	-	Yes	N/A
A7/1464	Kingfisher - Berryhill Farm, Ellon Road	Traffic improvements	Pending	500,000	200,000	-	-	Yes	N/A
P12-0723	Land to South of Shielhill Rd., Dubford, Bridge of Don.	Traffic improvements	Part Paid	-	-	-	-	Yes	N/A

Ward total

651,633

Dyce / Bucksburn / Danestone

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
A7/2443	Stoneywood Terrace, Stoneywood	Comm Facilities	Outstanding	10,701				Yes	N/A
A8/0779	Farburn Terrace, Dyce	Comm Facilities	Outstanding	37,359				Yes	N/A
P11-0386	Former BP HQ complex, Site 2, Burnside Road, Plot A,	Comm Facilities	Outstanding	63,200				Yes	N/A
P11-0790	Stoneywood Mill	Comm Facilities	Pending	231,200				No	N/A
P11-1460	Plot B, Site 2, Burnside Road/Burnside Drive	Comm Facilities	Outstanding	30,577				Yes	N/A
P13-0029	Hopetoun Grange	Comm Facilities	Pending	41,826				No	N/A
P13-1535	Grandhome Estate, Danestone	Comm Facilities	Pending	6,670,482				No	N/A
A7/2443	Stoneywood Terrace, Stoneywood	Core Paths / Access-environment	Outstanding					Yes	N/A
P11-0386	Former BP HQ complex, Site 2, Burnside Road, Plot A,	Core Paths / Access-environment	Outstanding	15,800				Yes	N/A
P11-0790	Stoneywood Mill	Core Paths / Access-environment	Pending	31,237				No	N/A
P11-1460	Plot B, Site 2, Burnside Road/Burnside Drive	Core Paths / Access-environment	Outstanding	9,555				Yes	N/A
P12-0155	Site 3, Kirkton Drive, Raiths Industrial Estate	Core Paths / Access-environment	Paid	816	816	05/02/2018		Yes	GREEN
P13-0029	Hopetoun Grange	Core Paths / Access-environment	Pending	28,567				No	N/A
P13-0392	Site 3, Wellheads Road, Farburn Industrial Estate	Core Paths / Access-environment	Paid	317	317	08/07/2019		Yes	GREEN
P13-1535	Grandhome Estate, Danestone	Core Paths / Access-environment	Pending	250,000				No	N/A
P13-1699	"CHC Terminal", Buchan Road, Aberdeen	Core Paths / Access-environment	Paid	701	701	07/05/2019		Yes	GREEN
P11-1460	Plot B, Site 2, Burnside Road/Burnside Drive	Education - unspecified	Outstanding	64,977				Yes	N/A
A7/2443	Stoneywood Terrace, Stoneywood	Libraries	Outstanding	2,996				Yes	N/A
A8/0779	Farburn Terrace, Dyce	Libraries	Outstanding	5,811				Yes	N/A
P11-0790	Stoneywood Mill	Libraries	Pending	30,609				No	N/A
P11-0786	Davidsons mill, Mugiemoss Rd, Bucksburn	Multiuse	Pending	1,087,200				Yes	N/A
P11-0790	Stoneywood Mill	NHS	Pending	166,601				No	N/A
P13-1535	Grandhome Estate, Danestone	NHS	Pending	4,197,648				No	N/A
P11-0790	Stoneywood Mill	Playing Pitches	Pending					No	N/A
P10-1733	Mugiemoss Road	Prim Educ	Part Paid	36,750	18,375	01/05/2015		Yes	N/A
P11-0786	Davidsons mill, Mugiemoss Rd, Bucksburn	Prim Educ	Pending	3,075,000				Yes	N/A
P11-0790	Stoneywood Mill	Prim Educ	Pending	991,443				No	N/A
P11-1625	Goodhope Park, Mugiemoss Road	Prim Educ	Committed	15,000	15,000	31/08/2017		Yes	N/A
P13-0029	Hopetoun Grange	Prim Educ	Pending	115,000				No	N/A
P13-1535	Grandhome Estate, Danestone	Prim Educ	Pending	32,294,405				No	N/A
P13-1535	Grandhome Estate, Danestone	Road Improvements	Pending	1,177,500				No	N/A
P13-1535	Grandhome Estate, Danestone	Sec Educ	Pending	26,034,616				No	N/A
96/0655	Pitmedden Rd, Dyce	Sports & Rec	Paid	10,000	10,000			Yes	N/A
A7/2443	Stoneywood Terrace, Stoneywood	Sports & Rec	Outstanding	9,570				Yes	N/A
A8/0779	Farburn Terrace, Dyce	Sports & Rec	Outstanding	22,800				Yes	N/A
P11-0790	Stoneywood Mill	Sports & Rec	Pending	130,000				No	N/A
P11-1460	Plot B, Site 2, Burnside Road/Burnside Drive	Sports & Rec	Outstanding	4,777				Yes	N/A
P11-1460	Plot B, Site 2, Burnside Road/Burnside Drive	Sports & Rec	Outstanding	13,377				Yes	N/A
P13-0029	Hopetoun Grange	Sports & Rec	Pending	25,537				No	N/A
A6/0566	ABZ Business Park, Dyce	Sustainable Transport	Outstanding	200,000	36,837			Yes	N/A
P11-0786	Davidsons mill, Mugiemoss Rd, Bucksburn	Sustainable Transport	Pending	200,000				Yes	N/A
A4/1644	Dyce Drive	Traffic improvements	Paid	8,010	8,010	27/02/2020		Yes	GREEN
A4/1644	Dyce Drive	Traffic improvements	Outstanding	67,081		27/02/2020		Yes	GREEN
A4/1644	Dyce Drive	Traffic improvements	Outstanding	58,034		27/02/2020		Yes	GREEN
A6/2177	Site 74, Howemoss Cr, Dyce	Traffic improvements	Paid	12,000	12,000			Yes	N/A
P10-1733	Mugiemoss Road	Traffic improvements	Paid	14,500	14,500	01/05/2020		Yes	GREEN
P11-0386	Former BP HQ complex, Site 2, Burnside Road, Plot A,	Traffic improvements	Outstanding	20,000				Yes	N/A
P13-1535	Grandhome Estate, Danestone	Traffic improvements	Pending	3,704,000				No	N/A
P13-1535	Grandhome Estate, Danestone	Traffic improvements	Pending	1,359,200				No	N/A
P13-1535	Grandhome Estate, Danestone	Traffic improvements	Pending	668,554				No	N/A
P13-1535	Grandhome Estate, Danestone	Traffic improvements	Pending	756,397				No	N/A

P14-1713	Argyll Way, Aberdeen Airport	Traffic improvements	Paid	66,000	66,000	-	No	N/A
				<b>Ward total</b>	<b>182,556</b>			

## George Street / Harbour

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
A7/2192	140 Causewayend	Comm Facilities	Paid	1,800	1,800	-	-	No	N/A
P11-0451	132 - 142 King Street	Comm Facilities	Pending	10,000		-	-	No	N/A
P11-0499	3 - 9 Duff Street	Comm Facilities	Paid	20,000	20,000	03/06/2018		Yes	GREEN
P11-1465	22-24 St Peter Street	Comm Facilities	Paid	18,318	18,318			Yes	GREEN
P11-1845	Eagle House, 15 Shore Lane	Comm Facilities	Paid	6,810	6,810			No	N/A
P12-0640	105-107, Urquhart Rd	Comm Facilities	Pending	32,430				No	N/A
P13-1290	218 Hardgate	Comm Facilities	Paid	4,382	4,382			Yes	GREEN
P11-1465	22-24 St Peter Street	Core Paths / Access-environment	Paid	8,384	8,384			Yes	GREEN
P11-1845	Eagle House, 15 Shore Lane	Core Paths / Access-environment	Paid	3,116	3,116			No	N/A
P12-0130	87 - 89 Loch Street	Core Paths / Access-environment	Paid	724	724	15/12/2022		Yes	GREEN
P12-0640	105-107, Urquhart Rd	Core Paths / Access-environment	Pending	19,500				No	N/A
P12-0946	34-36 St Peter Street	Core Paths / Access-environment	Paid	1,676	1,676			Yes	GREEN
P13-0264	37/39 Netherkirkgate	Core Paths / Access-environment	Paid	497	497	10/03/2019		Yes	GREEN
P13-0579	96-126 John Street	Core Paths / Access-environment	Paid	4,793	4,793	09/10/2018		No	GREEN
P13-0946	Athaneum, 15 Union Street	Core Paths / Access-environment	Paid	1,031	1,031	05/01/2019		Yes	GREEN
P12-0130	87 - 89 Loch Street	Cycling	Paid	12,000	12,000	15/12/2022		Yes	GREEN
P12-0640	105-107, Urquhart Rd	Education - unspecified	Pending	46,000				No	N/A
A7/2192	140 Causewayend	Grounds Maintenance	Paid	850	850			No	N/A
P11-0451	132 - 142 King Street	Libraries	Pending	2,000				No	N/A
P11-0499	3 - 9 Duff Street	Libraries	Paid	4,000	4,000	03/06/2018		Yes	GREEN
P11-1465	22-24 St Peter Street	Libraries	Paid	2,565	2,565			Yes	GREEN
P11-1845	Eagle House, 15 Shore Lane	Libraries	Paid	953	953			No	N/A
P12-0640	105-107, Urquhart Rd	Libraries	Pending	4,540				No	N/A
P10-0435	32 - 38 Union Street, Aberdeen	Multituse	Pending	9,440				Yes	N/A
P12-1237	Netherkirkgate Drumrossie development	Parking / Car club	Paid	800	800			Yes	GREEN
P12-1360	3 Commerce Street	Parking / Car club	Paid	2,120	2,120			No	N/A
P13-0314	Victoria Court	Parking / Car club	Paid	3,180	3,180			No	N/A
P13-0850	4-6 Trinity Street	Parking / Car club	Paid	1,060	1,060			Yes	GREEN
P13-0946	Athaneum, 15 Union Street	Parking / Car club	Paid	9,600	9,600	05/01/2019		Yes	GREEN
P13-1025	51 Union Street	Parking / Car club	Paid	435	435			Yes	GREEN
P13-1250	77 Charlotte Street	Parking / Car club	Paid	1,060	1,060	12/11/2018		Yes	GREEN
P13-1611	15 Union Street	Parking / Car club	Paid	1,200	1,200	24/01/2019		Yes	GREEN
P13-1832	1 Trinity Quay	Parking / Car club	Paid	1,600	1,600			No	N/A
P14-0439	"The Athenaeum", 15 Union Street	Parking / Car club	Paid	240	240			Yes	GREEN
A7/1247	83 Causewayend	Sports & Rec	Pending	20,400				Yes	N/A
P11-0451	132 - 142 King Street	Sports & Rec	Pending	5,000				No	N/A
P11-0499	3 - 9 Duff Street	Sports & Rec	Paid	10,000	10,000	03/06/2018		Yes	GREEN
P11-1465	22-24 St Peter Street	Sports & Rec	Paid	11,187	11,187			Yes	GREEN
P11-1845	Eagle House, 15 Shore Lane	Sports & Rec	Paid	4,158	4,158			No	N/A
P12-0640	105-107, Urquhart Rd	Sports & Rec	Pending	19,800				No	N/A
P13-1290	218 Hardgate	Sports & Rec	Paid	2,673	2,673			Yes	GREEN
98/0842	John Knox Church, West North Street	Traffic improvements	Part spent	5,000	5,000		1,303	Yes	GREEN
A5/1261	Bon-Accord Centre	Traffic improvements	Outstanding	14,500				Yes	N/A
A7/2192	140 Causewayend	Traffic improvements	Paid	20,000	20,000			No	N/A
P12-0130	87 - 89 Loch Street	Traffic improvements	Paid	4,000	4,000	15/12/2022		Yes	GREEN
				<b>Ward total</b>	<b>170,212</b>				

# Hazelehead / Ashley / Queens Cross

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
A8/0530	Development of site at Hazledene	Comm Facilities	Paid	162,150	162,150	07/08/2018	-	Yes	GREEN
P09-0485	Nazareth House, Claremont Street	Comm Facilities	Pending	10,080			-	Yes	N/A
P12-0105	Craigieburn House, Springfield Road	Comm Facilities	Paid	24,646	24,646	24/10/2017	-	Yes	GREEN
A7/2178	Development of site at Pinewood	Core Paths / Access-environment	Paid	750	750		-	Yes	GREEN
A8/0530	Development of site at Hazledene	Core Paths / Access-environment	Paid	750	750	07/08/2018	-	Yes	GREEN
A8/1091	31/33 Union Grove, Aberdeen	Core Paths / Access-environment	Paid	1,730	1,730	07/12/2017	-	Yes	GREEN
P12-1692	Hill of Rubislaw	Core Paths / Access-environment	Paid	7,531	7,531		-	No	N/A
P09-0485	Nazareth House, Claremont Street	Libraries	Pending	9,920			-	Yes	N/A
A8/0530	Development of site at Hazledene	Sports & Rec	Paid	72,000	72,000	07/08/2018	-	Yes	GREEN
A8/0530	Development of site at Hazledene	Sports & Rec	Paid	27,000	27,000	07/08/2018	-	Yes	GREEN
A3/0711	Kepplestone, Queens Rd	Traffic improvements	Paid	19,500	19,500		-	Yes	N/A
P09-0485	Nazareth House, Claremont Street	Traffic improvements	Pending				-	Yes	N/A
A3/1461	5, Queens Lane South	TRO	Paid	3,000	3,000		-	Yes	N/A
<b>Ward total</b>					<b>319,057</b>				



# Hilton / Woodside / Stockethill

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
P13-0071	Cattofield Depot	Comm Facilities	Pending	30,636				Yes	GREEN
P13-0224	"Former Hilton Nursery School", Hilton Aver	Comm Facilities	Paid	14,264	14,264	15/04/2021		Yes	GREEN
P13-0071	Cattofield Depot	Core Paths / Access-environment	Pending	7,000				Yes	N/A
P13-0071	Cattofield Depot	Libraries	Pending	6,401				Yes	N/A
P13-0224	"Former Hilton Nursery School", Hilton Aver	Libraries	Paid	1,997	1,997	15/04/2021		Yes	N/A
P13-0071	Cattofield Depot	Sports & Rec	Pending	18,705				Yes	N/A
P13-0224	"Former Hilton Nursery School", Hilton Aver	Sports & Rec	Paid	8,712	8,712	15/04/2021		Yes	N/A
A3/2070	Hilton Campus, Hilton Drive	Sustainable Transport	Paid	17,730	17,730			Yes	GREEN
A3/2070	Hilton Campus, Hilton Drive	Traffic improvements	Paid	22,500	22,500			Yes	GREEN
P13-0071	Cattofield Depot	Traffic improvements	Pending	33,000				Yes	GREEN
P13-0071	Cattofield Depot	Traffic improvements	Paid	4,000	4,000			Yes	GREEN
				Ward total		69,203			

Kincorth / Nigg / Cove

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
96/2579	Peterseat farm, Minto Ave, Altens	Comm Facilities	Outstanding	60,000				Yes	N/A
A0/0877	Wellington Rd/Charleston Rd	Comm Facilities	Outstanding	7,400				Yes	N/A
A3/1964	Wellington Rd/Charleston Rd	Comm Facilities	Outstanding	66,600				Yes	N/A
P09-0318	Leggart Terrace, Aberdeen	Comm Facilities	Paid	40,537	40,537			Yes	GREEN
P11-0064	Wellington Road East, Cove	Comm Facilities	Pending	411,861				No	N/A
P11-0065	Wellington Road East, Cove	Comm Facilities	Pending	185,661				Yes	N/A
P11-1092	Land to the South of Leggart Terrace, West of Stonehaven Road	Comm Facilities	Paid	8,835	8,835	21/01/2017		Yes	GREEN
P13-0420	Wellington Road, Cove	Comm Facilities	Pending	15,652		27/08/2019		Yes	GREEN
P13-0892	Loirston, Nigg, Aberdeen	Comm Facilities	Pending	144,000				No	N/A
P14-0494	Charleston Road, Land at, Cove,	Comm Facilities	Pending	24,675				No	N/A
A2/1863	Altens Farm to east of Altens Ind Est	Core Paths / Access-environment	Outstanding	50,000				Yes	N/A
A8/0606	Pt Site 4, Hareness Road - plot 3, Altens East Industrial Estate	Core Paths / Access-environment	Pending	1,125				No	N/A
P09-1062	Balmoral Park, Wellington Road, Loirston Aberdeen	Core Paths / Access-environment	Paid	1,100	1,100			No	N/A
P11-0064	Wellington Road East, Cove	Core Paths / Access-environment	Pending	152,400				No	N/A
P11-0065	Wellington Road East, Cove	Core Paths / Access-environment	Pending	72,800				Yes	N/A
P12-0072	Site 23 Hareness Road/Minto Road, Altens	Core Paths / Access-environment	Paid	675	675	16/01/2017		Yes	GREEN
P12-1573	Maersk House, Site 37 Crawpeel Road, Altens Industrial Estate	Core Paths / Access-environment	Paid	2,530	2,530	04/03/2018		Yes	GREEN
P12-1778	Site 17, Craigshaw Drive, West Tullis Industrial Estate	Core Paths / Access-environment	Paid	2,597	2,597	15/05/2018		Yes	GREEN
P13-0463	Minto Road, Altens	Core Paths / Access-environment	Paid	300	300	05/09/2018		Yes	GREEN
P13-0544	(No 3) Site 105 Minto Place Altens Industrial Estate Altens	Core Paths / Access-environment	Paid	378	378	22/07/2018		Yes	GREEN
P14-0229	Site 94/102, Hareness Road, Altens Industrial Estate, Altens	Core Paths / Access-environment	Paid	5,008	5,008	10/09/2019		Yes	GREEN
P14-0411	Site 4, Crawpeel Road Altens Industrial Estate	Core Paths / Access-environment	Paid	2,337	2,337	16/12/2019		Yes	GREEN
P14-0494	Charleston Road, Land at, Cove,	Core Paths / Access-environment	Pending	9,447				No	N/A
P14-0688	"Balmoral Group Balmoral Park", Site 1, Wellington Circle	Core Paths / Access-environment	Paid	793	793	02/09/2019		Yes	GREEN
P14-0862	"Porsche Centre", Wellington Road, (Former Newlands Farm)	Core Paths / Access-environment	Paid	361	361			Yes	GREEN
P09-0318	Leggart Terrace, Aberdeen	Libraries	Paid	5,675	5,675			Yes	GREEN
P11-0064	Wellington Road East, Cove	Libraries	Pending	57,657				No	N/A
P11-0065	Wellington Road East, Cove	Libraries	Pending	25,991				Yes	N/A
P11-1092	Land to the South of Leggart Terrace, West of Stonehaven Road	Libraries	Paid	1,237	1,237	21/01/2017		Yes	GREEN
P13-0892	Loirston, Nigg, Aberdeen	Libraries	Pending	60,554				No	N/A
P14-0494	Charleston Road, Land at, Cove,	Libraries	Pending	3,431				No	N/A
96/2579	Peterseat farm, Minto Ave, Altens	Open Spaces	Outstanding	31,984				Yes	N/A
A3/1964	Wellington Rd/Charleston Rd	Other	Part Paid	3,075	3,000			Yes	N/A
P13-0892	Loirston, Nigg, Aberdeen	Prim Educ	Pending	7,628,359				No	N/A
A1/0514	Moss - Side, Cove	Road improvements	Paid	176,720	176,720			Yes	GREEN
A1/0514	Moss - Side, Cove	Road improvements	Paid	85,000	85,000			Yes	GREEN
P11-0064	Wellington Road East, Cove	Road improvements	Pending	448,248				No	N/A
P11-0065	Wellington Road East, Cove	Road improvements	Part Paid	750,000	210,100			Yes	N/A
P14-0494	Charleston Road, Land at, Cove,	Road improvements	Pending	46,201				No	N/A
A8/2035	North Esplanade West - Russell Road - Raik Road Cove	Sports & Rec	Paid	17,500	17,500	14/05/2018		Yes	GREEN
P09-0318	Leggart Terrace, Aberdeen	Sports & Rec	Paid	24,750	24,750			Yes	GREEN
P11-0064	Wellington Road East, Cove	Sports & Rec	Pending	251,460				No	N/A
P11-0065	Wellington Road East, Cove	Sports & Rec	Pending	113,355				Yes	N/A
P11-1092	Land to the South of Leggart Terrace, West of Stonehaven Road	Sports & Rec	Paid	5,394	5,394	21/01/2017		Yes	GREEN
P13-0892	Loirston, Nigg, Aberdeen	Sports & Rec	Pending	384,000				No	N/A
P14-0494	Charleston Road, Land at, Cove,	Sports & Rec	Pending	14,993				No	N/A
A0/0877	Wellington Rd/Charleston Rd	Traffic improvements	Outstanding	30,800				Yes	N/A
A3/1964	Wellington Rd/Charleston Rd	Traffic improvements	Outstanding	288,000				Yes	N/A
A6/2030	Craigshaw House, Craigshaw Drive	Traffic improvements	Paid	16,000	16,000			Yes	GREEN
A7/2453	Site 38, Hareness Road	Traffic improvements	Paid	15,000	15,000			No	N/A
A8/1625	Moss-side, Cove	Traffic improvements	Part spent	30,000	30,000		26,591	No	N/A
A8/1625	Moss-side, Cove	Traffic improvements	Part spent	30,000	30,000		26,591	Yes	GREEN

A8/1737	Aberden College, Minto Drive, Altens / Cove	Traffic improvements	Paid	26,000	26,000	13/07/2019	-	Yes	GREEN
P13-0892	Loirston, Nigg, Aberdeen	Traffic improvements	Pending	1,067,000	-	-	-	No	N/A
P14-0411	Site 4, Crawpeel Road Altens Industrial Estate	Traffic improvements	Pending	235,736	-	16/12/2019	-	Yes	GREEN
P14-0411	Site 4, Crawpeel Road Altens Industrial Estate	Traffic improvements	Pending	20,000	-	16/12/2019	-	Yes	GREEN
<b>Ward total</b>				<b>711,827</b>					

Kingswells / Shreddocksley / Summerhill

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
A7/0811	North Anderson Drive	Comm Facilities	Paid	17,600	17,600	20/04/2016	-	Yes	AMBER
P11-0507	Kingswood Drive	Comm Facilities	Paid	21,012	21,012	12/04/2018	15,735	Yes	GREEN
P13-0288	Fairleys Road, Kingswells	Comm Facilities	Pending	39,078				No	N/A
P13-0491	Maidencraig - Phase 1A	Comm Facilities	Pending	45,043				No	N/A
A8/0834	Newton, Old Skene Road, Kingswells	Core Paths / Access-environment	Paid	4,000	4,000	28/10/2016		Yes	GREEN
P11-0507	Kingswood Drive	Core Paths / Access-environment	Paid	19,840	19,840	12/04/2018		Yes	GREEN
P11-1652	Kingswells Business Park, plot 2	Core Paths / Access-environment	Paid	12,365	12,365	25/05/2017		Yes	GREEN
P11-1653	Kingswells Business Park, Plot 1	Core Paths / Access-environment	Paid	11,167	11,167	25/05/2017		Yes	GREEN
P11-1842	Kingswells Business Park, plot 4	Core Paths / Access-environment	Paid	5,427	5,427	25/05/2017		Yes	GREEN
P11-1847	Kingswells business Park, plot 3	Core Paths / Access-environment	Paid	8,618	8,618	25/05/2017		Yes	GREEN
P12-1757	Phase 2, Prime Four Business Park, Kingswells (Plot 6)	Core Paths / Access-environment	Paid	5,565	5,565	03/10/2019		Yes	GREEN
P12-1759	Plot 5, Phase 2, Prime Four Business Park, Kingswells	Core Paths / Access-environment	Pending	716	716	27/01/2019		No	N/A
P13-1710	Plot 8 Prime Four Business Park, Kingswells	Core Paths / Access-environment	Paid	3,116	3,116			Yes	GREEN
P13-1810	Plot 11A, Prime Four Business Park, Kingswells	Core Paths / Access-environment	Paid	1,632				No	N/A
P14-0144	Plot 9, Phase 2, Prime Four Business Park	Core Paths / Access-environment	Pending	2,337				No	N/A
P14-0145	Plot 10, Phase 2, Prime Four Business Park, Kingswells	Core Paths / Access-environment	Pending	5,454				No	N/A
P14-1066	Plot 7, Phase 2, Prime Four Business Park, Kingswells	Core Paths / Access-environment	Pending	1,781				No	N/A
P14-1076	Site 15, Whitemyres Ave	Flood Prevention	Pending	75,000				No	N/A
P13-0491	Maidencraig - Phase 1A	Libraries	Paid	4,780	4,780	12/04/2018		Yes	GREEN
P11-0507	Kingswood Drive	Libraries	Pending	5,062				No	N/A
P13-0288	Fairleys Road, Kingswells	Libraries	Pending	5,164				No	N/A
P13-0491	Maidencraig - Phase 1A	NHS	Pending	46,000				No	N/A
P13-0288	Fairleys Road, Kingswells	NHS	Pending	9,200				No	N/A
P13-0491	Maidencraig - Phase 1A	Other	Pending	18,400				No	N/A
P13-0491	Maidencraig - Phase 1A	Playing Pitches	Part spent	50,128	50,128	12/04/2018	40,298	Yes	GREEN
P11-0507	Kingswood Drive	Playing Pitches	Pending	6,021				No	N/A
P13-0288	Fairleys Road, Kingswells	Prim Educ	Pending	53,130				No	N/A
P13-0288	Fairleys Road, Kingswells	Prim Educ	Pending	55,572				No	N/A
P13-0491	Maidencraig - Phase 1A	Roads Maintenance	Paid	30,000	30,000			Yes	N/A
A8/0398	Tesco Woodend	Traffic improvements	Pending	1,500				No	N/A
P13-0491	Maidencraig - Phase 1A	TRO	Paid	1,500	1,500			Yes	N/A
A8/0398	Tesco Woodend								
				Ward total	195,834				

Lower Deeside

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
P10-1384	Loirsbank Road, Cults	Comm Facilities	Pending	8,756				-	N/A
P11-0559	Fiarsfield Road, Cults	Comm Facilities	Paid	11,280	11,280	21/01/2017		-	GREEN
P11-0821	Earlswells, Bieldside	Comm Facilities	Paid	6,212	6,212	07/10/2016		-	GREEN
P11-1196	124 North Deeside Road, Peterculter	Comm Facilities	Paid	5,976	5,976	25/05/2017		-	GREEN
P12-0340	Rosefield Gardens, Friarsfield.	Comm Facilities	Part spent	65,832	21,131			-	GREEN
P12-0676	Woodlands School Development	Comm Facilities	Paid	4,540	4,540	04/01/2018		-	GREEN
P13-0211	Edgehill House, North Deeside Road, Milltimber.	Comm Facilities	Paid	5,675	5,675	07/01/2019		-	GREEN
P13-0230	Pittengullics Brae Peterculter	Comm Facilities	Pending	20,000				-	N/A
P13-0378	"Oldfold Farm", North Deeside Road, Milltimber.	Comm Facilities	Pending	445,912				-	N/A
P13-1558	"Residential Dev Site (OP60)", Culterhouse Road, Milltimber.	Comm Facilities	Paid	10,446	10,446	17/10/2019		-	GREEN
P14-1089	277 - 281 North Deeside Road, Peterculter	Comm Facilities	Paid	6,486	6,486	27/02/2020		-	GREEN
P11-0559	Fiarsfield Road, Cults	Core Paths / Access-environment	Paid	5,194	5,194	21/01/2017		-	GREEN
P11-0821	Earlswells, Bieldside	Core Paths / Access-environment	Paid	2,000	2,000	07/10/2016		-	GREEN
P11-1196	124 North Deeside Road, Peterculter	Core Paths / Access-environment	Paid	2,744	2,744	25/05/2017		-	GREEN
P11-1606	Water Wheel Inn, Bieldside	Core Paths / Access-environment	Pending	5,000				-	N/A
P12-0340	Rosefield Gardens, Friarsfield.	Core Paths / Access-environment	Part Paid	30,125	9,670			-	N/A
P12-0676	Woodlands School Development	Core Paths / Access-environment	Paid	2,597	2,597	04/01/2018		-	GREEN
P13-0211	Edgehill House, North Deeside Road, Milltimber.	Core Paths / Access-environment	Paid	2,597	2,597	07/01/2019		-	GREEN
P13-0230	Pittengullics Brae Peterculter	Core Paths / Access-environment	Pending	50,000				-	N/A
P13-0378	"Oldfold Farm", North Deeside Road, Milltimber.	Core Paths / Access-environment	Pending	102,025				-	N/A
P13-1558	"Residential Dev Site (OP60)", Culterhouse Road, Milltimber.	Core Paths / Access-environment	Paid	2,968	2,968	17/10/2019		-	GREEN
P14-0552	International School, Pitfodels.	Core Paths / Access-environment	Paid	1,113	1,113	01/07/2019		-	GREEN
P14-1089	277 - 281 North Deeside Road, Peterculter	Core Paths / Access-environment	Paid	2,968	2,968	27/02/2020		-	GREEN
P10-1384	Loirsbank Road, Cults	Libraries	Pending	1,225				-	N/A
P11-0559	Fiarsfield Road, Cults	Libraries	Paid	1,586	1,586	21/01/2017		-	GREEN
P11-0821	Earlswells, Bieldside	Libraries	Paid	1,061	1,061	07/10/2016		-	GREEN
P11-1196	124 North Deeside Road, Peterculter	Libraries	Paid	839	839	25/05/2017		-	GREEN
P12-0340	Rosefield Gardens, Friarsfield.	Libraries	Part Paid	9,216	2,958			-	N/A
P12-0676	Woodlands School Development	Libraries	Paid	787	787	04/01/2018		-	GREEN
P13-0211	Edgehill House, North Deeside Road, Milltimber.	Libraries	Paid	794	794	07/01/2019		-	GREEN
P13-0230	Pittengullics Brae Peterculter	Libraries	Pending	3,745				-	N/A
P11-1606	Water Wheel Inn, Bieldside	Multiuse	Pending	70,000				-	N/A
P12-0340	Rosefield Gardens, Friarsfield.	NHS	Part Paid	40,500	13,000			-	N/A
P13-0230	Pittengullics Brae Peterculter	NHS	Pending	16,500				-	N/A
P13-0378	"Oldfold Farm", North Deeside Road, Milltimber.	NHS	Pending	550,000				-	N/A
P10-1384	Loirsbank Road, Cults	Playing Pitches	Pending	1,458				-	N/A
P11-0559	Fiarsfield Road, Cults	Playing Pitches	Paid	1,890	1,890	21/01/2017		-	GREEN
P12-0340	Rosefield Gardens, Friarsfield.	Playing Pitches	Part Paid	10,962	3,519			-	N/A
P12-0340	Rosefield Gardens, Friarsfield.	Prim Educ	Part Paid	198,000	63,556			-	N/A
P13-0378	"Oldfold Farm", North Deeside Road, Milltimber.	Prim Educ	Pending	1,421,400				-	N/A
P13-0378	Rosefield Gardens, Friarsfield.	Road improvements	Pending					-	N/A
P13-0378	Rosefield Gardens, Friarsfield.	Roads Maintenance	Paid	8,585	8,585			-	N/A
P10-1384	Loirsbank Road, Cults	Sec Educ	Pending	1,768,800				-	N/A
P11-0559	Fiarsfield Road, Cults	Sports & Rec	Pending	3,888				-	N/A
P11-0821	Earlswells, Bieldside	Sports & Rec	Paid	5,040	5,040	21/01/2017		-	GREEN
P11-1196	124 North Deeside Road, Peterculter	Sports & Rec	Paid	3,500	3,500	07/10/2016		-	GREEN
P12-0340	Rosefield Gardens, Friarsfield.	Sports & Rec	Paid	3,662	3,662	25/05/2017		-	GREEN
P12-0676	Woodlands School Development	Sports & Rec	Part Paid	29,232	9,383			-	N/A
P13-0211	Edgehill House, North Deeside Road, Milltimber.	Sports & Rec	Paid	3,168	3,168	04/01/2018		-	GREEN
P14-1089	277 - 281 North Deeside Road, Peterculter	Sports & Rec	Paid	3,465	3,465	07/01/2019		-	GREEN
				3,960	3,960	27/02/2020		-	GREEN

Ward total	234,350
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Midstocket / Rosemount

Planning Ref	Location	Pavtype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
P10-1976	Former Oakbank School, Midstocket Road	Comm Facilities	Paid	20,000	20,000	07/03/2017	-	Yes	GREEN
P11-1463	23 Rubislaw Den North, Aberdeen	Comm Facilities	Paid	7,132	7,132	03/08/2017	-	Yes	GREEN
P12-0584	Westburn Cres, Aberdeen	Comm Facilities	Outstanding	7,296	-	-	-	Yes	N/A
P12-0584	Westburn Cres, Aberdeen	Core Paths / Access-environment	Outstanding	3,339	-	-	-	Yes	N/A
P10-1976	Former Oakbank School, Midstocket Road	Libraries	Paid	14,150	14,150	07/03/2017	-	Yes	GREEN
P12-0584	Westburn Cres, Aberdeen	Libraries	Outstanding	1,021	-	-	-	Yes	N/A
P12-0568	Former Mile End School, Midstocket Road	Multiuse	Paid	40,000	40,000	13/03/2019	-	Yes	GREEN
P13-1537	468 Union Street	Parking / Car club	Paid	4,240	4,240	10/04/2019	-	No	GREEN
P10-1976	Former Oakbank School, Midstocket Road	Playing Pitches	Paid	100,000	100,000	07/03/2017	-	Yes	GREEN
P11-1463	23 Rubislaw Den North, Aberdeen	Sports & Rec	Paid	3,960	3,960	03/08/2017	-	Yes	GREEN
P12-0584	Westburn Cres, Aberdeen	Sports & Rec	Outstanding	1,215	-	-	-	Yes	N/A
P12-0584	Westburn Cres, Aberdeen	Sports & Rec	Outstanding	3,240	-	-	-	Yes	N/A
A0/0566	ARI, Foresterhill	Traffic improvements	Part spent	150,000	150,000	-	82,955	Yes	N/A
P10-1976	Former Oakbank School, Midstocket Road	Traffic improvements	Outstanding	16,500	-	07/03/2017	-	Yes	N/A
				<b>Ward total</b>	<b>339,482</b>				

Tillydrone / Seaton / Old Aberdeen

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
A8/0733	John Weir Garage, 366 King Street	Comm Facilities	Outstanding	35,023				Yes	N/A
P11-0099	Donside Urban Village	Comm Facilities	Paid	11,350	11,350	07/06/2018		Yes	GREEN
P04-0353	Pittodrie Place	Core Paths / Access-environment	Pending	2,671				No	N/A
P11-0099	Donside Urban Village	Core Paths / Access-environment	Paid	2,210	2,210	07/06/2018		Yes	GREEN
P14-0554	392 King Street	Core Paths / Access-environment	Paid	463	463			Yes	GREEN
A8/0733	John Weir Garage, 366 King Street	Libraries	Outstanding	1,285				Yes	N/A
P11-0099	Donside Urban Village	Libraries	Paid	1,589	1,589	07/06/2018		Yes	GREEN
P10-1517	Pittodrie Stadium, Land North, of Pittodrie St	Multituse	Pending	366,612				No	N/A
P04-0353	Pittodrie Place	Play equipment	Pending	4,684				No	N/A
P10-1517	Pittodrie Stadium, Land North, of Pittodrie St	Prim Educ	Pending					No	N/A
A7/1705	Kings College Campus (Library)	Road improvements	Part spent	437,989	437,989		429,595	Yes	GREEN
A8/0733	John Weir Garage, 366 King Street	Sports & Rec	Outstanding	10,692				Yes	N/A
P11-0099	Donside Urban Village	Sports & Rec	Paid	6,930	6,930	07/06/2018		Yes	GREEN
P10-1517	Pittodrie Stadium, Land North, of Pittodrie St	Traffic improvements	Pending	20,000				No	N/A
<b>Ward total</b>				<b>460,531</b>					



Torrey/Ferryhill

Planning Ref	Location	Paytype	Status	Target Payment (£)	Paid to date (£)	Spend by date	Spend to date (£)	Dev. Commenced	RAG Status
98/2217	Union Square	Arts & Recreation	Outstanding	20,000				Yes	N/A
P09-0529	22 Balmagask Road, Double Two Site Torrey	Comm Facilities	Pending	12,972				Yes	N/A
P11-1300	Ruthrieston Garage Site, Holburn Street	Comm Facilities	Paid	7,050	7,050	10/11/2016		Yes	GREEN
P13-0597	Devanha Gardens Nursing Home, 9 Polmuir Road	Comm Facilities	Paid	7,909	7,909	11/12/2018		Yes	GREEN
A7/1329	Polmuir Road	Core Paths / Access-environment	Part spent	6,000			4,553	Yes	GREEN
A8/2053	445-453 Union Street Aberdeen	Core Paths / Access-environment	Paid	12,000	12,000	27/07/2017		Yes	GREEN
P12-0894	North Esplanade West	Core Paths / Access-environment	Paid	1,521	1,521	17/11/2017		Yes	GREEN
P13-0597	Devanha Gardens Nursing Home, 9 Polmuir Road	Core Paths / Access-environment	Paid	3,486	3,486	11/12/2018		Yes	GREEN
P13-0615	431 Union Street	Core Paths / Access-environment	Paid	7,100	7,100	04/07/2019		Yes	GREEN
P13-0710	Former Aberdeen Seafood Park, Palmerston Road	Core Paths / Access-environment	Paid	9,749	9,749	14/02/2019		Yes	GREEN
P13-1087	363 Union Street / 50 Langstane Place	Core Paths / Access-environment	Paid	1,669	1,669	14/03/2019		Yes	GREEN
P13-1844	"Liberty House", Palmerston Place.	Core Paths / Access-environment	Paid	2,040	2,040	08/07/2019		Yes	GREEN
P14-0363	23 Crown Terrace, Upper & Lower Ground Floor.	Core Paths / Access-environment	Paid	174	174			No	N/A
P14-0623	130 Crown Street	Core Paths / Access-environment	Paid	800	800			No	N/A
P14-1158	Greyhope Road, Torrey	Core Paths / Access-environment	Paid	5,008	5,008			No	N/A
P14-1430	1 - 3 Union Glen	Core Paths / Access-environment	Paid	1,573	1,573			No	N/A
P09-0529	22 Balmagask Road, Double Two Site Torrey	Libraries	Pending	1,816				Yes	N/A
P11-1300	Ruthrieston Garage Site, Holburn Street	Libraries	Paid	998		10/11/2016		Yes	GREEN
P13-1297	48 Dee Street	Parking / Car club	Paid	3,180	3,180			No	N/A
P14-0363	23 Crown Terrace, Upper & Lower Ground Floor.	Parking / Car club	Paid	6,600	6,600			No	N/A
P14-0505	19/21 Crown Street	Parking / Car club	Paid	800	800			No	N/A
P09-0529	22 Balmagask Road, Double Two Site Torrey	Sports & Rec	Pending	7,920				Yes	N/A
P11-1300	Ruthrieston Garage Site, Holburn Street	Sports & Rec	Paid	2,178	2,178	10/11/2016		Yes	GREEN
98/2217	Union Square	Traffic improvements	Paid	50,000	50,000			Yes	GREEN
98/2217	Union Square	Traffic improvements	Paid	50,000	50,000			Yes	GREEN
A1/0107	Justice Mill Lane	Traffic improvements	Paid	150,000	150,000			Yes	GREEN
A2/1768	423-425, Union St	Traffic improvements	Paid	38,500	38,500			Yes	GREEN
A7/0212	17-19 Justice Mill Lane	Traffic improvements	Paid	10,000	10,000			Yes	GREEN
A7/0212	17-19 Justice Mill Lane	Traffic improvements	Paid	42,600	42,600			Yes	GREEN
A7/0212	17-19 Justice Mill Lane	Traffic improvements	Paid	120,975	120,975			Yes	GREEN
A7/1589	21/23, Justice Mill Lane	Traffic improvements	Paid	25,000	25,000			Yes	GREEN
A7/1589	21/23, Justice Mill Lane	Traffic improvements	Paid	16,000	16,000			Yes	GREEN
A7/1589	21/23, Justice Mill Lane	Traffic improvements	Paid	28,000	28,000			Yes	GREEN
A7/1821	52-60 Langstane Place	Traffic improvements	Paid	20,000	20,000			Yes	GREEN
A8/2053	445-453 Union Street Aberdeen	Traffic improvements	Paid	35,000	35,000	27/07/2017		Yes	GREEN
P11-0689	Old Ford Road	Traffic improvements	Paid	9,000	9,000	11/08/2017		Yes	GREEN
P13-0615	431 Union Street	Traffic improvements	Paid	15,000	15,000	04/07/2019		Yes	GREEN
P13-0710	Former Aberdeen Seafood Park, Palmerston Road	Traffic improvements	Part spent	65,568	65,568	14/02/2019	34,933	Yes	GREEN
P13-1135	445-461 Union Street / 16 Justice Mill Lane	Traffic improvements	Paid	16,000	16,000	23/12/2018		Yes	GREEN
P13-1844	"Liberty House", Palmerston Place.	Traffic improvements	Paid	50,000	50,000	08/07/2019		Yes	GREEN
A6/1076	Portland Street/Sth College Street	TRO	Paid	4,500	4,500			Yes	N/A

Ward total 825,978

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## ABERDEEN CITY COUNCIL

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COMMITTEE:	Communities, Housing and Infrastructure
DATE:	27 <sup>th</sup> October 2015
DIRECTOR:	Pete Leonard
TITLE OF REPORT:	Affordable Housing – Grant Assistance relating to Froghall Terrace, Cloverleaf Hotel, Summerhill Road and Mugiemooss Road
REPORT NUMBER:	CHI/15/295
CHECKLIST RECEIVED	Yes

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### 1. PURPOSE OF REPORT

This report seeks approval from Committee for the provision of grant assistance to (i) Grampian Housing Association Ltd to help deliver additional affordable housing units at Froghall Terrace (ii) Aberdeenshire Housing Partnership to deliver new affordable housing at the Cloverleaf Hotel, Bucksburn, (iii) Langstane Housing Association Ltd to deliver new affordable housing at Summerhill Road, Summerhill, (iv) Castlehill Housing Association Ltd to deliver new affordable housing at Mugiemooss Road, Bucksburn.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a. approve a grant to Grampian Housing Association Ltd of up to £56,000 to help them fund 8 additional affordable housing units at Froghall Terrace.
- b. approve a grant to Aberdeenshire Housing Partnership of up to £308,594 to help them fund 22 additional affordable housing units at Cloverleaf Hotel.
- c. approve a grant to Langstane Housing Association Ltd of up to £151,112 to help them fund 26 additional affordable housing units at Summerhill Road.
- d. approve a grant to Castlehill Housing Association Ltd of up to £398,064 to help them fund 24 additional affordable housing units at Mugiemooss Road.

### 3. FINANCIAL IMPLICATIONS

Any proposal for grant funding to a Registered Social Landlord (RSL) for such a projects requires to be considered against the State Aid rules. The Council has concluded that the proposed grants come within the ambit of the Services of General Economic Interest block exemption which permits unlimited funding (in accordance with the framework) to Registered Social Landlords in the area of social housing, however the Service routinely consults with Legal Services on a case by case basis.

The above is the current advice we have in relation to State Aid, however we will verify this with the State Aid Unit now that we have live applications for them to consider.

Aberdeen City Council grant for these developments will contribute to spending the Scottish Government's grant for affordable housing by the end of this financial year.

Aberdeen City Council (ACC) has been allocated funding by the Resource Planning Assumption (RPA) of £6.176m by the Scottish Government for the year 2015/16. This year's funding will be used to part fund houses which should be completed by 31<sup>st</sup> March 17.

#### 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

Aberdeen City and Aberdeenshire Councils in conjunction with the Aberdeen City & Shire Strategic Development Planning Authority undertook a Housing Need and Demand Assessment in 2011. The assessment identified a need for 415 new affordable houses per annum for the next ten years. This information has been used to inform the Strategic Development Plan, the Local Development Plan and in turn informed the Local Housing Strategy 2012-17.

These developments can proceed quickly as the purchase price has been agreed with the developers and the RSLs for the purchase of the sites. All the sites have detailed planning permission except Mugiemooss Road which is pending. They are awaiting the allocation of grant funding to proceed. These projects show the City Council working in partnership with RSLs and developers to deliver affordable housing in the city.

Grampian Housing Association Ltd have submitted an application to deliver 8 social rented properties at Froghall Terrace. There will also be 8 mid- market rent (MMR) units with no City Council top-up grant requirement. The development will deliver 4x 1 bedroom, 4x 2 bedroom.

Aberdeenshire Housing Partnership has submitted a grant application to the Council for 22 social rented units at Cloverleaf Hotel. There will also be 11 MMR units with no City Council top-up requirement. A total of 68 affordable housing units can be delivered from this site, the remaining 35 units will be delivered by Places for People, which will be MMR requiring no City Council top-up grant. The development will deliver 7x 1 bedroom, and 61x 2 bedroom units.

Langstane Housing Association Ltd have submitted a grant application to the Council for 26 social rented units. This Summerhill Road site is an offsite provision for Pinewood/ Hazeldene. The development will deliver 14x 1 bedroom, and 12x 2 bedroom units.

Castlehill Housing Association Ltd have submitted a grant application to the Council for 24 social rented units. The total number of affordable houses to be delivered from this Mugiemoss Road site is 40 units, the other 16 will be MMR requiring no Council grant. This site is offsite provision for Stoneywood. The development will deliver 11x 1 bedroom, and 29x 2 bedroom units.

### **Aberdeen City Council Grant Assistance**

Although there has been an increase in the subsidy level (8<sup>th</sup> July 2013) from the Scottish Government the current grant available for social rented housing is still significantly below what was previously provided. The Scottish Government are currently reviewing the level of grant they provide for the provision of new affordable housing. A decision on this is likely to be announced in January 2016 as part of their Comprehensive Spending Review.

RSLs fund their new development work from Scottish Government grants and by borrowing against their future rental streams.

Given the higher costs of housing development in this locality (land and construction costs) the Scottish Government grants and the borrowing RSLs can generate are not sufficient to fund RSL development. The City Council has therefore been requested to provide additional grant funding support to allow RSL developments to proceed. This grant funding can come from two different sources and in this interest it is proposed to use both sources:

#### **a. Section 75 Financial Contributions**

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.

<b>Section 75</b>	<b>£</b>
Income received	3,738,184
Interest received (to 31.3.15)	158,037
Grants paid to RSLs	2,414,250
Commitments to RSLs	1,068,768

**Available Balance as at 30<sup>th</sup> September 2015, £413,203**

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

Agreements are in place to provide income of £2,422,954 with agreements currently being negotiated to provide a further projected income of £1,312,500. All other forms of affordable housing delivery are explored before accepting a financial contribution.

#### **b. Council Tax Discount on Second Homes and Long-term Empty Properties**

The Council used its powers to reduce the Council Tax Discount to 10% 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 and commitments to date are shown below.

	<b>£</b>
Income	12,053,248
Paid	6,129,861
Commitment	552,920

**Available Balance as at 31 March 2015      £5,370,467**

This Council Tax Discount reduction provided an income of £1,124,212 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.

Discussions are ongoing with the RSLs to identify the additional grant funding support which would be required to enable the delivery of the sites.

Without this additional grant funding from the Council the RSLs could not provide the number of social rented housing units proposed based on the development costs, levels of Scottish Government grant and the rental income available to service private borrowing.

The total grant requirement and shortfall is given in the table below:

	Total Grant requirement	Scottish Government Grant	Maximum Grant Shortfall to be provided by the City Council	Private Finance (RSL contribution)	Total cost of development
Froghall	£551,408	£495,408	£56,000	£422,216	£973,624
Cloverleaf Hotel	£1,541,152	£1,232,558	£ 308,594	£2,100,353	£3,641,505
Summerhill Road	£1,572,228	£1,421,116	£151,112	£1,480,349	£3,052,577
Mugiemoss Road	£1,630,622	£1,232,558	£398,064	£1235,464	£2,866,086

This report seeks agreement to provide grant funding to allow the development of the above sites . The grant figures shown for the City Council are the maximum value. We are reviewing the position with the RSLs which may lead to a lower grant requirement.

Development and delivery of affordable housing on these sites would ensure further spending of the Scottish Government affordable housing allocation (RPA) for the City in this financial year. These developments would contribute to the Council's Strategic Investment Programme target to provide 2,000 new houses by 2017.

## 6. IMPACT

### **Improving Customer Experience –**

The proposals in this report will help to meet the identified housing needs of households on low to moderate incomes.

### **Improving Staff Experience –**

N/A

### **Improving our use of Resources –**

The proposals in this report will increase the number of new affordable houses for social rent. It will also partly ensure Scottish Government funding allocated to this Council for affordable housing is spent this financial year. It will also partly ensure developers obligations towards affordable housing and Council tax discount reductions for empty and second homes are used and spent to deliver new affordable housing.

**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

Aberdeen- Smarter City Vision

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.

We will invest in the city where that investment demonstrates financial sustainability based on a clear return on investment

We will work with partners to promote the city as a place to invest, live, work and export from.

Strategic Investment Plan (SIP) Outcomes

To provide 2,000 new homes by 2017, of which 1,000 will be provided by the private/ RSL sectors.

**Public –**

This report will be of interest to the public because it details the plans for the provision of new affordable housing– something that greatly impacts on the lives of people in Aberdeen. A EHRIA has been carried out as part of the process of preparing this report.

**7. MANAGEMENT OF RISK**

If committee does not approve this report there would be a risk that the provision of new affordable housing will not meet the housing needs identified for the City. There would be a risk that the Council would not be allocated Scottish Government grant this financial and future financial years, which would mean a loss of funding to deliver affordable housing in the City. Aberdeen City Council would not be able to meet the need for affordable housing in the City, which would result in a range of detrimental effects, including economic ones.

**8. BACKGROUND PAPERS**



N/A

9. REPORT AUTHOR DETAILS

Les McGonigle  
Local Housing Strategy Officer  
Email - [lmcgonigle@aberdeencity.gov.uk](mailto:lmcgonigle@aberdeencity.gov.uk)  
Telephone - 01224 522582

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	North Regeneration Area – Digital District
REPORT NUMBER	CHI/15/298
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

At the CH&I committee of 18<sup>th</sup> March 2015, committee approved the following recommendations:

“c) agrees 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) Northern Regeneration Area - approval to proceed with discussions and development of a project plan which will be monitored and reviewed through ACC’s PMO.”

Further the report highlighted the following financial implication:

“3.2 £150,000 from approved capital costs for digital infrastructure projects towards delivering a free to access public WiFi network in those areas of northern regeneration communities identified at 5.2.7 and appendix 1”

This report provides information on the development of collaboration with the Future Cities Catapult to deliver a WiFi network and sustainable community delivery model and seeks approval to finalise negotiations with a preferred bidder for the deployment and initial service management of the network infrastructure.

### 2. RECOMMENDATION(S)

It is recommended that council:

- a) Approve officers to conclude negotiations with the preferred bidder and award the contract for delivery of a WiFi network within the North Regeneration areas within the set budget of £150,000. The submitted bid is priced at £125,050.
- b) That the balance of the £150,000 budget be approved for use in the delivery of the community engagement and service design works developed within the collaboration agreement and with affiliates to this agreement.

### 3. FINANCIAL IMPLICATIONS

£150,000 from approved capital costs for digital infrastructure projects towards delivering a free to access public WiFi network within the Northern Regeneration areas and associated engagement and service design works.

An estimated £125,050 for the agreement of a two year managed service delivery with the balance supporting additional activities with collaboration partners and associates to develop community engagement and management/ownership models.

### 4. OTHER IMPLICATIONS

Advice and support from ACC legal and procurement services and input from the Future Cities catapult legal and procurement advisors has been utilised in the development of the collaboration and procurement works associated with this programme.

### 5. BACKGROUND/MAIN ISSUES

CH&I committee of 18th March 2015 approved the development of a collaboration programme to deliver a world class wifi network capability across the “Northern Regeneration Area” (defined as Middlefield, parts of Northfield, Woodside and Tillydrone identified as areas of multiple deprivation) and the development of community engagement and ownership solutions that could drive better social and economic outcomes and support effective service delivery.

Aberdeen City Council entered into a collaborative working arrangement with the Future Cities Catapult (FCC) to develop and publish a tender for the provision of WiFi services in the area. The tender was designed with supporting input from technical and legal providers to the FCC.

The tender was weighted towards community benefit (20% of total score) with a requirement for the participation of the winning bidder in community engagement processes (to ensure that the network is further defined in support of these), to work to develop sustainable

community ownership models (of platform/resources within) and that the network infrastructure be returned to Aberdeen City Council ownership following a minimum 2 year contract period to allow ongoing development and best value for the local community. Further the contract required no additional revenue costs to the council/collaboration over the period of the contract.

The collaboration accepted that these were significant restrictions that many providers would find it difficult to work within but believed that the community value proposition was one that required such a challenge to providers.

Out of 16 noted interests the collaboration received one formal bid.

The bid received has the following key characteristics.

- From award delivery is scheduled within four months.
- The bid utilises existing Aberdeen City Council infrastructure in the area (lighting columns and buildings).
- Backhaul is provided at “world class” level using fibre provision already in situ at six locations in the area through the Aberdeen City Council In Building WiFi programme (initially funded through Department of Culture Media and Sport) and installing mesh infrastructure on street lighting and property asset at seven locations. These locations are supported by robust core fibre connectivity providing a gigabit fibre ring. Coverage maps are included at Appendix 1.
- The bid will utilise the existing sign on procedure in place for the In Building wifi programme. This means any citizen currently registered for the service will be automatically registered for use of this network.
- The bidder will support the development of a front page/portal specific to the locations and designed with the communities to meet their desired objectives.
- The bidder will engage with a governance process for the delivery of the network access that puts community influence at the heart of development.
- The bidder has identified opportunities for further network investment and support for community equipment access development.
- The bid is priced within the £150,000 set as the target delivery cost (£125,050).

- The bid provides an extendable infrastructure core to allow the sustainable growth of the network as models are developed.
- The network will revert to ACC ownership following the contract period, allowing transfer to an appropriate, sustainable delivery/ownership model.

Scoring of the bid was undertaken separately by FCC and Aberdeen City Council with a final score of 87%

The prospect of having significant digital network coverage at scale across an area of the City has already been flagged up as a potential benefit in identified bids for funding. The opportunity to extend, enhance and replicate the solution will be considered and built into ongoing projects.

## 6. IMPACT

### **Improving Customer Experience –**

Access to community developed information and public and private sector services (where appropriate drawing on community engagement in their design) will be available to residents and visitors supporting service engagement, community projects and a range of other engagement opportunities.

The “world class” standard of the core infrastructures will allow the consideration of the deployment of other “physical” services on the infrastructure (sensors, CCTV).

At the core of the project will be data access, ethical use and security model developments to ensure that citizens engaging with the platform are fully aware of and in agreement with the types of uses that the information they provide will be used for.

### **Improving Staff Experience –**

The development of a world class infrastructure in the area will allow ACC staff to enhance online engagements with clients, with a potential to consider the platform for “smart working” solutions in areas of poor mobile coverage.

Officers working, for example, on welfare reform delivery in the areas will be able to access DWP websites with clients to walk them through applications and reporting.

### **Improving our use of Resources –**

Working with our communities to design information platforms and service delivery options, and drawing on the expertise within the FCC and University to support this, provides channels of development that can positively impact on resource efficiency.

Encouraging residents to proactively develop “self-service” models and developing increased internal community support systems can allow more time for staff resource to be deployed in handling complex engagements and utilising digital channel shift within them to achieve better outcomes.

#### **Corporate -**

This project supports the administration’s Smarter Aberdeen Policy Statement. Aberdeen City and Shire Economic Future (ACSEF) identified a number of areas within the Economic Action Plan where NGA can play a critical role in transport, global connectivity, anchoring the energy sector, and attracting and developing skilled people and company headquarters.

The delivery of this project is consistent with ACC’s administration policy – “Aberdeen a Smarter City”, supporting ACC’s aspiration for Aberdeen to be a Smarter City. The widespread availability of NGA will allow public services to be more cost effectively delivered – this will become increasingly important as Council budgets reduce in real terms.

#### **Public –**

Equality and Human Rights Impact Assessment (EHRIA) and a Privacy Impact Assessment (PIA), have been completed for this report.

The proposed network is likely to be of interest to the public in the areas covered as a mechanism for accessing online content and services and in the development of engagement programmes that will seek to develop the opportunities presented for community benefit.

Those in areas close to coverage may have concerns that the network does not provide further areas, however the network is designed to allow expansion as further backhaul capacity is developed within the northern regeneration area.

The development of appropriate community management/ownership models will provide an opportunity to seek to replicate this model in other communities across the city.

## **7. MANAGEMENT OF RISK**

The committee will want to consider whether the deliverable can be considered Best Value on the basis of a single bidder. The definition of the tender was such that it placed a high barrier to entry to ensure that community benefit was a primary driver of the programme. In light of the stringent challenge and the cost and technical solution presented the Senior Project Manager and FCC partner believe the bid represents best value.

Community stakeholders may believe that “community ownership” is not achieved upfront in the delivery of the programme. Officers believe that agreeing what might define an effective community ownership model, what the community may want to stake ownership of and what the liabilities of the community in delivering a sustainable model might be are best undertaken over the duration of the service contract and with full community consultation.

Health and safety and environmental considerations are addressed in the tender document and also in relation to any installations of equipment and power supplies on council asset. Health and safety Executive guidelines on wireless equipment will be adhered to in deployment and use of the network.

#### 8. BACKGROUND PAPERS

This report refers to Item 34 of the 18<sup>th</sup> March 2015 Communities, Housing and Infrastructure Committee.

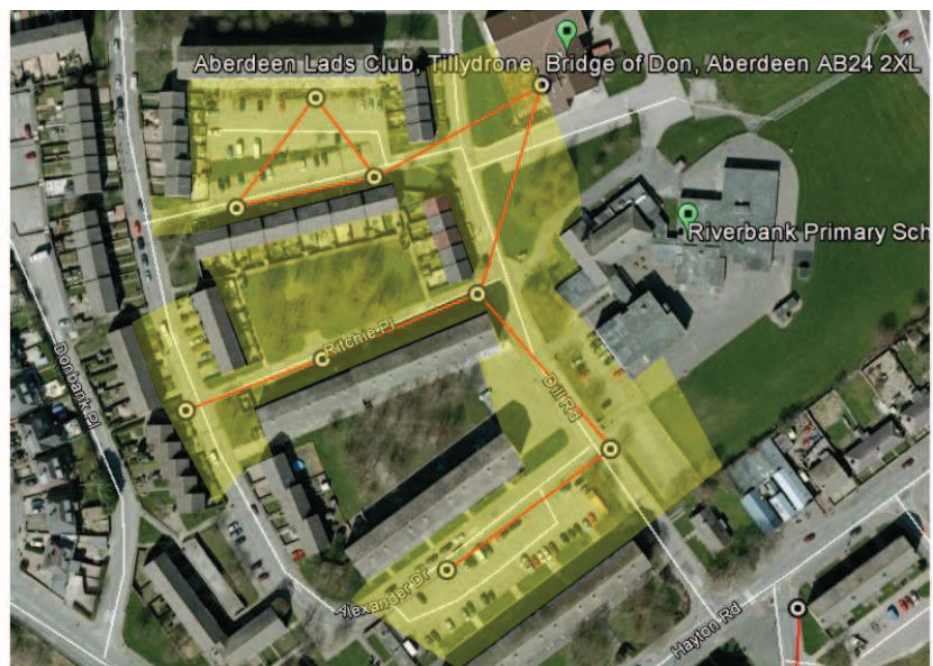
#### 9. REPORT AUTHOR DETAILS

Gordon Wright  
Senior Project Manager  
[gwright@aberdeencity.gov.uk](mailto:gwright@aberdeencity.gov.uk)  
01224 523642





*Mesh 1a – Aberdeen Lads Club (Flats)*



*Mesh 1b – Aberdeen Lads Club*

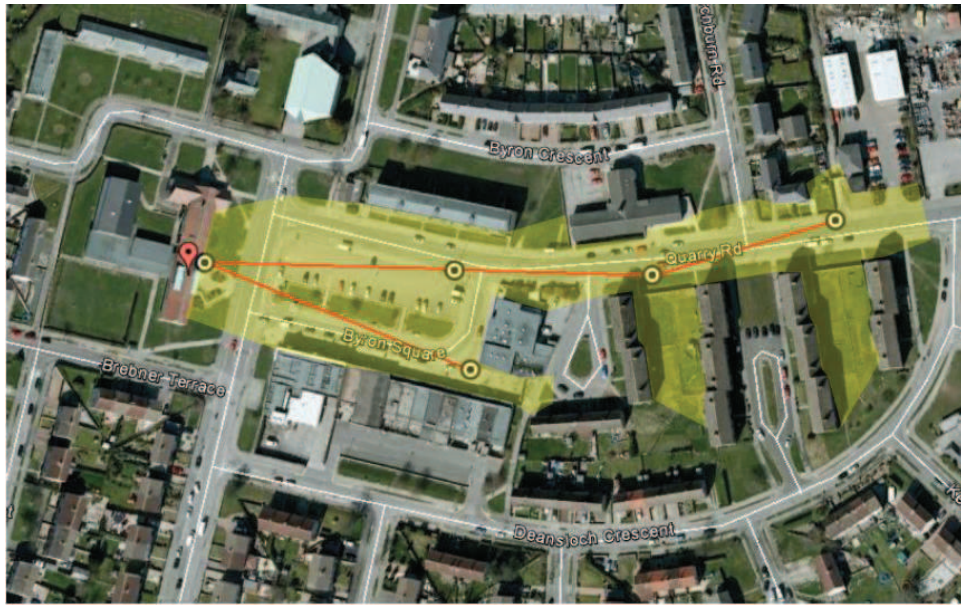


**Mesh 2 – Tillydrone Community Flat**









*Mesh 6 – Northfield Library*

# 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.

Aberdeen City Council

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> North Regeneration Area WiFi	<b>Date of Assessment:</b> 12 October 2015
<b>Service:</b> Economic and Business Development	<b>Directorate:</b> Communities Housing and Infrastructure
<b>Committee Name or delegated power reference</b> (Where appropriate): Communities Housing and Infrastructure	<b>Date of Committee</b> (Where appropriate): 27 October 2015
<b>Who does this proposal affect?</b> Please Tick ▼	<div>Employees <input type="checkbox"/></div> <div>Job Applicants <input type="checkbox"/></div> <div>Service Users <input type="checkbox"/></div> <div>Members of the Public <input checked="" type="checkbox"/></div>

	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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3: Equality and Human Rights Impact Assessment	
<b>a- What are the aims and intended effects of this proposal?</b>	<p>The proposal establishes the development of a WiFi network in locations across four areas of multiple deprivation in the north of the city; Middlefield, Tillydrone, Northfield and Woodside.</p> <p>The infrastructure of itself is neutral in effect however it is designed to align with a collaboration programme engaging communities.</p>
<b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)	<p>These areas are listed within SIMD data sets as being areas with specific equalities issues.</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>The platform of itself is neutral.</p> <p>A collaboration programme will be established to work with communities.</p> <p>Communities will be engaged in developing the communication and service platforms to be utilised within the network.</p>

<b>d- Financial Assessment</b>  If applicable, state any relevant cost implications or savings expected from the proposal.	<b>Costs (£)</b>  Implementation cost <input type="text" value="£ 150,000"/>  Projected Savings <input type="text" value="£"/>
<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>	
The network delivery is neutral.  This proposal provides the physical infrastructure to support a range of collaborative programmes, all with community engagement at their heart, to support citizens to better engage through digital platforms, access	

<p>services and work with stakeholders to educate and develop ethical codes for use of citizen data.</p>	<div data-bbox="592 336 746 2065"> <p><b>f- How does this proposal link to the Council's Equality Outcomes?</b></p> </div> <div data-bbox="746 336 863 2065"> <p>Of itself the network is neutral but can host platforms that support across the range of Equalities Outcomes. For example.</p> </div> <div data-bbox="863 336 1002 2065"> <p><b>5. Effective customer service that is aware of the differences and requirements of different groups. The lead services will be Corporate Governance.</b></p> <p>The wifi network provided will support a community engagement programme that aims to batter engage and encourage effective data sharing with citizens.</p> </div> <div data-bbox="1002 336 1356 2065"> <p><b>6. An increased proportion of council communication adheres to Accessible Information Guidelines. The lead service will be Corporate Governance and will apply to all services</b></p> </div>
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The wifi network provided will support a community engagement programme that will seek to develop best practice in communications with citizens.

4: 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>Age</b> (People of all ages)	X			Studies show the potential for better community engagement through effective use of digital mediums.	
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)	X			The project aims to support best practice and engagement with and across all communities. Service transformation can open up more effective service to clients.	
<b>Gender Reassignment</b>	X			The project aims to support best practice and engagement with and across all communities. Service transformation can open up more effective service to clients.	
<b>Marital Status</b> (Marriage and Civil Partnerships)	X				
<b>Pregnancy and</b>	X			The project aims to support best practice and	

<b>Maternity</b>						engagement with and across all communities. Service transformation can open up more effective service to clients.
<b>Equality Impact Assessment Test:</b>						
<b>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> ?</b>						
<b>Protected Characteristic:</b>	<b>Neutral Impact:</b> Please ✓	<b>Positive Impact:</b> Please ✓	<b>Negative Impact:</b> Please ✓	<b>Evidence of impact and if applicable, justification where a ‘Genuine Determining Reason’* exists</b> *( 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		<div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> x </div> <div> <b>Evidence:</b>  <i>A free to access wifi network will open up opportunities to online learning platforms for those currently unable to access</i> </div> </div>			
Article 3: Right not to be subjected to torture, inhumane		<div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> x </div> </div>			

or degrading treatment or punishment	Evidence:
Article 6: Right to a fair and public hearing	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
Article 8: Right to respect for private and family life, home and correspondence	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Evidence:</p> <p>Registration to network requires user agreement compliance.</p> <p>There are potential negative impacts to individuals if personal online data is shared or managed inappropriately. The programme aims to develop safe, ethical approaches and educational resource for individuals.</p>



<b>Article 10: Freedom of expression</b>	<p> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> </p> <p><b>Evidence:</b></p> <p><i>Online platforms, social networks provide opportunities for expression by the individual. Again the programme will seek to educate and deploy ethical solutions for those seeking to engage in such expression.</i></p>
<b>Article 14: Right not to be subject to discrimination</b>	<p> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> </p> <p><b>Evidence:</b></p> <p><i>Ethical standards of online engagement will be developed and supported</i></p>

Other article not listed above, please state:		<div> <div>Yes</div> <div>No</div> </div> <div>Evidence:</div>
6: Assessment Rating:		
Please rate the overall equality and human right assessment (Please see Completion terminology)	<div> <div> <input type="checkbox"/> <div>Red</div> </div> <div> <input type="checkbox"/> <div>Red</div> <div>Amber</div> </div> <div> <input checked="" type="checkbox"/> <div>Amber</div> </div> <div> <input type="checkbox"/> <div>Green</div> </div> </div>	
Reason for that rating:	<p>Of itself the network is neutral, subject to health and safety issues.</p> <p>The WiFi platform will provide the basis to develop an engagement programme.</p> <p>The open nature of online platforms while providing opportunities</p>	

	for citizen engagement, education and community development also holds the potential for misuse. This programme will have ethical use and standards development as a core part of delivery.
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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:
Online harassment	User agreements and deregistration. All users require to register for use of the platform. Breach of the agreement may see users excluded from use.		At T&Cs stage of awarding	
Leak of private data	Use of secure servers,	Contractor/ACC	Security	

	<b>data protection best practice and encryption solutions. Education and advice of users.</b>			<b>concerns form part of the tender and will be further developed during T&amp;Cs negotiation.</b>	
<b>8: Sign off</b>					
<b>Completed by (Names and Services) :</b>	Gordon Wright, IT & Transformation				
<b>Signed off by (Head of Service) :</b>	Simon haston				

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> </ol>

	4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i>
<b>Genuine Determining Reason</b>	<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>
<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	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Aberdeen Local Development Plan – Proposed Plan, Summary of Representations and Responses.
REPORT NUMBER	CHI/15/266
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

- 1.1 This report presents the representations received on the Aberdeen Local Development Plan – Proposed Plan and the Council responses to the unresolved issues. It also includes a Report of Conformity with the 2015 Participation Statement, a table of comments received on the Strategic Environmental Assessment and a Habitats Regulations Appraisal Record which will be incorporated along with any modifications made through the Examination in Public of the Proposed Plan.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- (a) Note the representations received on the Aberdeen Local Development Plan – Proposed Plan;
- (b) Approve the Schedule 4 Summaries of Unresolved Issues, subject to any de-minimus or minor drafting changes; and
- (c) Authorise the submission Aberdeen Local Development Plan – Proposed Plan and appropriate supporting documentation to the Scottish Ministers for Examination.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate financial implications arising from this report as the cost of progressing the Aberdeen Local Development Plan can be met from existing budgets. The costs related to the Examination in Public are at this stage estimated to be met from existing budgets for 2015/16. Costs relating to the Examination will be charged monthly to the Council on the basis of hours of work undertaken and expenses incurred.

#### 4. OTHER IMPLICATIONS

- 4.1 This is a significant piece of work that has involved and will impact upon many other council services, public bodies, the business and development industries and the citizens of Aberdeen. Consultation with a wide range of stakeholders has been central to the preparation of the Proposed Plan.

#### 5. BACKGROUND/MAIN ISSUES

- 5.1 The Communities, Housing and Infrastructure Committee agreed the content of the Proposed Plan on 13 January 2015. The Proposed Plan is a critical stage in the plan preparation process, and represents the Council's settled view on what the final adopted content of the Plan should be. The production of the Proposed Plan was a result of a significant amount of assessment and public consultation.
- 5.2 The Proposed Plan contains a spatial strategy which explains the Council's overall view of where development should go and the principles behind that. It identifies future development sites and the scale of development expected on each of the identified sites. As required by the regulations, the Proposed Plan conforms to the Aberdeen City and Shire Strategic Development Plan and makes significant allocations in terms of housing and employment land. It also specifies what developers need to do when designing and delivering development, emphasising the need for masterplans, drawn up with local community involvement, for all the major sites. The policies set out additional requirements for different types of development and explain what uses are acceptable in different areas. The vast majority of housing and employment allocations, particularly greenfield ones, have not changed from those already identified in the 2012 Aberdeen Local Development Plan.
- 5.3 There was a 10 week period between 20<sup>th</sup> March 2015 and 1<sup>st</sup> June 2015, in which representations from the public and other organisations were invited on the Proposed Plan. The purpose of this period was to facilitate representations and provide assistance to anyone who wished to comment on the Proposed Plan. To help achieve this, 11,760 notifications were sent to owners, lessees or occupiers of sites which the Proposed Plan specifically proposes to be developed and which would have a significant effect on the use and amenity of the site. Within this notification, advice was provided on how to make representations and officers were available to assist with telephone enquiries or meet with people who were seeking assistance. During the early stages of the representation period the Local Development Plan Team manned exhibitions at local libraries around the City and at the Bon Accord Centre to provide advice to anyone wishing to make a representation. An additional library session was also arranged at the request of Torry Community Council.
- 5.4 The Local Development Plan Team received representations from 187 individuals, organisations and developers making in excess of 625

comments. The representations are available to view online at [http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_2016\\_pp\\_representations.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_2016_pp_representations.asp).

- 5.5 The level of representation is significantly less in number than those made to previous Plans. Nevertheless, the Local Development Plan is a plan for the whole City and as it includes significant land allocations and a wide range of policies, it would be impossible to resolve all objections. Whilst it is accepted that there will always be a level of objection, the early engagement and technical work undertaken prior to the approval of the Proposed Plan have helped to identify what the Council views as the best solution to achieve the aims of the Strategic Development Plan. The purpose of the period of representations was to ensure that the public had the opportunity to lodge representations that will be dealt with by independent Reporters through the Examination in Public of the Proposed Plan.
- 5.6 All comments made, both positive and negative, have been grouped into specific issues, a list of all the issues is contained in Appendix 1. A summary of all the comments made, the modifications that respondents are seeking and the Council's proposed response to representations has been prepared for each unresolved issue within what is referred to as a Schedule 4 form. This is the form that is prescribed in the Development Planning Regulations 2008. A copy of all the Schedule 4 forms (one for each issue) is attached at Appendix 2.
- 5.7 Scottish Ministers expect local authorities to progress new Local Development Plans to adoption as quickly as possible from the Proposed Plan, which is in the interests of making the planning system more efficient, and maintaining up-to-date Development Plans. The Proposed Plan is the Council's settled view and has been based on a significant amount of consultation and technical assessment, and as such the responses presented in the Schedule 4 forms largely defend the current position of the Plan and provide justification as to why the decisions in the Proposed Plan have been taken. No significant modifications have therefore been recommended. The only changes suggested are of a minor nature and generally relate to clarifications, the use of correct terminology and correcting drafting errors.
- 5.8 If a significant modification were to be made (defined in Regulations as 'notifiable modifications' which add, remove or significantly alter any policy or proposal) there would be a requirement to republish a Modified Proposed Plan and consult with the public and (depending on the nature of the change) notify the owners, lessees or occupiers of sites significantly affected by site specific changes. This would create a minimum 6 – 9 month delay to the process and add costs related to printing, advertising and neighbour notification. If Members choose to propose amendments removing existing allocations or policies or adding new ones, those proposals must also specify which allocation or policy would replace those suggested for removal from the Proposed

Plan so that the Proposed Plan continues to be consistent with the Strategic Development Plan.

- 5.9 If the recommendations of this report are approved, the Proposed Local Development Plan and supporting documentation will be submitted to Scottish Ministers who will appoint a person to examine the Proposed Plan. A notice will also be placed in a local newspaper stating that the Local Development Plan has been submitted and copies of the document will be made available in Marischal College, public libraries and on the Council's website.

#### Conformity with 2015 Participation Statement

- 5.10 Before the Examination begins the Reporter will determine if the Council has consulted on the Plan and involved the public in accordance with the 2015 participation statement (see Appendix 3). This sets out the statutory and additional non-statutory consultation carried out on the Proposed LDP. It confirms that all the consultation was carried out.

#### Examination in Public

- 5.11 The Reporter will then examine the Plan against the representations that have been made, and make recommendations as to modifications to be made. In doing that the Reporters will determine if they require any further information or a public hearing to address specific issues. This is entirely at their discretion and there is no opportunity for the Council or objectors to submit further information unless requested to do so. Scottish Ministers expect the process from appointment of the Reporter to reporting on the outcome of the Examination in Public normally to take around 6 months, and rarely to exceed 9 months. Given the level of representation on this Plan, we would not anticipate the Examination taking the maximum time allowed.
- 5.12 Once a report of the Examination is received by the Council the Local Development Plan Team will consider the recommendations and report back to Committee. The recommendations of the Reporter are largely binding on the Council and may only be departed from where they: a) would have the effect of making the Local Development Plan inconsistent with the National Planning Framework, or with any Strategic Development Plan or national park plan for the same area; b) are incompatible with Part IVA of the Conservation (Natural Habitats etc) Regulations 1994; or c) are based on conclusions that could not reasonably have been reached based on the evidence considered at the examination.
- 5.13 Following an advertisement period, and subject to any direction from Scottish Ministers, the Council may then adopt the Local Development Plan. The most recent Local Development Plan Scheme reflects the Council's aim to adopt the local development plan in November 2016 and contains further information on the timetable for the Local Development Plan.

## Environmental Report and Habitat Regulations Appraisal

- 5.14 In addition to comments received on the Proposed Plan, in accordance with the regulations the Council also sought comments on the Environmental Report and Habitat Regulations Appraisal. A summary of the representations and proposed responses to the Environmental Report can be found at Appendix 4. The Environmental Report will not be finalised until after the Examination, at which point a post adoption Strategic Environmental Assessment statement will be prepared. However, it is important to bring to the attention of Members any comments made that would result in amendments to the Environmental Report.
- 5.15 The Habitats Regulations Appraisal Record (Appendix 5) must be submitted to the Scottish Ministers along with correspondence from Scottish Natural Heritage. This Record is an assessment of the potential impact of the Proposed Plan on protected habitats. The amendments recommended by Scottish Natural Heritage will be submitted to the Reporter for consideration and the proposed response to these is contained within Issue 43 (SEA and Habitats Regulations Appraisal) in Appendix 2. Scottish Natural Heritage has confirmed that they are content the Council's response to the HRA, particularly in relation to comments made on water abstraction levels from the River Dee.

## 6. IMPACT

**Improving Customer Experience** - The Local Development Plan sets out the planning policies and proposals for the city for up to the next 5 years. In doing so it provides certainty for the public, agencies and development industry.

**Improving Staff Experience** – The Local Development Plan is the primary means by which the Council determines planning applications. An up to date LDP provides guidance to staff dealing in planning matters and helps to ensure that applications are dealt with in a consistent manner.

**Improving our use of Resources** – The LDP says that development should be encouraged in the right places, be efficient and make the best use of existing infrastructure capacity. Where that capacity does not exist, developers will be expected to provide the infrastructure, services and facilities which are required as a result of the development.

**Corporate** - The Local Development Plan will support the Smarter City Vision in helping to make Aberdeen a great place to live, bring up a family, do business and visit. It is ambitious in growing the city and promotes 21st century sustainable living, the city centre, new communications technology and sustainable transport.

**Public** - Given the wide range of policy areas the Proposed Plan covers, an Equality and Human Rights Impact Assessment was carried out on the Proposed Plan at the time of its approval. It showed that there will be some positive impacts of the Plan on a range of equalities groups. The Equality and Human Rights Impact Assessment is available to view on the Council's website at <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62560&slD=26040> or a hard copy can be obtained from the Local Development Plan Team.

- 6.3 The Proposed Local Development Plan has been in the public domain for around a year and no significant changes are proposed here. So although there may be some public and media interest, this may be limited on this occasion.

## 7. MANAGEMENT OF RISK

- 7.1 Local Development Plans have to be replaced at least every 5 years. They contain policies aimed to improve the quality of development and ensure a consistent approach in deciding planning applications. Not having an up to date Plan in place could lead to a higher risk of planning by appeal, meaning less certainty for developers, agencies and the public in respect of Aberdeen's growth and development, cause deterioration in customer service and the quality of development.

## 8. BACKGROUND PAPERS

- Appendix 1 – List of Unresolved Issues
- Appendix 2 – Schedule 4 Responses to Unresolved Issues
- Appendix 3 – Report of Conformity with 2015 Participation Statement
- Appendix 4 – Environmental Report Representations
- Appendix 5 – Habitats Regulation Appraisal Record

Aberdeen Local Development Plan – Proposed Plan

[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 Local Development Plan – Proposed Plan Representations

[http://www.aberdeencity.gov.uk/planning\\_environment/planning/local\\_development\\_plan/pla\\_2016\\_pp\\_representations.asp](http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_2016_pp_representations.asp)

Aberdeen Local Development Plan – Proposed Action Programme

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62528&slD=26036>

Aberdeen City and Shire Strategic Development Planning Authority: Aberdeen City and Shire Strategic Development Plan 2014

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=1111&slD=149>

Planning etc. (Scotland) Act 2006

[http://www.opsi.gov.uk/legislation/scotland/acts2006/asp\\_20060017\\_en\\_1](http://www.opsi.gov.uk/legislation/scotland/acts2006/asp_20060017_en_1)

Scottish Planning Series: Planning Circular 6/2013: Development Planning

<http://www.gov.scot/Resource/0044/00441577.pdf>

The Town and Country Planning (Development Planning) (Scotland)

Regulations 2008

[http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi\\_20080426\\_en\\_1](http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi_20080426_en_1)

Aberdeen Local Development Plan Scheme – January 2015

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62526&slD=22785>

## 9. REPORT AUTHOR DETAILS

Andrew Brownrigg

Team Leader Development Plan

[abrownrigg@aberdeencity.gov.uk](mailto:abrownrigg@aberdeencity.gov.uk)

Tel 01224 523317

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Draft AECC site, Bridge of Don Development Framework: Consultation Findings
REPORT NUMBER:	CHI/15/231
CHECKLIST RECEIVED	Yes

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### **1 PURPOSE OF REPORT**

- 1.1 This report outlines the AECC site, Bridge of Don Development Framework consultation (land identified in the Proposed Aberdeen Local Development Plan (2015) as Opportunity Site 13 (OP13)), presents a summary of the representations received, officers' responses to these representations and details any resulting action from this.
- 1.2 A summary of this information is attached at Appendix 1 of this report. Full, un-summarised copies of representations are detailed in Appendix 2 of this report.

### **2 RECOMMENDATION(S)**

- 2.1 It is recommended that the Committee:
- (a) Note the representations received on the Draft AECC Site, Bridge of Don Development Framework;
  - (b) Approve Appendix 1, which includes officers' responses to representations received and any necessary actions; and
  - (c) Approve the Development Framework as Interim Planning Advice until the emerging Local Development Plan is adopted and at this time the document should be ratified by the Scottish Government as Supplementary Guidance.

### **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 6 week statutory consultation exercise were met from 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.

#### **5 BACKGROUND / MAIN ISSUES**

- 5.1 The Development Framework has been produced by Cooper Cromar 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

- 5.2 The full Development Framework is a large document containing a lot of illustrative material and can be viewed via the following link:

[www.aberdeencity.gov.uk/masterplanning](http://www.aberdeencity.gov.uk/masterplanning)

- 5.3 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.
- 5.4 The draft AECC Site, Bridge of Don Development Framework was presented to the Communities, Housing and Infrastructure Committee on 19 May 2015 (item 10.3) where committee resolved to:
- i) Approve the Draft AECC Site, Bridge of Don Development Framework for public consultation over a 6 week period; and
  - ii) Instruct 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 the Committee.

### **Consultation Process**

- 5.5 The public consultation ran for 6 weeks from Monday 25 May 2015 until Monday 6 July 2015 at noon. The consultation process was carried out in accordance with the Council's adopted Masterplanning Process which was approved by the Enterprise, Planning and Infrastructure Committee at their meeting on 6 November 2012. This consultation was run at the same time as the Rowett North Masterplan for the proposed new AECC consultation.
- 5.6 In accordance with agreed procedures the Bridge of Don Community Council were give advanced notification of the consultation, 2 weeks

prior to the 19 May committee. The draft document was available online prior to the committee and hard copies were sent to the Community Council at the start of the consultation period.

- 5.7 Statutory consultees were advised of the public consultation prior to the start date. The following list highlights those that were consulted:

Bridge of Don Community Council	Royal Aberdeen Golf Course
Old Aberdeen Community Council (as neighbouring CC)	Aberdeen City and Shire Strategic Development Planning Authority
Aberdeenshire Council	Forestry Commission Scotland
Scottish Water	SEPA
Scottish Natural Heritage	Historic Scotland
Scottish Enterprise Grampian	Transport Scotland
NHS Grampian	NESTRANS
Developer Obligations Team	ACSEF
Aberdeen Cycle Forum	Aberdeen and Grampian Chamber of Commerce
Energetica	

- 5.8 The AECC Site, Bridge of Don Development Framework was available for viewing via the following methods:

- Publication of document on Aberdeen City Council Website 'Masterplanning' page:  
<http://www.aberdeencity.gov.uk/masterplanning>
- Hard copy of document available for viewing at Marischal College between 9am and 5pm Monday to Friday, by contacting the Planning and Sustainable Development Reception. Relevant planning officers were also identified to be available to help answer queries from members of the public who visited the Planning Reception regarding the Development Framework.
- Hard copies and posters were available in the Central and Bridge of Don Libraries during their opening times.
- It was also included in newspaper articles alongside the Rowett North Masterplan.

- 5.9 Representations to the AECC Site, Bridge of Don Development Framework were submitted by email. A total of 7 representation were received during the consultation from the following:

- Scottish Natural Heritage (SNH)
- Historic Scotland
- Montague Evans on behalf of Buccmoor LP

- Knight Frank on behalf of Moorfield Group
- Scottish Water
- Scottish Environmental Protection Agency (SEPA)
- Royal Aberdeen Golf Club

5.10 It should be noted that all comments received as part of the consultation are shared with the developers, their design team, relevant Planning Officers, and relevant Roads Officers for consideration during the planning application process.

5.11 The main areas of comment covered within the representations were:

- Timing of the Planning Permission in Principle (PPiP) submission and the consultations, the perceived confusion this has resulted.
- Reservations about the Household Waste Recycling Centre and uncertainty of location, need and environmental implications.
- Concern with traffic increase and the submitted Transport Assessment as part of the PPiP is not suitably robust.

### **Planning Permission in Principle submission and timings**

Concern was raised by two consultees that the PPiP was submitted at the same time as the Development Framework was out for consultation and prior to committee approval of its content. The consultees highlighted that this could cause confusion and potentially prejudices the consultation process.

This potential confusion is unfortunate but having looked at the consultation responses to the PPiP it appears that only one consultee commented on the PPiP and not on the Development Framework. The points from this PPiP representation are summarised below in 5.12 for information, it should be noted it does not raise any points that have not been raised elsewhere.

Any amendments that are made within the Development Framework that affect the PPiP will also have to be amended within that process.

This submission of the PPiP does not prejudice the consultation process. The Development Framework and comments received will be given full consideration by the Communities, Housing and Infrastructure Committee and a decision made on the document, prior to a decision being made on the PPiP.

### **Household Waste Recycling Centre**

The comments questioned whether a Household Waste Recycling Centre should be provided onsite. Comments also suggested that if it is needed it would be better located in another site more central to the Bridge of Don to serve the whole community. It was also noted by that

if it is required then it should be location on the site adjacent to the Ellon Road and the Park and Choose site rather than to the north east. It was also noted that there is little reference in the Framework to mitigation or potential impacts resulting from the Household Waste Recycling Centre.

The requirement for this facility is identified in the Proposed Aberdeen Local Development Plan Policy R4 on page 65 and under the site description on page 80. Further surveys and tests will be required to determine the most appropriate site as well as any necessary mitigation and licensing arrangements. The site and exact nature of the Household Waste Recycling Centre is currently unknown but it is essential for the Development Framework to include options for it.

Text will be added to the Development Framework to provide further detail on the steps and processes that are required prior to the final decision of the location.

### **Traffic Increase**

A number of comments relate to the Transport Assessment that has been submitted as part of the Planning Permission in Principle.

Development Frameworks by their nature do not go into detailed Transport issues, they set out a baseline spatial framework including a vision, establishing design and planning principles and agreeing on the development process.

The Transport Assessment has been submitted and will be considered as part of the planning application process, this is the most appropriate mechanism to consider this detailed element.

The comments relating to the Transport Assessment will be passed onto the case officer for the application and be dealt with through the PPiP process.

It is not appropriate or necessary to provide further detail within the Development Framework.

- 5.12 It is noted that the overlapping consultation timescales for the Development Framework and the Planning Permission in Principle may have been confusing for consultees and interested parties. Given this, below is a summary of the comment associated with the PPiP application (150824) from parties that did not specifically comment on the Development Framework:

### **WCP Parsons Brinckerhoff on Behalf of Berryhill 1 Ltd**

- These comments relate purely to queries on Transport Assessment associated with the submitted Planning Permission in Principle.

5.13 Other comments from Framework consultation responses included:

- The development does not affect any of Historic Scotland's statutory historic environment assets.
- Welcome the undertaking to include water efficiency measures.
- Welcome opening up of the Silver Burn culvert.
- Further landscaping required along the Golf Course boundary particularly along the north east.

5.14 Followings analysis of all the comments the proposed changes to the Development Framework are highlighted in Appendix 1 to this report.

## 6 IMPACT

**Improving Customer Experience** - The Development Framework sets out principles and options for the AECC Bridge of Don site once it is vacated. It also highlights what further surveys and detailed information will be required as part of any planning application. In doing so the Framework provides certainty for the public, agencies and development industry.

**Improving Staff Experience** - The Development Framework will contribute to efficiencies in determining future planning applications and a reduction in Council staff time to assess future detailed proposals.

**Improving our use of Resources** - By demonstrating acceptable forms and uses of new development on the site, it allows more informed decision making to be made earlier, saving time and resources for staff, applicants and the public. The Development Framework also highlights the expected improvements required to infrastructure, services and resources as a result of the proposed development.

**Corporate** - 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.

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.

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.

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.

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.

The proposal is consistent with the Planning and Sustainable Development 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.

**Public** – An EHRIA has been carried out on the AECC, Bridge of Don Development Framework. It showed there will be some positive impacts in the document with improved access and the provision of affordable housing. The full EHRIA has been appended to this report.

## **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. There would also be no clear parameters set for the site resulting in the potential of piecemeal development on the site.

## **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**

Laura Robertson

Senior Planner – Masterplan, Design and Conservation Team

 01224 (52)2246

 [larobertson@aberdeencity.gov.uk](mailto:larobertson@aberdeencity.gov.uk)

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<b>AECC site, Bridge of Don Development Framework Appendix 1</b>		
<b>1. SNH</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
Welcome the undertaking to include increased water efficiency measures and that this should be included in a Sustainability Statement. Water abstraction is an important issue within Aberdeen.	This comment is noted	No action required as a result of this comment.
Opening up the Silver Burn culvert will allow for the creation of a wildlife and green corridor through the site.	This is seen as a very positive improvement given the existing situation and lack of wildlife potential on the site.	No action required as a result of this comment.
Suggest that other green spaces link to the burn corridor and the existing tree belts around the site.	There are a number of green swathes and tree belts through the site connecting up the green infrastructure.	No action required as a result of this comment.
<b>2. Historic Scotland</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
The Development Framework does not affect any of Historic Scotland's statutory historic environment interests and as such have no comments to make on the document.	This comment is noted.	No action required as a result of this comment.
<b>3. Buccmoor LP (joint venture who control Aberdeen Energy Park and Aberdeen Innovation Park)</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
Timing – Concerned that the Planning Permission in Principle and the Development Framework were out to	Any amendments that are made within the Development Framework that affect the PPIP will	No action required as a result of this

consultation at the same time. The application is considered premature and undermines the validity of process to prepare a Development Framework. Would seek confirmation on how the application will be considered given it has been submitted before the Council have considered their support for the nature of uses proposed in the site and the various development options. The timing of the submission of the application for planning permission in principle confuses and potentially prejudices the consultation process associated with the preparation of the Development Framework, and indeed the ability by the applicant to reflect any feedback on the application proposals from the public, stakeholders and interested parties.	also have to be amended within that process.  This submission of the PPIp does not prejudice the consultation process. The Development Framework and comments received will be given full consideration by the Communities, Housing and Infrastructure Committee and a decision made on the document, prior to a decision being made on the PPIp.	comment.
The Planning Statement submitted in support of the proposed development states, at paragraph 4.2.2, that "the Development Framework was approved as Interim Supplementary Guidance by the Communities, Housing & Infrastructure Committee on 19 May 2015." The public record however states otherwise.	Agreed - the document is currently not Interim Planning Advice (IPA), the May Committee agreed for the document to be circulated for consultation. The report to which this table is appended is recommending that the Development Framework be agreed as IPA. It is proposed that once the Emerging Local Development Plan is adopted the Development Framework would be adopted as Supplementary Guidance.	No action required as a result of this comment.
Support the principle of the development of the site (including the potential for residential development at the exhibition centre (OP13)) but have strong reservations in respect of the inclusion in the site incorporating a household waste recycling centre (HWRC) to replace the facility at Scotstown Road. There is limited	The requirement for this facility is identified in the Proposed Local Development Plan Policy R4 on page 65 and under the sites description on page 80.  Further surveys and tests will be required to	Add text to the Framework highlighting that there will be further surveys carried out to determine the

reference to the potential amenity impacts of the facility in the proposed ALDP SEA environmental report. Neither the Framework nor the application seek to qualify the nature of the waste recycling centre. Highlights concern that the proposed use will significantly affect their interests, counter to the policies of the extant and emerging planning policy position.	determine the most appropriate site as well as any necessary mitigation and licensing arrangements required for the facility. The site and exact nature of the Household Waste Recycling Centre is currently unknown but it is essential for the Development Framework to include option(s) for it.  Text will be added to the Development Framework to provide further detail on the steps and processes that are required prior to the final decision of the location and provision of the facility.	best site and any mitigation and the license requirements will be met.
The issues relation to regulatory guidance on the preparation of working plans SEPA notes that, in relation to pollution control there are a number of measures to be taken to monitor and/or control. Including insects, noise, vermin, dust etc. This should be addressed via the Development Framework. Whilst statements in this respect would ordinarily be made within any planning application submission, there is no evidence that this is the case in the information submitted in support of the application for planning permission in principle.	Issues in terms of the HWRC will be assessed in consultation with SEPA and any necessary conditions added to the PPIP. It should be noted that the Council would be managing the site which would mean that all of these elements would be within ACC control.	Add text to the landuse options section of the Framework highlighting that there will be further surveys carried out to determine the best site and any mitigation and that license requirements will be met.
Traffic and Transportation - Fairhursts on behalf of Buccmore PL have considered the TA that has been submitted as part of the PPIP in terms of vehicle trip rates,	It is noted that the Transport Assessment, submitted as part of the PPIP application has been considered by Fairhurst on behalf of	No action required as a result of this comment.

Existing use reduction at AECC, A90/ A956 Parkway Roundabout, other assessed junctions and accessibility. The details of this can be found in the representation.	Buccmore PL.  Development Frameworks by their nature do not go into detailed Transport issues, they set out a baseline spatial framework including a vision, establishing design and planning principles and agreeing on the development process.  The Transport Assessment has been submitted and will be considered as part of the planning application process, this is the most appropriate mechanism to consider this detailed element.  The comments relating to the Transport Assessment will be passed onto the case officer for the application and be dealt with through the PPiP process.  It is not appropriate or necessary to provide further detail within the Development Framework.	
<b>4. Moorfield Group owners of adjacent Aberdeen Energy Park</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
Timing – During the agreed consultation on the Development Framework (6 weeks agreed by the CHI Committee on 19 May 15) a Planning Permission in Principle was submitted (P150824). The application was valid on the 22 May and the period for representations	Any amendments that are made within the Development Framework that affect the PPiP will also have to be amended within that process.  This submission of the PPiP does not prejudice	No action required as a result of this comment.

ended on the 24 June at least two months before the Development Framework is reported back to committee. Determination of the PPiP should not be before the Development Framework has been considered by Committee.	the consultation process. The Development Framework and comments received will be given full consideration by the Communities, Housing and Infrastructure Committee and a decision made on the document, prior to a decision being made on the PPiP.	
<p>Recycling Centre – there have been two possible sites identified for the recycling centre within the site one to the north west and one in the north east corner. There is no firm position identified in the Framework or whether a Recycling centre is to actually be provided onsite. Whilst statements in this respect would ordinarily be made within any planning application submission, there is no evidence that this is the case in the information submitted in support of the application for planning permission in principle.</p> <p>My client's position is that they do not wish to see a recycling centre located on the AECC site and consider that if the facility is required for the Bridge of Don Area it would be better to be more centrally located within Bridge of Don to serve the whole community and reduce the need to travel for people using it. If a recycling centre has to be located on the site it would be better located in the North West corner beside the Ellon Road.</p> <p>Concerned about the traffic impact of the scale of development and in particular about the impact of the large number of houses on the local road network, unless a range of mitigation measures are proposed and</p>	<p>The requirement for this facility is identified in the Proposed Local Development Plan Policy R4 on page 65 and under the site description on page 80. Further surveys and tests will be required to determine the most appropriate site as well as any necessary mitigation and licensing arrangements. The site and exact nature of the Household Waste Recycling Centre is currently unknown but it is essential for the Development Framework to include options for it.</p> <p>Text will be added to the Development Framework to provide further detail on the steps and processes that are required prior to the final selection of the location.</p> <p>See response 3 above.</p>	<p>Add text to the landuse options section of the Framework highlighting that there will be further surveys carried out to determine the best site and any mitigation and the license requirements will be met.</p> <p>No action required as a result of this comment.</p>

implemented. It is considered that the submitted Transport Assessment is not suitably robust and potentially underestimates the impact of the proposed development on the local road network.		
<b>5. Scottish Water</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
A pre Development Enquiry was submitted to Scottish Water, this confirmed that a water impact assessment is required. Once the final development option has been decided Scottish Water would encourage the developer to submit revised water usage figures. It is important to keep Scottish Water informed of progress to ensure that the appropriate level of infrastructure is delivered.	Noted these comments will be forwarded onto the design team for information.	Forward comments to design team.
<b>6. Scottish Environmental Protection Agency</b>		
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>
SEPA provided comment to an initial draft document in October 2014 some of the comments were taken onboard however the advice on flood risk, surface water drainage, pollution prevention, waste management, air and regulatory advice has not. Further comment was provided as part of the PPIP application on 26 <sup>th</sup> June 15. All these comments should be read in conjunction. The full comments from 13 October have been added to appendix 2.		
Comments from the 26 <sup>th</sup> June correspondence:		



<p>The Flood Map does indicate that parts of this site may be at risk of pluvial flooding. As such we would wish to ensure that a pluvial hazard is recognised and considered by the relevant bodies to ensure no adverse impact on the existing built environment. Pluvial flooding issues may be mitigated by quantitative use of SUDS, these might include measures adoptable by Scottish Water and additional measures by the local authority and the developer dealing with SUDS up to the 1 in 200 year standard (plus climate change). The 1 in 200 year design standard is of particular relevance to mitigating overland pluvial flow issues and flood risk.</p>	<p>Include in the text the need to use the 1 in 200 year design standard.</p>	<p>Add text to page 61 para 5.3.1 stating that design standards for the development must use the 1:200 year flood standards.</p>
<p>A Flood Risk Assessment (FRA) to be completed to enable the complete understanding of the flood risk impact on the proposed development. A full drainage assessment would also be required.</p>	<p>Include reference to the requirement of a Flood Risk Assessment and a Full Drainage Assessment.</p>	<p>Add text to page 61 para 5.3.1 to confirm that a flood risk assessment and a full drainage assessment will be required.</p>
<p>A license to carry out engineering works within the water environment would be required from SEPA.</p>	<p>This is noted, these comments would be passed onto the developer for information.</p>	<p>Comments will be forwarded onto the design team.</p>
<p>Development will require a waste management plan as part of any planning submission.</p>	<p>Noted</p>	<p>Add text to section 7 stating a waste management plan will be required.</p>

<p>Park and ride - The finalised plan should require that the proposals do not contribute to the deterioration of air quality. The impact of additional commuter traffic on pollutant and carbon dioxide emissions should be considered. The finalised Plan should support the uptake of lower and ultra low emission vehicles, for instance through requiring that electric vehicle charging infrastructure be part of any future proposal.</p> <p>We would therefore recommend that the following wording or similar is added to the Plan: "Planning permission is separate to environmental licensing and even if planning consent is granted any environmental authorisation will be assessed separately and may not be granted. Early consultation with the regulatory body is therefore recommended for applications that may also require regulatory authorisation to ensure that any significant changes required during the regulatory stage do not necessitate a further planning application and/or neighbour notification or advertising."</p> <p>We note the reference to the comments from Section 2 of our correspondence of 13 October 2014 in Section 3.1.6. However the Development Framework still references that "SUDS ponds will be integrated into the re-opened watercourses that pass through the site" and as such would reiterate our previous advice.</p>	<p>The Development Framework highlights in section 4.4.6 that there is the requirement to complete a comprehensive travel plan as well as considering the option to provide Co-wheels car club vehicles on site. Latent and active electric vehicle charging points will be required in accordance with the Proposed Supplementary Guidance for transport, Air Quality and Noise.</p> <p>These comments are noted. It is not necessary to add these into the Development Framework. These comments will be forwarded onto the design team for actionning.</p>	<p>No action required as a result of this representation.</p> <p>Forward the comments onto the design team for actionning.</p>
	<p>Agreed the Development Framework should be amended to address the SUDs issues highlighted by Statutory Consultee SEPA.</p> <p>The design team have confirmed that the SUDS ponds will not be integrated into the reopened watercourses.</p>	<p>Amend any relevant plans and paragraphs - 3.1.6, 3.2.2, 5.3.2 and 7.2 to reflect these comments.</p> <p>Amend text to read "In particular the SUDS ponds will <b>not</b> be integrated</p>

<p>CIRIA's C697 manual entitled The SUDS Manual states that "existing natural water bodies should not be used as a means by which to dispose of surface water runoff due to the risk that pollution events and poorer water quality might disturb/damage the natural ecology of the system." As such it would not be acceptable to use the opened up watercourse as a SUDS feature. SUDS must be designed in accordance with the information contained within The SUDS Manual. Appropriate SUDS treatment must be achieved before discharge to the water environment. Creating ponds within the burn for attenuation alone would be an online impoundment which would require a licence from us under the Controlled Activities Regulations (CAR) and would not be licensable if it was for use as SUDS.</p>	<p>into the re-opened watercourses that pass through the site".</p> <p>Comments will be forwarded to the design team for actioning.</p>
<p>In regard to Section 3.2.2 as previously requested further clarification is required on the proposals to open up the culvert of the Silver Burn to enable it to be used as a SUDS feature.</p>	<p>Noted, further clarification should be made on the proposals of the Silver Burn as SUDs features.</p>
<p>We welcome the addition of the references, in Section 2.2.6, to the Proposed Plan 2016 also introducing policies requiring water saving technologies and within the District Heating Section to "if at the time of the development of the site district heating is available the developer will be</p>	<p>Add an additional paragraph to 3.2.2 to explain how this will work.</p> <p>No action required as a result of this comment.</p>

expected to explore the use of the system and show why its use is not feasible."			
<b>7. Royal Aberdeen Golf Club</b>			
<b>Summary of Representations</b>	<b>Officers Response</b>	<b>Action as a result of Representation</b>	
Much of the application covers car parks that are used for major events at Royal Aberdeen. The most recent being the Aberdeen Asset Management Scottish Open 2014. These events generate high visitor numbers and contribute to the economic buoyancy of the region. The longer term benefits which are gained from hosting these events should also be assessed when determining the details of future uses.	<p>It is noted that there would be loss of the existing car parking onsite with the proposed development in the Framework. The Carpark is associated with the AEEC, with this relocating offsite there is no longer the requirement for the carpark in this location. It would be unreasonable and not economically viable to retain this site purely as an overflow carpark for events at the Royal Aberdeen Golf Club. It is unfortunate that this overflow provision will no longer be available but the redevelopment of this site is key to the economic buoyancy of the region.</p> <p>The Council entered into a procurement process to select a development partner through a competitive dialogue which required participants to develop a fully-costed and viable detailed development solution for a new venue either on-site or at a new location off-site.</p> <p>Full consideration will be given to the final siting of the HWRC as part of the detailed analysis required for the site. Text will be added to the Framework to confirm what further assessments,</p>	No action required as a result of this comment.	
Do not support the location of the recycling centre the northern extremity of the site adjacent to the 14th hole on the Course, concern that this will adversely affect the amenity of this part of the golf course.			Add text to Land Use options section that states that there will be

	licenses and mitigation measures are required.	further surveys carried out to determine the best site and any mitigation and the license requirements will be met.
Little or no landscaping on the development is shown at the northern end. Consider that a wider strategic landscaping provision should be provided along the eastern edge. A wider buffer for the golf course should be provided in accordance with other developments in the area.	Agreed there will be the requirement for landscaping to all sides of the HWRC not just the western edge. The exact extent and type will be determined via the detailed application process once the necessary assessments have been carried out.	Amend option 3 diagrams on p41 and 45 to indicate substantial landscaping surrounding the entire Recycling Centre.
<b>Internal Consultation</b>		
<b>Summary of Representations</b>		
The tree belt and the cluster of trees on the eastern edge of the development site should be reintroduced into the Development Framework and relevant plans and text updated accordingly. The area in questions is shown on the plan on page 31 of the document.	Agreed	<b>Action as a result of Representation</b> Update plans and text accordingly.

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**Laura Robertson**

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**From:** Fiona Mutch <[REDACTED]>  
**Sent:** 12 June 2015 10:56  
**To:** Laura Robertson  
**Subject:** RE: for action: AECC Site, Bridge of Don Development Framework consultation

Dear Laura

Thank you for consulting us on the Development Framework for the existing AECC site at Bridge of Don.

We welcome the undertaking to include increased water efficiency measures within the development and agree that this should be included within the Sustainability Statement. Water abstraction is an important issue within Aberdeen as most of the city's water is drawn from the River Dee SAC.

Opening up the Silver Burn culvert will allow the creation of a wildlife and green space corridor running through the development. We suggest that other green spaces link to this and the existing tree belts to the south and west of the site.

Regards

Fiona

Fiona Mutch  
Operations Officer  
Tayside & Grampian  
Scottish Natural Heritage  
Inverdee House  
Baxter Street  
Torry  
Aberdeen  
AB11 9QA  
Tel: [REDACTED]  
Direct dial [REDACTED]

I work Thursdays and Fridays only.

---

**From:** Laura Robertson <[REDACTED]>  
**Sent:** 21 May 2015 11:47  
**To:** Laura Robertson  
**Subject:** for action: AECC Site, Bridge of Don Development Framework consultation

Dear Consultee,

Please find attached a letter highlighting the upcoming consultation for the 'AECC Site, Bridge of Don Development Framework'. The consultation process was agreed by the Communities, Housing and Infrastructure Committee on 19 May. We would appreciate any comments you may have on the document.

Kind regards



Laura

**Laura Robertson**

Senior Planner (Masterplanning, Design and Conservation)

Planning and Sustainable Development | Communities, Housing and Infrastructure  
|Aberdeen City Council | Business Hub 4 |Ground Floor North | Marischal College |  
Broad Street | Aberdeen | AB10 1AB|

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Thoiribh an aire airson adhbharan gnothaich, 's dòcha gun tèid sùil a chumail air puist-dealain a' tighinn a-steach agus a' dol a-mach bho SNH.

\*\*\*\*\*





Laura Robertson  
Senior Planner  
Masterplanning, Design and Conservation  
Team  
Enterprise, Planning and Infrastructure  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Aberdeen  
AB10 1AB

Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH

[REDACTED]  
[REDACTED]  
Our ref: LDP/A/2  
Our Case ID: 201501056

16 June 2015

Dear Ms Robertson

**Aberdeen City Council**  
**AECC Site, Bridge of Don Development Framework**

Thank you for your correspondence of 21 May 2015 seeking our comments on the above framework. The following comments are based on our statutory historic environment interests. That is scheduled monuments and their setting, category A listed buildings and their setting and gardens and designed landscapes and battlefields in their respective Inventories.

As the development framework will not affect and of the above designations we can confirm that we have no detailed comments to offer on this occasion.

Should you wish to discuss any issue raised in this response please do not hesitate to contact me on the above details.

Yours sincerely

[REDACTED]

Andrew Stevenson  
Senior Heritage Management Officer (SEA)




CHARTERED SURVEYORS

Montagu Evans LLP

4th Floor Exchange Tower


19 Canning Street

Edinburgh EH3 8EG

  
[www.montagu-evans.co.uk](http://www.montagu-evans.co.uk)

ADM/FL/SV9560/27

1 July 2015

Masterplanning, Design and Conservation Team  
Planning and Sustainable Development  
Communities, Housing and Infrastructure  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Aberdeen  
AB10 1AB  
BY EMAIL 

Dear Sir / Madam

#### **AECC BRIDGE OF DON DEVELOPMENT FRAMEWORK**

We act on behalf of Buccmoor LP, a joint venture who control Aberdeen Energy Park and Aberdeen Innovation Park, and write with reference to the above Development Framework which was published recently for comment.

On behalf of our clients we submit the following observations and representations in relation to the draft Development Framework.

#### **Background**

By way of background Montagu Evans LLP acted as agents and planning advisors in support of the recent application for planning permission in principle, to extend the existing Aberdeen Energy Park (AEP) to provide 48,000 sqm of office / industrial / warehouse.

The Aberdeen Energy and Innovation Parks are home to a range of companies, from start up businesses to global head-quarters. The Parks were established by Scottish Enterprise and have grown over the last two decades, with investment in high quality infrastructure and new development across both sites, creating not only mature parkland campuses but also facilitating the growth of many successful companies. It was a measure of this success which resulted in the decision to extend AEP.

As the Council are aware planning permission in principle for the extension to AEP, to allow for the development of Class 4, 5 and 6 uses, was approved by the Council's Planning Development Management Committee on 6 November 2014 (application reference P131483).

The application was granted subject to a number of conditions, including in relation to the development of ancillary Class 6 uses.

Our clients' ownership interests at the AEP extend to immediately adjacent to the boundary of the site of the Development Framework.

Our clients support the principle of the development of the AECC site (including the potential for residential development), although have a number of observations and representations in relation to the draft Development Framework, and its timing.

## Timing

Our clients take a keen interest in development planning and have recently submitted representations to the Aberdeen Local Development Plan Proposed Plan, including in relation to the application site and the nature of the emerging local development plan position and indeed wider proposals.

Our clients are aware that an application for planning permission in principle has recently been submitted by Henry Boot Developments Limited (application reference P150824).

Given that the Council are in the process of preparing a Development Framework to guide the development of the site, we are concerned at the timing of the submission of the planning application.

The application submission is considered premature and undermines the validity of process to prepare the Development Framework and associated public and stakeholder engagement. The planning permission in principle can only be regarded as reflecting the fixed view of the developer.

This issue is compounded by the fact the closing date for comments on the planning application precedes that for the draft Development Framework itself.

The timing of the submission of the application for planning permission in principle is considered to undermine the process to prepare the Development Framework, and indeed the Local Development Plan process itself, and it is considered that the application should be held in abeyance until the process to prepare the Framework has concluded.

We would appreciate the Council's confirmation as to how the application will be considered in the context of the required preparation of a Development Framework, given its submission well before the Council have considered their support for the nature of the uses proposed at the site, and indeed the various development options envisaged.

The Planning Statement submitted in support of the proposed development states, at paragraph 4.2.2, that *"the Development Framework was approved as Interim Supplementary Guidance by the Communities, Housing & Infrastructure Committee on 19 May 2015."* The public record however confirms that the committee in actual fact resolved:-

- (i) to approve the Draft AECC Site, Bridge of Don Development Framework for public consultation over a 6 week period; and
- (ii) to instruct 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 the Committee."

In terms of the relocation of the AECC generally the preparation of a Development Framework is noted on the Council's website as being to accord with Aberdeen City Council's Masterplanning Process. The process is designed to seek the opinions of interested parties in order to shape the content of the finalised masterplan. Public engagement at this stage is noted as being important in establishing the redevelopment principles.

This clearly should be the case also with the exercise being undertaken in respect of the existing Bridge of Don site.

The timing of the submission of the application for planning permission in principle confuses and potentially prejudices the consultation process associated with the preparation of the Development Framework, and indeed the ability by the applicant to reflect any feedback on the application proposals from the public, stakeholders and interested parties.



## The Draft Development Framework

The proposed Aberdeen Local Development Plan (2015), identifies the current Aberdeen Exhibition and Conference Centre site (AECC), Bridge of Don site (OP13) as suitable for mixed use development. This proposed development it is noted has resulted from the necessity to replace the current Aberdeen Exhibition and Conference Centre because of its age and lack of ability to keep up with the high demand on the venue. The proposed new AECC is offsite at Rowett North in Bucksburn.

The draft Development Framework identifies the need for the 999 space park and choose site, along with housing and commercial elements.

The draft Development Framework itself considers a variety of options for the development of the site; with no one being preferred.

These options are stated within the Development Framework as being:-

- Option 1 (Residential/ Park & Ride/ Commercial)
- Option 2 (Residential/ Park & Ride/ Recycling Facility)
- Option 3 (Residential/ Park & Ride/ Commercial/ Recycling Facility)

## Policy Context

The site of the Development Framework is allocated as a Specialist Employment Area in the current adopted plan. We note that the site is identified as an 'Opportunity Site' in the new Local Development Plan Proposed Plan.

Whilst our clients support the principle of the development of the site (including the potential for residential development at the exhibition centre (OP13)) our clients have strong reservations in respect of the inclusion within supporting text to reference to the site incorporating a household waste recycling centre (HWRC) to replace the facility at Scotstown Road.

There seems to be limited reference to the potential amenity impacts of the inclusion of such a facility at the site in the context of the Aberdeen Local Development Plan SEA Environmental Report (Proposed Plan).

We note that the current 2012 LDP identifies a site at Denmore Road for this facility but it has not been delivered. Consequently the Council intend to delete this site.

In assessing Issue 26 of the Main Issues Report, in respect of Waste, we note the Council's following response:-

*"The Council wish to ensure that these facilities work well and are fit-for-purpose and the comments are welcomed. New household waste recycling facilities are far better managed, larger and offer a wider range for recycling than old ones. The new facility at Grove Nursery is an example of a modern high quality facility which will be replicated at the AECC site at Bridge of Don. We agree that underground storage of waste and recycling material has advantages and this will be promoted in Supplementary Guidance."*

The Planning authority action / recommendation for Proposed Plan are noted as follows:-

- Expand Altens East/Doonies OP site to accommodate a material recycling facility, RDF Plant and collection depot.
- Identify East Tullos Gas Holder and HWRC site for an energy from waste facility.
- Identify the AECC site at Bridge of Don for a HWRC.
- Update detailed policy and supplementary guidance wording to accommodate underground storage of waste and recycling materials.

It is submitted that neither the Development Framework nor the application seeks to qualify the nature of the waste recycling centre, its scale, or indeed any environmental effect potentially prejudicing and undermining the significant investment on nearby high amenity business and industrial development sites.

Our clients have significant concern that the uses proposed at the site will significantly affect their interests, counter to the policies of the extant and emerging planning policy position.

SEPA regulatory guidance on the preparation of Working Plans (October 2011) notes that, in relation to Pollution Control there is a requirement to detail the measures to be taken to monitor and / or control the following:-

- a) *Vermin*
- b) *Insects*
- c) *Noise*
- d) *Dust*
- e) *Spillages*
- f) *Odours*
- g) *Mud*
- h) *Litter*
- i) *Fires*

These issues should be addressed in the Development Framework. The draft Development Framework has failed to qualify the nature and extent of the use, and consequently no assessment can be made on the appropriateness of the use on the surrounding area, including high amenity business sites. Whilst statements in this respect would ordinarily be made within any planning application submission, there is no evidence that this is the case in the information submitted in support of the application for planning permission in principle.

Whilst the OP13 site could be considered to be currently located within an existing commercial area, the area of the site is in transition. Council policies in this respect seek both to protect the amenity of neighbouring areas and separately seek to encourage inward and economic development on neighbouring sites.

The potential impact on the existing business and industry allocations and the wider business community could be adversely affected, with associated potential impact on economic development.

### **Traffic & Transportation**

Fairhurst's represent our clients' interests, and worked to secure planning permission in principle in respect of the extension to AEP.

Fairhurst's have had the opportunity to review the statements submitted in support of the application for planning permission in principle as they relate to traffic and transportation matters, and would comment as follows:-

#### ***Vehicle Trip Rates***

The Transport Assessment (TA) scoping letter presents peak hour trip rates (0800-0900 and 1700-1800) for residential development only. Trip rates which have been utilised for the purposes of assessment have been aligned with network peaks, with for example the much lower 0700-0800 residential trip rates being utilised.

Standard practice is that the peak hour TRICS generations are assessed against the network peak hours, aligning the peak predicted development demands with observed peak network conditions.

It would be reasonable to anticipate that this approach may be subject to challenge during the TA Audit process, either by Aberdeen City Council or Transport Scotland – which may have an impact on modelling outcomes.



### ***Existing Use reduction at AECC***

A review of existing use reduction calculations against AEP traffic data suggests this may be optimistic – the observed AEP traffic counts from 2013 are lower by 25%, and the data used by AECOM is from two different dates, albeit only two weeks apart.

The disallowance of 103 arrivals and 25 departures for relocated AECC staff feels a little on the high side for the 0700-0800 period.

The traffic networks simply remove the existing AECC traffic from the network, and give no consideration to redistribution of this traffic.

This reduction in traffic flows is providing capacity, and if overstated could result in modelling outcomes being incorrect.

### ***A90/A956 Parkway Roundabout***

Refers to signalised layout (Berryhill/AEP) operating within capacity in all AM peak cases (post AWPR), and an 'improvement' in the PM peak arising from the changes to turning movements.

These results are inconsistent with outcomes of the AEP TA, which assessed this AM peak case (2023 plus full AEP plus full Berryhill with AWPR and 3DC in place) at a PRC of -78% (albeit this is betterment over existing) and there is concern over the statement which implies the roundabout is operating within capacity.

Comment in respect of the existing layout states 'it is suggested that the development is not reliant on the proposed junction improvements and could be constructed in the post AWPR scenario with minor detriment for a short period of time' – but without further detailed review of modelling outcomes it is difficult to see whether such a claim is supported.

### ***Other assessed junctions***

A review of the residential traffic flow networks would tend to suggest that the modelling outcomes suggesting modest impact at other junctions may be correct – but as these assumptions are based on vehicle trip rates which are considered to be too low, the position may change. Reliance is placed to an extent on the future delivery of 'committed' improvements by others, some of which may be related to a level of development which may take some time to reach.

### ***Accessibility***

Public transport accessibility founds on the strategy identified within the AEP TA and utilises the principles from the AEP document, adding only that enhanced stops on Ellon Road will be provided as an improvement to park and ride service provision. No consultation on the presented strategy is referred to.

In light of the above comments on traffic and transportation related matters we would request that the Development Framework consider matters in detail given that they are fundamental to the appropriateness of the site for development.

We trust that the above representations will be given due regard in the Council's consideration of the Development Framework. We would be grateful to receive the Council's formal acknowledgement of having received these representations.

Our clients would be keen to be kept advised of the progress of the application and reserve the right to provide further comments should any additional information be provided.

We would of course be pleased to discuss matters further with the Council if that would assist. Should you require any further information at this stage, however, please do not hesitate to contact Andrew Munnis or Fraser Littlejohn of this office direct.

Yours faithfully

[Redacted signature block]

**MONTAGU EVANS LLP**

Enc

cc [Redacted]





Masterplanning, Design and Conservation Team  
Planning and Sustainable Development  
Communities, Housing and Infrastructure  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

1 July 2015

Ref: mc641/355409

Dear Sir/Madam

## **Response to Aberdeen Exhibition and Conference Centre (AECC) Bridge of Don Development Framework**

I am writing on behalf of my client's the Moorfield Group regarding the draft Aberdeen Exhibition And Conference Centre (AECC) Bridge of Don Development Framework which was approved for public consultation by the Council's Communities, Housing and Infrastructure Committee on 19 May 2015 for a period of 6 weeks from Monday 25 May 2015 until Monday 6 July 2015 at 12 noon. My clients are the owners of the adjacent Aberdeen Energy Park which lies immediately to the north and west of the application site. They are also in a joint venture partnership (Buccmoor LP), with Buccleuch to develop and expand both the Energy Park and the Innovation Parks in Bridge of Don.

Whilst my clients have no objections to the principle of the redevelopment of the AECC site they do have concerns regarding the scale of the development being proposed in the framework, especially in terms of the impact on transport infrastructure in the area and the possibility of a recycling centre being located at the north eastern end of the site next to the Aberdeen Energy Park. My clients also have concerns regarding inconsistencies between the framework, the proposed Aberdeen Local Development Plan and the recently submitted planning application (P150824) for the site, and the fact that the planning application has been submitted in advance of approval of the framework by the Committee which undermines the Council's masterplanning consultation process.

### **Timing**

The framework was considered by the Council's Communities, Housing and Infrastructure Committee on 19 May 2015 and it was agreed that the document be consulted on for a 6 week period and the results of the public consultation and any proposed revisions to the Draft Development Framework be reported to a subsequent meeting of the Committee. During the consultation period on the framework an application for planning permission in principle for the AECC site for the proposed demolition of existing buildings and erection of a mixed use development to include residential, commercial and business use, recycling centre and park and ride facility (Planning Reference P150824) was submitted

4 Albert Street, Aberdeen, AB25 1XW

[www.knightfrank.co.uk/aberdeen](http://www.knightfrank.co.uk/aberdeen)

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Our registered office is 55 Baker Street, London W1U 8AN where you may look at a list of members' names.







by Henry Boot Developments Limited. The application was validated on 22 May 2015 and the period for submission of representations ended on 24 June 2015.

My clients consider that their position on the framework has now been prejudiced by the premature submission of the planning application for the AECC site in advance of consideration of the responses to the framework by the Communities, Housing and Infrastructure Committee. It is anticipated that this will take place at the next meeting of the Committee on 27 August 2015 yet any representations on the planning application required to be submitted by 24 June 2015, some two months earlier. The framework will be approved as Interim Planning Guidance for the AECC site when the results of the public consultation are reported back to Committee and any revisions to the document are approved. In order to ensure full compliance with the framework the submission of the AECC planning application should have been held back until approval of the document by Committee. As the planning application has now been submitted, determination of it should not now take place prior to consideration of the framework by the Communities, Housing and Infrastructure Committee. My clients have submitted representations to the planning application and have reserved the right to make further comments on the application should any material changes be made to it following approval of the framework.

### **Recycling Centre**

The draft framework includes an Option Appraisal at which stage a recycling centre was introduced at the request of the Council in two possible locations within the AECC site. Originally four options in total were proposed of which two included the recycling centre. This was then reduced to three options with Option 2 placing the recycling centre in the north west corner of the site and Option 3 placing it in the north east corner with a 75m buffer zone between it and the proposed housing. In reading through the document there appears to be no conclusion which suggests that the recycling centre must form part of the proposals or what actually is the preferred option as this is the subject of ongoing discussions with the Council. The plan shown in the summary of the framework does not include the recycling centre and it is stated in the document that the inclusion of a recycling facility is dependent on demand. The framework as currently published does not therefore appear to have a firm position on a preferred option or whether provision should be made for a recycling centre or not on the AECC site. This is in contrast to the proposed Local Development Plan which states under Opportunity Site OP13 – AECC Bridge of Don that the site will be required to accommodate a household waste recycling centre to replace the facility at Scotstown Road and the planning application submitted for the AECC site which includes a recycling centre. This position is confusing for my clients and they are commenting on the framework on the basis that the location of a recycling centre is still only a possibility for the AECC site.

My clients have concerns regarding the inclusion of a recycling centre as part of the AECC site. The framework does not qualify the nature of the waste recycling centre, its scale, or its environmental effect potentially prejudicing and undermining the significant investment by my clients on the adjacent Energy Park. My client's position is that they do not wish to see a recycling centre located on the AECC site and consider that if the facility is required for the Bridge of Don Area it would be better to be more centrally located within Bridge of Don to serve the whole community and reduce the need to travel for people using it. Without prejudice to that position, if it is decided that a recycling centre is an acceptable use for the AECC site, it would be better located as per Option 2 in the development framework beside the Ellon Road. My clients have submitted similar comments regarding the recycling centre to the application for planning permission in principle and the proposed Local Development Plan.

### **Traffic Impact**

My clients are concerned that the traffic impact of the scale of development proposed, particularly the large number of houses, will have an adverse impact on the local road network unless a range of mitigation measures are proposed and implemented. A Transport Assessment prepared by AECOM



in support of the planning application for the AECC site has been reviewed by Buccmoor's transport consultants, Fairhurst. It is considered that the Transport Assessment is not sufficiently robust and potentially underestimates the impact of the proposed development on the local road network. The development framework requires to set down clearly the need for a comprehensive assessment of the traffic impact of proposals for the site as this will dictate the density and types of development that can be accommodated on the AECC site.

My clients would ask that these comments be taken into account in the Council's consideration of the draft development framework. If you need further information or wish to discuss the above, please do not hesitate to contact me.

Yours faithfully

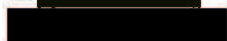


**Malcolm Campbell**

Associate



M [Redacted]



Cc: Mark Holmes, Moorfield Group Limited





**Scottish  
Water**

Trusted to serve Scotland

2nd July 2015

Laura Robertson  
Masterplanning, Design & Conservation Team  
Aberdeen City Council  
Ground Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

**SCOTTISH WATER**

The Bridge  
Buchanan Gate Business Park  
Cumbernauld Road  
Stepps  
G33 6FB

T: [REDACTED]

W: [www.scottishwater.co.uk](http://www.scottishwater.co.uk)

E: [REDACTED]

Dear Ms Robertson

**AECC Site, Bridge of Don Development Framework: Statutory Public Consultation**

I write with reference to your email dated 21st May 2015, requesting comments in relation to the AECC Bridge of Don Development Framework. Thank you for giving Scottish Water the opportunity to review this document and provide feedback.

A Pre Development Enquiry (PDE) was submitted to Scottish Water for this site in October 2014. It comprised of 722 housing units and a 40,000ft<sup>2</sup> office and a Water Impact Assessment was requested to ensure that the network could supply adequate flow pressure to the development and the existing properties in the area. As the final development option for this area has still to be agreed, we would encourage the developer to submit revised water usage figures and wastewater flows for the full development once this has been done.

It is important that Scottish Water is kept informed of the latest plans for this substantial site. This will ensure that we are asking the developer to deliver the appropriate level of infrastructure, if required, and will help to avoid delays further down the line.

We look forward to our continued involvement in the development of the existing AECC site in Bridge of Don. Should you require additional support or guidance from Scottish Water, we would be happy to assist. Please do not hesitate to contact me if this is the case.

Yours sincerely

[REDACTED]

**Susanne Stevenson**  
*Development Planner – Scottish Water*



Our ref: PCS/140433  
Your ref: E:G8/49

If telephoning ask for:  
Alison Wilson

3 July 2015

Laura Robertson  
Masterplanning, Design and Conservation Team  
Planning and Sustainable Development  
Enterprise, Planning and Infrastructure  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Aberdeen  
AB10 1AB

By email only to: [REDACTED]

Dear Ms Robertson

## **AECC Site, Bridge of Don Development Framework: Statutory Public Consultation**

Thank you for consulting SEPA on the AECC Site, Bridge of Don Development Framework, dated December 2014, by way of your consultation e-mail which we received on 21 May 2015. We welcome this opportunity to comment on the Development Framework.

We note the Development Framework document is largely based on the Draft Masterplan, which we commented on in our correspondence of 13 October 2014 (our reference PCS/136118). However while some of our previous advice has been taken on board, on the whole our advice on example flood risk, surface water drainage, pollution prevention, waste management, air and regulatory advice has not. As such the below comments should be read in conjunction with our previous advice and our comments of 26 June 2015 (our reference PCS/140707) on Planning application: P150824.

Please note the advice below.

### **1. Flood risk**

- 1.1 In addition to the previous advice in our correspondence of 13 October 2014, please refer to the advice in Section 1 of our correspondence of 26 June 2015 (our reference PCS/140707) to Planning application: P150824 for our most recent advice on flood risk in relation to this site.

### **2. Surface water drainage**

- 2.1 We note the reference to the comments from Section 2 of our correspondence of 13 October 2014 in Section 3.1.6. However the Development Framework still references that "SUDS ponds will be integrated into the re-opened watercourses that pass through the site" and as such would reiterate our previous advice.



Chairman  
David Sigsworth  
  
Chief Executive  
Terry A'Hearn

Aberdeen Office  
Inverdee House, Baxter Street  
Torry, Aberdeen AB11 9QA  
[REDACTED]  
[www.sepa.org.uk](http://www.sepa.org.uk)



- 2.2 CIRIA's C697 manual entitled The SUDS Manual states that "existing natural water bodies should not be used as a means by which to dispose of surface water runoff due to the risk that pollution events and poorer water quality might disturb/damage the natural ecology of the system." As such it would not be acceptable to use the opened up watercourse as a SUDS feature. SUDS must be designed in accordance with the information contained within The SUDS Manual. Appropriate SUDS treatment must be achieved before discharge to the water environment. Creating ponds within the burn for attenuation alone would be an online impoundment which would require a licence from us under the Controlled Activities Regulations (CAR) and would not be licensable if it was for use as a SUDS.
- 2.3 As such we would **request** that this section of the Development Framework is amended to comply with best practice guidance.
- 2.4 In regard to Section 3.2.2 as previously requested further clarification is required on the proposals to open up the culvert of the Silver Burn to enable it to be used as a SUDS feature.
- 3. Other planning matters**
- 3.1 We welcome the addition of the references, in Section 2.2.6, to the Proposed Plan 2016 also introducing policies requiring water saving technologies and within the District Heating Section to "If at the time of the development of the site district heating is available the developer will be expected to explore the use of the system and show why its use is not feasible."

If you have any queries relating to this letter, please contact me by telephone on 01224 266656 or by e-mail to [REDACTED]

Yours sincerely

Alison Wilson  
Senior Planning Officer  
Planning Service

**Disclaimer**

*This advice is given without prejudice to any decision made on elements of the proposal regulated by us, as such a decision may take into account factors not considered at the planning stage. We prefer all the technical information required for any SEPA consents to be submitted at the same time as the planning application. However, we consider it to be at the applicant's commercial risk if any significant changes required during the regulatory stage necessitate a further planning application and/or neighbour notification or advertising. We have relied on the accuracy and completeness of the information supplied to us in providing the above advice and can take no responsibility for incorrect data or interpretation, or omissions, in such information. If we have not referred to a particular issue in our response, it should not be assumed that there is no impact associated with that issue. If you did not specifically request advice on flood risk, then advice will not have been provided on this issue. Further information on our consultation arrangements generally can be found in [How and when to consult SEPA](#), and on flood risk specifically in the [SEPA-Planning Authority Protocol](#).*



# Royal Aberdeen Golf Club

OUR REF – RA EX CEN4  
YOUR REF –

6<sup>th</sup> July 2015

Planning and Sustainable Development  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Dear Sir/Madam

## AECC Bridge of Don Development Framework

We write in response to the current opportunity to submit comments in response to the development framework for the AECC. We have submitted comments on 3 previous occasions in response to the various consultation opportunities, however there appears to be no reference to the points which have been raised in the current framework. We therefore hope that the comments below can be taken on board.

Much of the development framework area covers car parks as which are used during major golf tournaments which are hosted at Royal Aberdeen. The most recent example of this was the Aberdeen Asset Management Scottish Open, which took place on 9<sup>th</sup>-13<sup>th</sup> July 2014. The application area is also used as the main access route into the golf course for spectators.

The Scottish Open is a very high profile golfing event, which is broadcast nationally in the United States of America and throughout the world. It generates high visitor levels during the week of the tournament and promotes Aberdeen as a tourism destination. Over recent years the club has hosted the Senior British Open in 2005, the Scottish Boys Championship in 2009, and the premier amateur competition in the world – the Walker Cup in 2011. These events, and particularly the Walker Cup have generated hundreds of thousands of pounds for the north-east economy, and have firmly established the area as a golf tourism destination. Royal Aberdeen Golf Club plan to continue to host events of this stature in the future, thereby contributing to the economic buoyancy of the region, and are concerned that their ability to do so will be hampered by the loss of the parking areas and access route into the site.

Whilst we appreciate that Aberdeen City Council will wish to maximise the development value of the site, it is considered that the longer term benefits which are gained by hosting



Links Road, Bridge of Don  
Aberdeen AB23 8AT

Telephone:

- Clubhouse & Office
- Tee Reservations  
(Monday-Friday)
- Pro Shop
- Fax

email:

[www.royalaberdeengolf.com](http://www.royalaberdeengolf.com)  
VAT Reg. No. 266 5101 69



major sporting events such as the Scottish Open should also be assessed when finalising the details of the framework area.

We have previously raised these matters with the Director of Enterprise, Planning & Infrastructure, and would be grateful if they could be taken into consideration in the determination of the planning permission in principle application.

We have examined the details of the identified character areas, particularly 6.4 which concerns the golf course edge, and would wish to make the following points in response to this. Firstly it is noted that option 3 includes a recycling centre site at the northern extremity of the masterplan area. This location lies immediately adjacent to the right hand side of the 14<sup>th</sup> hole on the Championship Course, and we are concerned that this use would adversely affect the amenity of this part of the golf course. On this basis we do not support the formation of the recycling centre in this location.

Options 1 and 2 include housing in the northern extremity of the site, with 3 storey housing proposed within a few metres of the golf course boundary. The associated plans show little or no landscaping along the eastern boundary of the development, towards its northern end. We support the retention of the existing woodland buffer along the southern half of the eastern boundary, and consider that a more substantial strategic landscaping belt should be created along the entire eastern boundary where it adjoins the golf course.

This is a sensitive park of the site, being immediately adjacent to the 14<sup>th</sup> hole, and visible from much of the golf course. The Murcar Development Framework has stipulated a 20 metre wide buffer of trees be planted along the commercial development which is taking place to the north of this site, and this is considered to be a suitable guide to use in this case. This approach is being adopted by other developments adjoining the golf course to the north, such as The Core business park, and it is considered that a consistent strategic landscaping belt should be planted along the full length of the golf course. It is considered that a failure to include a meaningful landscape buffer along the eastern boundary of the site would have an adverse effect on the character of the golf course, which would be detrimental to its overall quality and to the club's ability to attract tourists on an ongoing basis.

These comments are reflective of those which were submitted during the public consultation exercises associated with the masterplan, and we hope that they will be given due consideration during the finalisation of the development framework.

Yours faithfully

  
**Ronnie MacAskill**  
Secretary

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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.

Aberdeen City Council

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> AECC site, Bridge of Don, Development Framework	<b>Date of Assessment:</b> 1 July 2015
<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 Committee	<b>Date of Committee (Where appropriate):</b> 27 October 2015
<b>Who does this proposal affect?</b> Please Tick ✓	<div> <input type="checkbox"/> Employees         </div> <div> <input type="checkbox"/> Job Applicants         </div> <div> <input checked="" type="checkbox"/> Service Users         </div> <div> <input checked="" type="checkbox"/> Members of the Public         </div> <div> <input type="checkbox"/> </div>

	Other (List below)
<b>2: Equality and Human Rights Impact Assessment- Pre-screening</b>	
Is an impact assessment required?	<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div>
<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>	

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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>	<p>The purpose of the AECC Site, Bridge of Don Development Framework is to guide and inform development within the land identified as Opportunity Site 13, OP13 in the proposed Aberdeen Local Development Plan 2016.</p> <p>The development will deliver a mixed use community complete with housing, supporting infrastructure, a park and choose site for 999 vehicles, a commercial element on the Ellon Road frontage, the potential for a neighbourhood centre to include small units that serve the local community and a household waste recycling centre to replace the facility at Scotstown Road.</p> <p>The document is proposed to be Supplementary Guidance to the emerging Local Development Plan and will inform any planning application submitted for the site.</p>
<b>b- What equality data is available in relation to this proposal?</b>	<p>The site allocation for the Existing AECC site has been through four consultation exercises –</p>

(Please see guidance notes)	<ul style="list-style-type: none"> <li>- 29<sup>th</sup> -31<sup>st</sup> May – Jesmond Centre, Beacon Centre and Art Gallery</li> <li>- 11<sup>th</sup> -13<sup>th</sup> September - Jesmond Centre, Beacon Centre and Art Gallery</li> <li>- 27<sup>th</sup> and 28<sup>th</sup> March – Bon Accord Centre</li> <li>- 25<sup>th</sup> May- 6<sup>th</sup> July 6 week statutory consultation.</li> </ul> <p>Meetings also took place with the local community council.</p> <p>The site has been identified in the Proposed Aberdeen Local Development Plan and was part of the consultation process for that document - ALDP Proposed Plan 2015: Main Issues Report, Publicity and Consultation- <a href="http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62540&amp;sID=26040">http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62540&amp;sID=26040</a></p> <p>A consultation period carried out by the Council of 6 weeks has just been completed. The document was available online, in the local and central library as well as at Marischal College. Paper copies were also sent to the Bridge of Don Community Council.</p> <p>Research</p> <p>A Strategic Environmental Assessment (SEA) for the site has been carried out as part of the Aberdeen Local Development Plan process to identify</p>
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	<p>any significant environmental effects arising from the settlement strategy and planning policies which development at the AECC needs to comply with. In addition, an SEA screening report has also been undertaken on the Development Framework document.</p> <p>Officer Knowledge</p> <p>Professional expertise of Council Officers was used during the consultation process of the document. Comments were fed back into the process and helped to evolve and finalise the design proposals for the AECC site, Bridge of Don Development Framework.</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>The initial consultation carried out by the design team was well advertised in the local newspapers and posters displayed in the libraries.</p> <ul style="list-style-type: none"> <li>• Press release and media coverage such as radio and televisions articles.</li> <li>• Three public consultation events took place from the 29<sup>th</sup> – 31<sup>st</sup> May 2014 in the Jesmond Centre, Beacon Centre and Aberdeen Art Gallery.</li> <li>• 10,000 postcard invitations to residents within and around the existing and proposed AECC sites. As well as 250 letters to individuals and organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Posters advertising the events were displayed in local libraries, shops and community centres.</li> <li>• This consultation process has been carried out to meet the requirements of the Masterplanning Process.</li> </ul> <p>Exhibition boards were also left in Marischal College reception from 2 June until the 13<sup>th</sup> June and the AECC Main Concourse from 14<sup>th</sup> June to 27<sup>th</sup> June.</p> <p>Over 1000 people attended the various events. Approximately 150 responses were returned at the events. The main issues raised were too much traffic (24%), need for more open/ recreational space, that no further residential should be provided (12%) and good site for housing (9%).</p> <p>Approximately 600 people attended the September event (11<sup>th</sup> – 13<sup>th</sup> September) over the 3 days. Again letters and postcards were circulated and posters erected in the local libraries, shops and community centres. Comments raised were similar to the previous consultation exercise. With additional comments about public transport links improvements and insufficient schools were raised.</p>
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	<p>A final design team led consultation took place from 27<sup>th</sup> to 28<sup>th</sup> March 2015, in the Bon Accord Centre and an unmanned exhibition at Marischal College. The City Centre location was chosen given the higher footfall from previous consultation exercises.</p> <p>A website was also set up as part of the various consultation exercised – <a href="http://www.aeccevolves.com">www.aeccevolves.com</a>.</p> <p>A 6 week Council led consultation was carried out to allow statutory consultees and members of the public to comment on the document. This ran from 25 May – 6 July 2015. Articles were in the paper advertising the consultation process and the documents were also available in the Bridge of Don library, the Central Library and Marischal College. A total of 7 responses were received and will be reported back to CHI committee in October 2015.</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      £    N/A</p> <p>Projected Savings      £    N/A</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>The Development Framework was part of a public consultation where the general public were able to provide comment and input into the process. The proposal for the site will increase the variety of house types in the Bridge of Don area and will provide 25 % affordable housing provision.</p> <p>This therefore will contribute to the public sector duty by advancing equality of opportunity.</p>
<b>f- How does this proposal link to the Council's Equality Outcomes?</b>	
	<p>The Council's Equality Outcomes relevant to the AECC Bridge of Don, Development Framework are:</p> <p>Outcome 3 "An accessible city" and Outcome 6 "Housing and Infrastructure which takes into account the different needs of different communities"</p> <p>The Draft AECC, Bridge of Don Development Framework has been produced in an open, fair and inclusive manner.</p>

The Development Framework was developed in accordance with the Aberdeen Masterplanning Process

Supplementary Guidance which considers connection and access for all as a key factor.

The aim of the Development Framework is to provide a series of strategic design and development principles to guide the right and most appropriate forms of development are considered for the area.

4: 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>Age</b> (People of all ages)		✓		Improved access for a variety of 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)		✓			The provision of 25% affordable housing.

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	<div> <div> <input type="checkbox"/> Yes </div> <div> <input type="checkbox"/> No </div> </div> <div> Evidence: </div>
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	<div> <div> <input type="checkbox"/> Yes </div> <div> <input checked="" type="checkbox"/> No </div> </div> <div> Evidence: </div>

<b>Article 6: Right to a fair and public hearing</b>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<b>Article 8: Right to respect for private and family life, home and correspondence</b>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<b>Article 10: Freedom of expression</b>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<b>Article 14: Right not to be subject to discrimination</b>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Evidence:</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><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>The Development Framework does not have any negative impacts and in some areas provides a positive outcome. The Draft Framework sets high level design-led planning guidance which will inform future development through the planning system.</p> <p>The Development Framework is a strategic document, a more detailed document(s) will be produced as part of the planning</p>	

	application process.
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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:	
N/A					
N/A					
N/A					



<b>8: Sign off</b>					
<b>Completed by (Names and Services) :</b>	Laura Robertson (Senior Planner) - 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            AB10 1AB         </p>					

## 9: Completion Terminology:

<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:</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>
<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>
<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	27 <sup>th</sup> October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	External Funding for Transport Projects
REPORT NUMBER	CHI/15/279
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

The purpose of this report is to inform Members of external funding opportunities currently available to the Council for transport projects and to seek approval for the expenditure of any funds so obtained.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- a) Approve the expenditure of any funds successfully obtained from Sustrans Scotland's School Cycle and Scooter Parking Grant Fund 2015/16 for the purposes described in this report; and
- b) Approve the expenditure of approximately £50,000 available to Aberdeen City Council arising from the regional Cycling Development Officer post, including £20,000 for the implementation of permanent automatic cycle counters in various locations in Aberdeen.

### 3. FINANCIAL IMPLICATIONS

Projects successfully funded through Sustrans Scotland's School Cycle and Scooter Parking Grant Fund 2015/16 require 50% match funding. This will be supplied via the Council's Cycling, Walking and Safer Streets (CWSS) allocation from the Scottish Government. There will be no impact on other Council budgets. Responsibility for the upkeep of the infrastructure will fall to individual schools.

The cost of the implementation of cycle counters with the Cycling Development Officer fund will be fully met by that fund. It is anticipated that a 3-5 year maintenance and warranty agreement will be obtained

from the supplier for any units installed. At the end of this period, maintenance costs for the upkeep and repair of these units will fall to Aberdeen City Council. There will therefore be ongoing revenue costs associated with each unit installed, in the region of £350 per unit per year, for which no budget has yet been identified.

#### 4. OTHER IMPLICATIONS

None.

#### 5. BACKGROUND/MAIN ISSUES

##### 5.1 Sustrans Scotland's School Cycle and Scooter Parking Grant Fund 2015/16

5.1.1 In July 2015, Sustrans Scotland announced that 50% match funding was available to local authorities for the installation of cycle and scooter parking facilities in schools and there are a number of schools in Aberdeen looking to take advantage of this opportunity. With the approval of the Director of Communities, Housing and Infrastructure, applications for the following were therefore submitted:

- £2,500 for the installation of a cycle shelter and combined cycle and scooter shelter at Westpark School, to accommodate up to 14 bicycles and 10 scooters;
- £1,400 for the installation of a cycle shelter at Holy Family RC School to cover the existing cycle racks;
- £400 for the installation of a double-sided scooter rack at Bramble Brae School, able to accommodate up to 20 scooters;
- £1,800 for the installation of a 20-cycle shelter at Woodside School;
- £1,500 for the installation of a 10-cycle shelter and 2 scooter racks with a combined capacity of 20 scooters at Fernielea School;
- £700 for the installation of 6 cycle stands and 2 scooter racks (able to accommodate 12 bicycles and 20 scooters) at Dyce Primary School; and
- £1,900 for the installation of a 10-cycle shelter at Cults Primary School.

**Total - £10,100**

The remainder of the funding will be provided from the Council's Cycling, Walking and Safer Streets (CWSS) allocation from the Scottish Government.

5.1.2 Applications were submitted at the end of September with successful applicants due to be announced in October. It is anticipated that successful projects can be implemented by the end of the financial year.

- 5.1.3 It is therefore recommended that Members approve the expenditure of any funds successfully obtained from Sustrans Scotland's School Cycle and Scooter Parking Grant Fund 2015/16 for the purposes described above.

## 5.2 Nestrans Cycling Development Officer Fund

- 5.2.1 In September 2014, a regional Cycling Development Officer was appointed to support Aberdeen City and Aberdeenshire Councils in developing the role of cycling in the North East of Scotland. The post is match-funded by Nestrans, the regional transport partnership, and the sustainable transport charity Sustrans, with the appointed officer working closely with Council officers from the Nestrans office.

- 5.2.2 As part of the agreement between Nestrans and Sustrans, the Cycling Development Officer post comes with an annual budget of £100,000 to be split between Aberdeen City and Aberdeenshire Councils. This money is available to add value to any current cycling projects the respective Councils are engaged in. The Cycling Development Officer therefore has approximately £50,000 available for Aberdeen City Council to spend on relevant projects.

- 5.2.3 Council officers propose utilising a portion of this fund to install a suite of automatic cycle counters throughout the City, which will allow cycling levels on key corridors to be monitored. Possession of this information will then enable officers to identify the impact of various interventions on levels of cycling, thus allowing future spend to be targeted more efficiently and effectively. The Cycling Development Officer has stated that £20,000 can be made available from the budget for the implementation of cycle counters.

- 5.2.4 Preliminary investigations suggest the cost per site of implementing an automatic cycle counter is £4,000. This includes the cost of the unit, its installation, a maintenance and warranty agreement, as well as the capability to access the count information when required, including in real time. It is likely therefore that the Cycling Development Officer budget will cover the cost of 5 units, although this may increase with economies of scale.

- 5.2.5 The Council has a prioritised list of locations where cycle counters would be beneficial and/or desirable and it is recommended that the Cycling Development Officer budget is used to cover the cost of a number of these. Below is the prioritised list – it is intended that these are implemented this financial year on a priority basis as funds allow:

- Deeside Way (Duthie Park);
- Ellon Road;
- Third Don Crossing;
- Auchmill Road;
- Dyce Drive;
- Shell Cycle Path;

- The Parkway
- Riverside Path;
- Formartine and Buchan Way;
- Deeside Way (Peterculter);
- Beach Esplanade;
- Wellington Road; and
- Skene Road.

As well as the Cycling Development Officer budget, other external budgets already allocated (such as the Nestrans Capital Programme, Sustrans Community Links Fund, Bus Lane Enforcement Fund and Smarter Choices, Smarter Places fund) may be available to cover the cost of some of these units.

5.2.6 The remaining £30,000 of the fund will be used on projects still to be identified and agreed by Council officers and the Cycling Development Officer.

5.2.7 It is therefore recommended that Members approve the expenditure of approximately £50,000 arising from the regional Cycling Development Officer post, including £20,000 for the implementation of permanent automatic cycle counters in various locations in Aberdeen.

### 5.3 Mossie Developer Contributions

5.3.1 At the meeting of this Committee in August, officers requested that Members *Authorise £20,000 of developer contributions for Mossie to be used to add value to an existing Smarter Choices Smarter Places project looking to improve pedestrian waymarking on Kincorth and Tullos Hills (CHI/15/228 – External Funding for Transportation Projects)*. The Committee instructed officers *to provide more information on the authorisation of £20,000 of developer contributions for Mossie for improvement of pedestrian waymarking on Kincorth and Tullos Hills (recommendation 2(a) in the report) and report back to Committee*.

5.3.2 Officers secured £10,000 from the Scottish Government's Smarter Choices Smarter Places (SCSP) fund for waymarking and interpretation board improvements linking to, and around, Kincorth Hill and Tullos Hill. Further funding of £20,000 would have enabled a more substantive project to be developed with added value by means of Quick Response (QR) codes on signs and the development of a smart phone/tablet app, providing additional information to pedestrians. This pilot project, if successful, could have been rolled out to further locations throughout the city to encourage and promote an increase in walking in communities.

5.3.3 The August Committee decision has however caused a delay to the project with the consequence that it is no longer feasible to deliver the project within the SCSP timescales (end of March 2016). In order to deliver some aspect of the project, as initially submitted to the SCSP



programme, discussions have taken place with the Marketing and Web teams and it has been determined that a smaller pilot project can be pursued using the Council's mapping services for members of the public to contribute to. This will not have the same scope as the previous project but will achieve some of the aims of the initial pilot project within the timescales. The Mosside Contributions are therefore no longer required for this project.

## 6. IMPACT

### **Improving Customer Experience –**

Improving cycle and scooter parking at schools will allow more school children to travel to school actively and sustainably. As well as bringing health benefits to these children, any switch from car-based travel to sustainable travel resulting from these improvements will:

- Improve road safety as a result of fewer cars around the school gates;
- Improve local communities in terms of reducing traffic and congestion;
- Improve the environment around schools in terms of fewer harmful emissions and improved air quality resulting from less traffic.

Monitoring of cycle levels will allow officers to identify which improvements and initiatives have the greatest impact on cycling rates. This will allow future spend to be targeted more effectively in the hope of increasing cycling levels further. An increase in the number of cycle journeys in the City will benefit all citizens in terms of improving health, improving safety, reducing traffic and congestion and improving air quality.

### **Improving Staff Experience –**

Staff working at the affected schools will also be able to use the new facilities and will experience the same benefits as identified for pupils above. In addition all staff, as residents of and/or visitors to the City, will experience any benefits accruing from an increase in cycling as described above.

### **Improving our use of Resources –**

Taking advantage of external funds where possible allows the Council to maximise its own spend, with net benefits for the taxpayer, and resulting in an improved level of service. Monitoring of cycle levels will allow officers to identify which improvements and initiatives have the greatest impact on cycling levels, thus allowing future spend to be targeted more effectively in the hope of increasing cycling levels further.

### **Corporate –**

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).

#### **Public –**

This report may be of interest to members of the public, particularly cyclists, as it concerns opportunities to increase cycle levels in the City and to better monitor these levels.

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 EHRIs.

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**

Any new infrastructure described in this report has no identified maintenance budget and could therefore impact on the Council's maintenance budgets in the future. This represents a potential Hazard and Financial Risk to the Council. This will be minimised by the use of high-quality design and installation materials which should ensure longevity of infrastructure. The risks of inaction (not improving active and sustainable transport 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

Will Hekelaar  
(01224) 523324  
[WHekelaar@aberdeencity.gov.uk](mailto:WHekelaar@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Community Housing and Infrastructure Committee
DATE	27 <sup>th</sup> October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Corporate Fleet Management Performance and Compliance - Update
REPORT NUMBER	CHI/15/291
CHECKLIST COMPLETED	YES

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### 1. PURPOSE OF REPORT

At a meeting of the Audit, Risk and Scrutiny Committee on 25 June 2015 an audit report on Fleet Governance was presented by PWC. The committee made a recommendation about service performance - "that the health and safety aspects would be reported to Corporate Health and Safety Committee and all other performance issues would be reported to Communities, Housing and Infrastructure via the Performance Indicators".

To ensure that meaningful information is reported to both committees which will facilitate sustainable and on-going governance of fleet compliance and performance; the service is currently developing a robust performance framework for the monitoring, analysis and reporting of improvements made across the Service.

This report provides for members of the committee the progress to date on developing a suite of performance indicators to report to this committee at each of its meeting.

It is likely that reports to both this and the Health and Safety Committees will be very similar in content. This is due to most of the work undertaken to date has been about improving compliance. Whilst it is intended to reach a high level of compliance with the council further work is required to improve service effectiveness and efficiency. All service improvements must be undertaken without compromising corporate compliance.

## 2. RECOMMENDATION(S)

That the Committee:

- (i) Notes actions taken and measures put in place in Fleet Services, for monitoring performance of corporate Fleet Compliance.

## 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report. All improvements to Fleet Compliance and relevant training given to ensure vehicle compliance will be made within the overall Communities Housing and Infrastructure budget.

## 4. OTHER IMPLICATIONS

This report sets out actions taken to address specific areas for improvement of working operations to ensure compliance with the councils "Operators License" and all other associated vehicle and health and safety legislation.

The main purpose of goods vehicle operator licensing is to ensure the safe and proper use of goods vehicles and to protect the environment around operating centres.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Context

The council received notification on the 3 October 2014, from the Traffic 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. There were two hearings of the Public Inquiry held on the 19 December 2014 and the 12 May 2015.

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.

The outcome of the hearing on the 12 May 2015 was as follows:

- That the Public Inquiry before the Commissioner for Scotland concluded on 12 May 2015.
- The Operator's Licence\* has been curtailed to 111 vehicles. The trailer authorisation is unaffected.

*\* 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).*

The Traffic Commissioner indicated that if there was to be an increase in the authorisation under the licence then a form of variation would be required. If an application for an increase is lodged, DVSA are likely to pay a visit and that updated reports would be helpful before considering whether to grant the licence increase.

It is likely that updated reports would prove helpful to the Traffic Commissioner when considering any changes to the current licence.

During and following the Inquiry, work has continued to improve service compliance, delivery and performance. Special measures are still in place and although compliance has improved considerably there is a significant amount of work required to improve service performance.

### 5.3 Progress Update – 30 September 2015

The second phase of improvement across the Fleet Service continues with the aim of addressing the longer-term efficiency and effectiveness of the service. This work continues to be governed by Mark Reilly as Project Sponsor. The information in this section provides a summary of the key work completed to date.

5.3.1 In continuing to meet our responsibilities under the “Operators Licence”, the Team of Consultants remains in place to ensure that compliance is maintained in all areas and that a sound financial foundation for service development is created. They continue to be focussed on the following areas of work:

- To ensure continued compliance with the Council’s Goods Vehicle Operators Licence
- To operationally manage and control the systems and processes relating to compliance
- To implement quality management procedures, processes and systems which meet ISO 9001:2008
- To develop and implement a robust set of systems / reports that will baseline the fleet department spend and facilitate a better understanding of all fixed and variable costs applicable to each service
- To develop and implement a customer led robust asset acquisition and disposal strategy for the Fleet Service.

Before the Consultants can be withdrawn from the Service a restructure of staff is required to ensure the right posts are in place to maintain compliance; achieve the standards of ISO9001; and to ensure an appropriate and focussed Fleet Management Service.

The first phase of this restructure will take place during October and November when three new management posts will be recruited to: a Fleet Manager (Senior Service Manager Level), a Fleet Compliance Manager and a Fleet Business Support Officer. The aim of these posts within the structure is to create a new level of management capacity and capability which will shape future operating structures. It is hoped that these posts will be filled before the end of the year.

5.3.2 A number of improvements in the Vehicle Workshops have been implemented:

- The new hot works area within the workshop is now complete providing a safer working environment for employees.
- New service sheets for all vehicles / plant are in place.
- A big tidy-up of the workshop has been completed with the removal of a substantial amount of scrap from inside the workshop and the surrounding area.
- Improvements have been made to load points on vehicles resulting in improved security of loads within the Roads Service.
- Heating and ventilation within the workshop has been repaired.
- Public facing employees within the Office have been issued with uniforms.

5.3.3 Plans are in place to upgrade and decorate the entrance hallway, canteen and office facility in the workshops building. These are due to commence in October.

5.3.4 Funding for the required alterations to improve the working environment in the Vehicle Workshops has now been agreed. This work includes for painting within the garage area; improved flooring; improved lighting; and improved electrics; and herringbone parking arrangement.

5.3.5 Fleet Service can report that there have been one test fail and no roadside encounters as of the end of Sept 2015. On the 3 September 2015 a vehicle failed its test due to the headlamp aim being at fault. This was adjusted at the time of test and the vehicle subsequently passed. This was disappointing as this was the first failure this financial year.



5.3.6 Training continues across all services. Over the coming month, a team of Service Managers and Team Leaders from across different operational areas of the Council will undertake the Certificate of Professional Competence (CPC) in National Road Transport Operations. This CPC qualification is a legal requirement of the operator licensing system. After completing this training, the team will be better equipped with the understanding required to minimise assist the council in managing future risks associated in compliance and safety across the operation of Council fleet in their service areas.

Other training and development completed to date includes:

- 62 Supervisors have been trained in driver walk round checks. The supervisors will be responsible for cascading this training to Drivers.
- 4 Supervisors have been trained in loads and loading vehicles.
- 9 Supervisors have been trained in Operators Licence Awareness.

A second phase of mechanic accreditation IRTEC training has been scheduled and should be completed in November 2015. This is a voluntary accreditation scheme for assessing the safety and competence of technicians who maintain and repair vehicles.

A “Drivers Handbook” has been distributed via walk around training with Supervisors. The books have been distributed to Roads, Grounds, Buildings and Waste Services.

Fleet compliance is continually reviewed and a number of systems are in place to ensure continued and continuous improvement in compliance. Driver and vehicle checks are being carried out on a regular basis. These checks are subject to a regular audit by the services. These service audits are being carried by supervisors, mechanics and, on a regular frequency, by an external company.

Procedures to initiate investigations have been put in place where accident damage, driver or vehicle related incidents are identified.

5.3.7 Tranman System - The workshop servicing and MOT schedule is complete to the end of 2015 and work is now in progress to produce schedules into 2016. Operational management information will be available within the next 2 to 3 months.

The “Tranman” system is used to produce weekly reports to highlight any scheduling concerns particularly overdue inspections.

5.3.8 The implementation of the fleet replacement and disposal programme continues with a current focus on vans. As part of this programme of

work, robust service level agreements are being negotiated with suppliers.

- 5.3.9 A review of the Fleet budget has commenced with the Programme Management Office taking an extended role in the project, leading on the financial work-stream. This is a critical work-stream for ensuring an effective financial management system is in place across the service.

#### 5.4 Improvement in Service Governance

At a meeting of the Audit, Risk and Scrutiny Committee on 25 June 2015 an audit report on Fleet Governance was presented by PWC. The committee made a recommendation about service performance - "that the health and safety aspects would be reported to Corporate Health and Safety Committee and all other performance issues would be reported to Communities, Housing and Infrastructure via the Performance Indicators".

To ensure that meaningful information is reported to both committees which will facilitate sustainable and on-going governance of fleet compliance and performance; the service is currently developing a robust performance framework for the monitoring, analysis and reporting of improvements made across the Service.

A current suite of KPI's for Fleet have been proposed and are currently being developed. These currently are:-

- 1) MOT % First Time Pass Rate ('O' Licence Vehicles)

O' Licence MOT Test - % First Time Pass Rate	
2014/15	89.00%
2014/15 National Average	82.25%
2015/16 Q1	100.00%
2015/16 Q2	95.83%
2015/16 National Average	84.33%

Table 1: O' Licence MOT Test - % First Time Pass Rate

It is intended to report an YTD figure for Pass Rates.

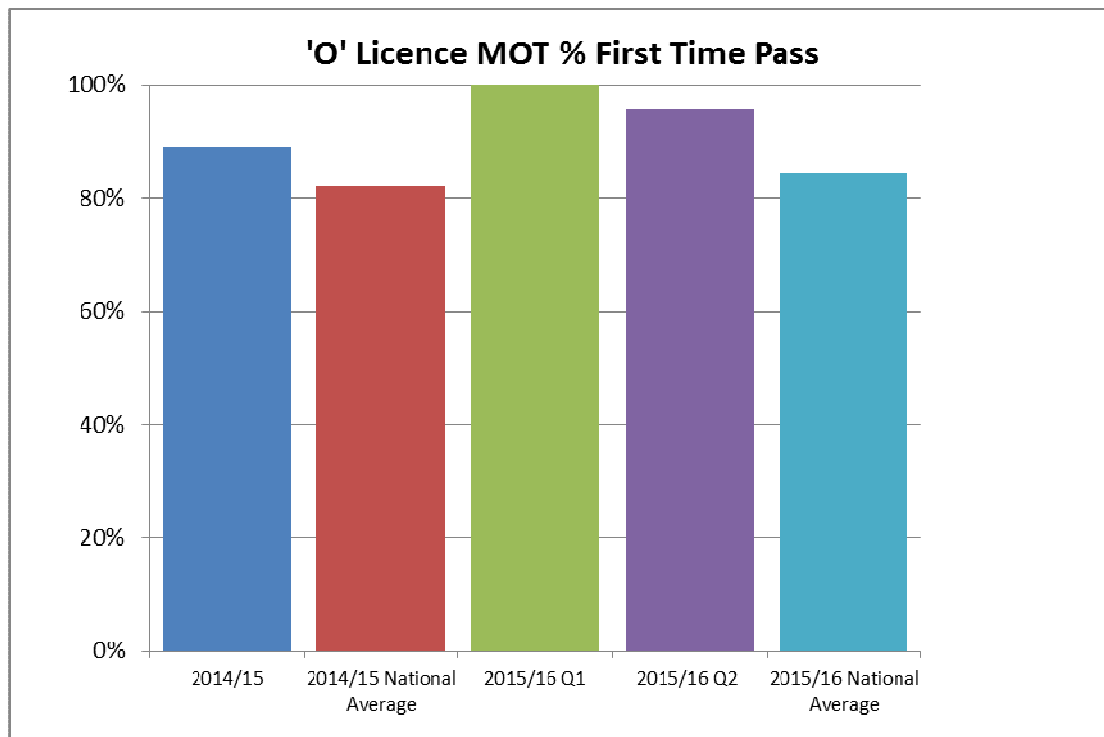


Chart1: O' Licence MOT Test - % First Time Pass Rate

- 2) Roadside inspections / resulting prohibitions. Roadside prohibition rate 2014/15 = 33%. 2015 (Year to date) = 7%.

Roadside Inspections & Prohibitions	
2014/15	
Inspections	3
Prohibitions	1
2015/16 (to date)	
Inspections	14
Prohibitions	1

Table 2: Roadside Inspections & Prohibitions

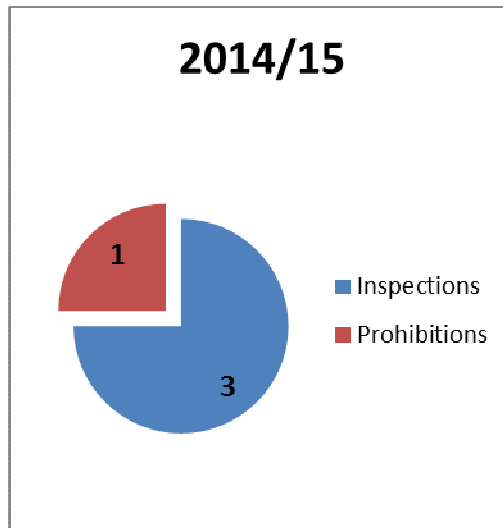


Chart 2a: Roadside Inspections & Prohibitions 2014/15



Chart 2b: Roadside Inspections & Prohibitions 2015/16 (year to date)

### 3) Value of Spare parts held as stock

Value of total stock held in stores has reduced in 2015 / 16 from £49,049 to £43,334 mainly by the introduction of impress stock.

Spare parts held as Stock	
2013/14	£95,000
2014/15	£48,766
2015/16	£43,334

Table 3: Spare parts held as Stock

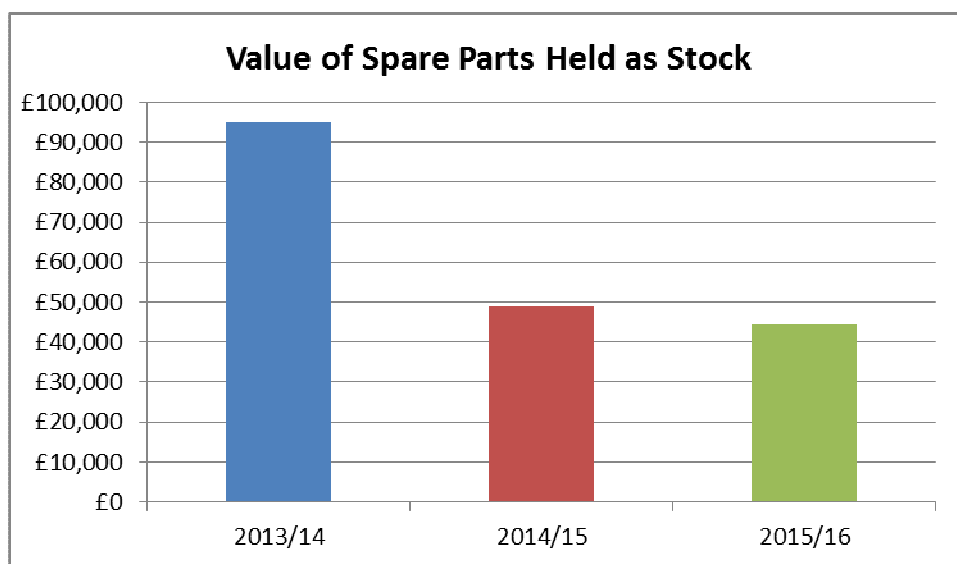


Chart 3: Spare parts held as Stock

#### 4) Outstanding 'O' Licence MOT's/Inspections

This indicator shows the number of MOT and Service Inspections which showed as outstanding on the "Tranman" system at the end of each month. This is a check which the service carries out and is used to reconcile the system and to ensure that all service inspections and MOT's are carried out when due. It does not indicate that we are failing to service and MOT vehicles at the appropriate time.

Outstanding O Licence MOT & Service Inspections	
Apr-15	5
May-15	5
Jun-15	8
Jul-15	9
Aug-15	3
Sept-15	1

Table 4: Outstanding O Licence MOT & Service Inspections

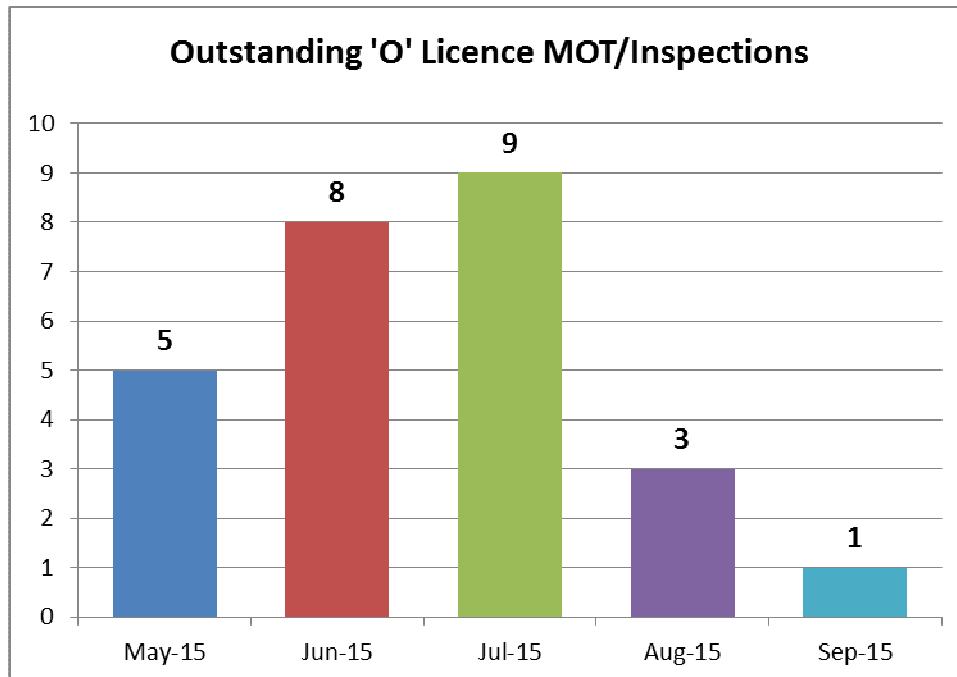


Chart 4: Outstanding O Licence MOT & Service Inspections

#### 5) Vehicles over 5 years old

Vehicle “life” depends on a number of criteria and operating life may range from 3 to 7 years depending upon usage. There is an optimum time for vehicle replacement. It is likely that the older the vehicle the greater the cost of repairs and maintenance and the likely increase of vehicle downtime.

Vehicles over 5 years old - current	
Total Vehicles	522
Total over 5 yrs	284
Total not known	2
Total less than 5 yrs	236
% over 5 years	54.4 %

Table 5: Vehicles over 5 years old - current

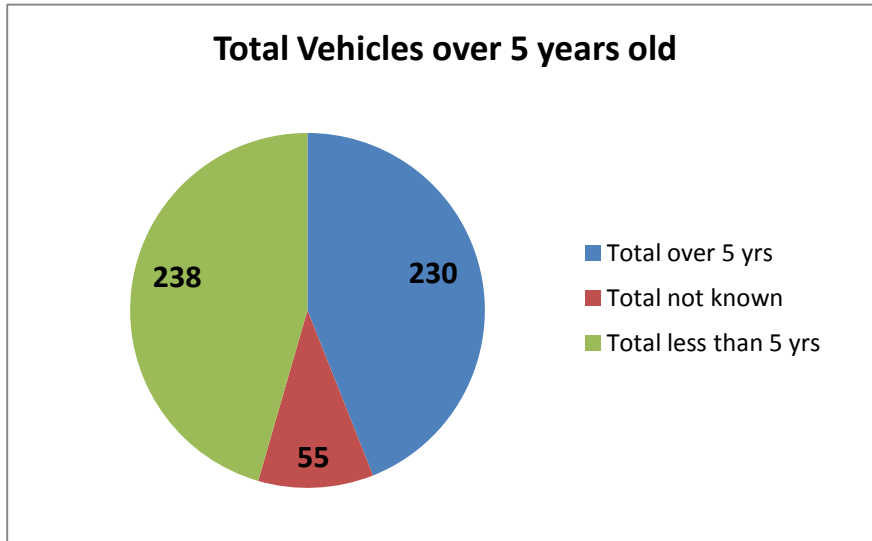


Chart 5: Vehicles over 5 years old - current

#### 6) Number of Vehicles per Service

Number of Vehicles per Service		
Service	No	%
Building Services	143	27.39
Grounds	75	14.37
PTU	25	4.79
Waste	75	14.37
Roads	89	17.05
Common Wheels	12	2.30
Facilities	9	1.72
Education	19	3.64
Other*	75	14.37
Total	522	100

\* Includes 10 Hydrogen Buses.

Table 6: Number of Vehicles per Service

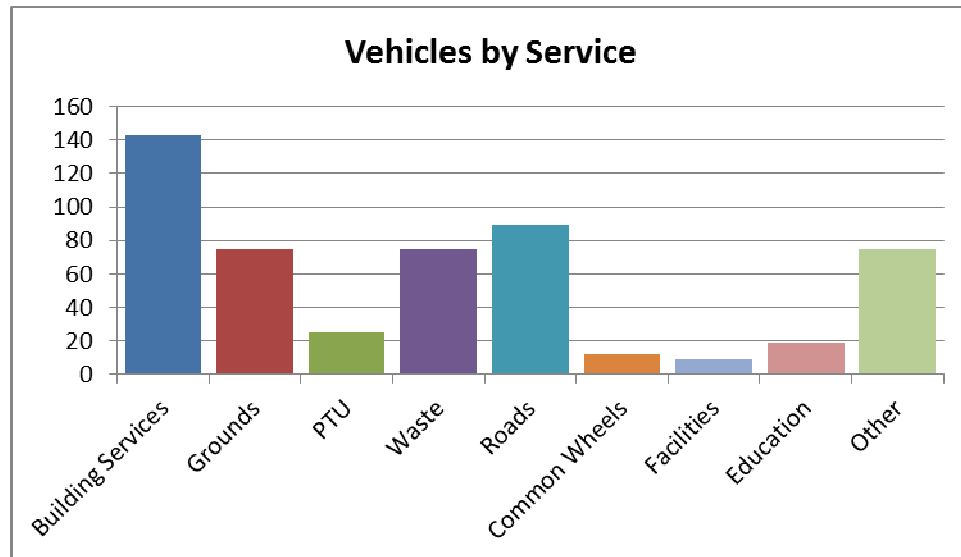


Chart 6: Number of Vehicles per Service

## 7) Licence Issues as % of Licence Checks

Drivers Licence Checks - Q1	
No. of Drivers	147
% Drivers Checked	100%
Licence Issues as % of Checks	1.36

Table 7: Drivers Licence Checks - Q1

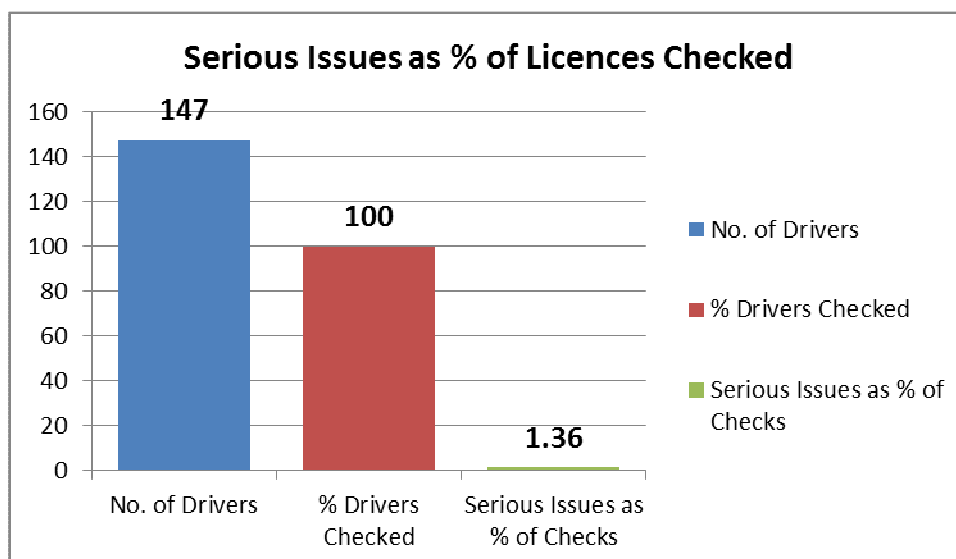


Chart 7: Drivers Licence Checks



The KPI's developed to date for Fleet are based on information that we have currently available. It is intended to develop base information further so that other operational KPI's can be collated, particularly those relating to financial performance.

The KPI's would include the following areas if the service is able to develop accurate systems to measure.

**a) Insurance Claims**

- Number of Accidents/per Service
- Cost of Accidents/per Service

**b) Vehicle Incidents**

- Investigations ( number as a % of service Fleet size)
- Investigations (late reports as a % of those issued / outcomes agreed by Fleet Compliance Manager)

**c) Fleet use**

- Vehicle availability – the number of days the fleet is available for use.
- Vehicle downtime – the number of days lost due to maintenance and repairs.
- Vehicle utilisation – how much the fleet is used compared with its availability

**d) Compliance**

- Number of accidents;
- Number of vehicle defects;
- Number of MOT failures or first time passes
- Driver Hours / Tachograph Infringements

**e) Operational**

- Fuel usage – miles per gallon (mpg);
- Spend and consumption (in litres) can be measured but not miles
- CO2 emissions

**f) Servicing and Maintenance**

- Vehicle life-span
- Number of Repairs by Type
- Number of Jobs per Service / Live Jobs
- Vehicles serviced within schedule
- Response time to reported defects
- Number of vehicles per mechanic employed
- No of unplanned breakdowns

**g) Costs**

- Maintenance cost per vehicle;
- Tyre cost per vehicle;
- Insurance cost per vehicle;
- Operating cost per vehicle;
- Vehicle purchase costs

**5.4.1 Vehicle Accidents / Incidents recording.**

The service commenced recording vehicle and driver accidents and non-compliance incidents in February 2015. Since keeping these records it has become clear that there are a high number of incidents where vehicle and plant are damaged through accident or misuse. This impacts on the services in a number of ways through increased risk of a service health and safety incident; increased risk of vehicle / driver compliance incident; and increase in service costs.

Accidents / Incidents Q1 per Service	
Building Services	1
Grounds	8
PTU	2
Waste	18
Roads	3
Other	1

Table 8: Accidents / Incidents per Service - Q1

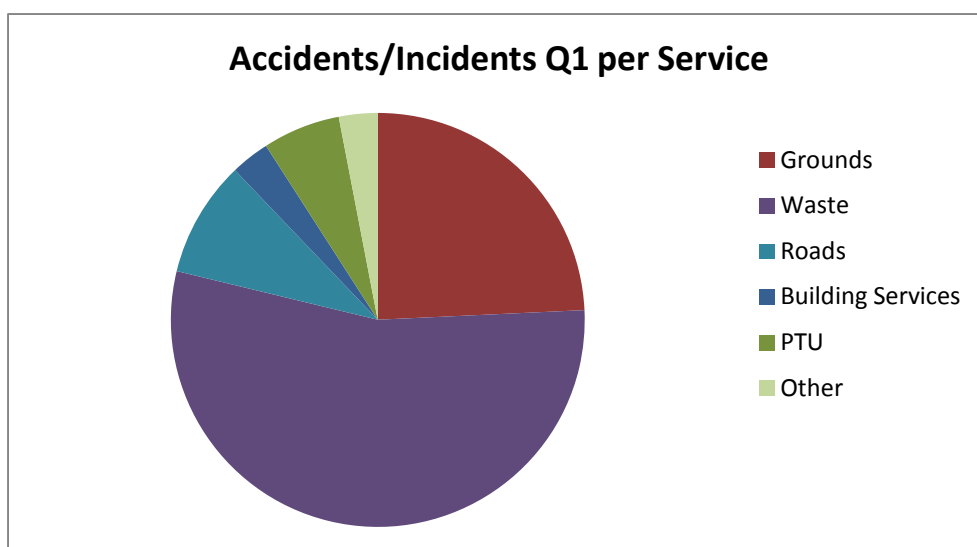


Chart 8: Accidents / Incidents per Service - Q1

Accidents / Incidents Q2 per Service	
Building Services	16
Grounds	37
PTU	5
Waste	39
Roads	9
Other	5

Table 8a: Accidents / Incidents per Service – Q2

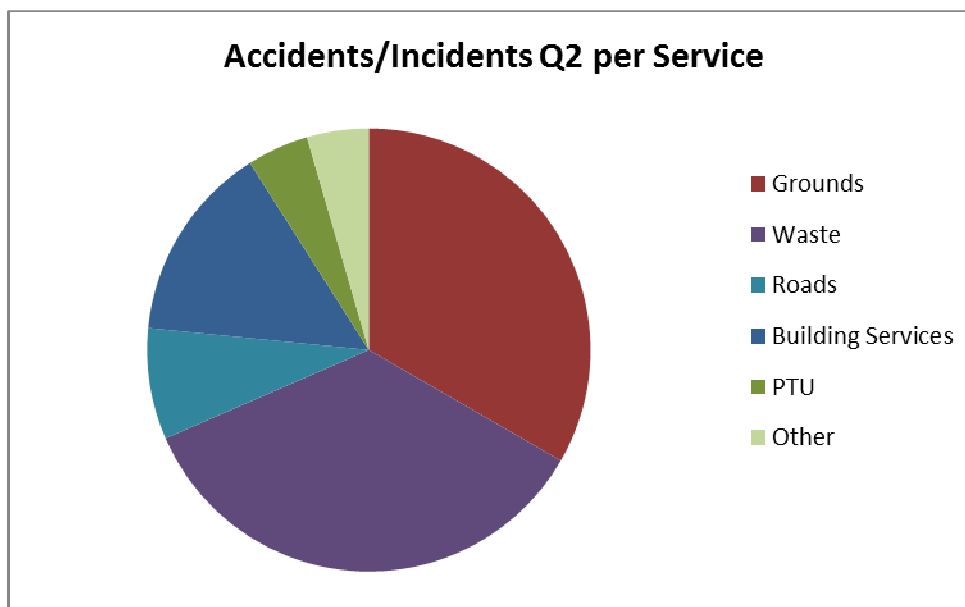


Chart 8b: Accidents / Incidents per Service – Q2

It is expected that each incident is investigated in a timely and appropriate manner. To that end a record is kept on the performance of each service in meeting the investigation criteria.

Late Reports Q1 per Service	
Building Services	1
Grounds	3
Waste	14
Roads	1

Table 8a: Late Reports per Service - Q1

Late Reports Q2 per Service	
Building Services	6
Grounds	5
Waste	4
Roads	6
Other	2

Table 8b: Late Reports per Service – Q2

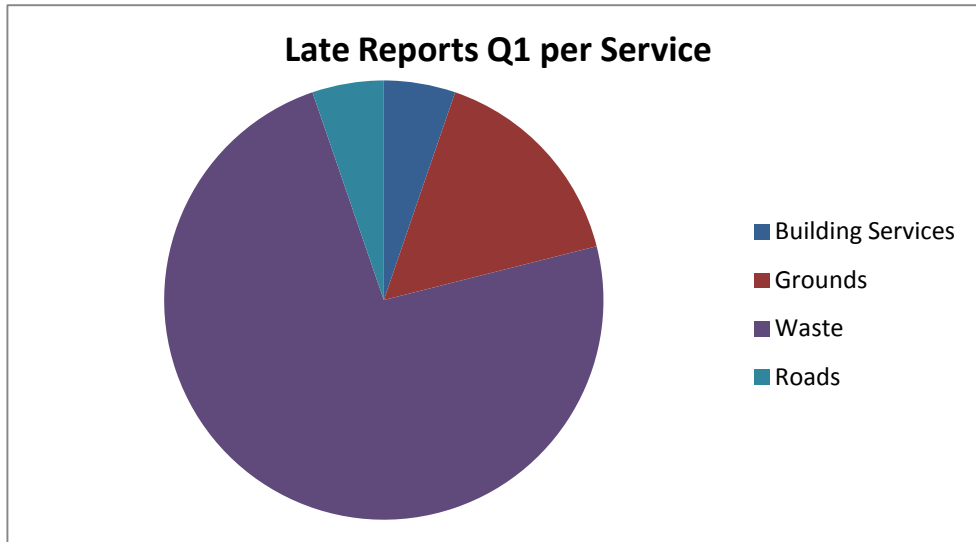


Chart 8a: Late Reports per Service - Q1

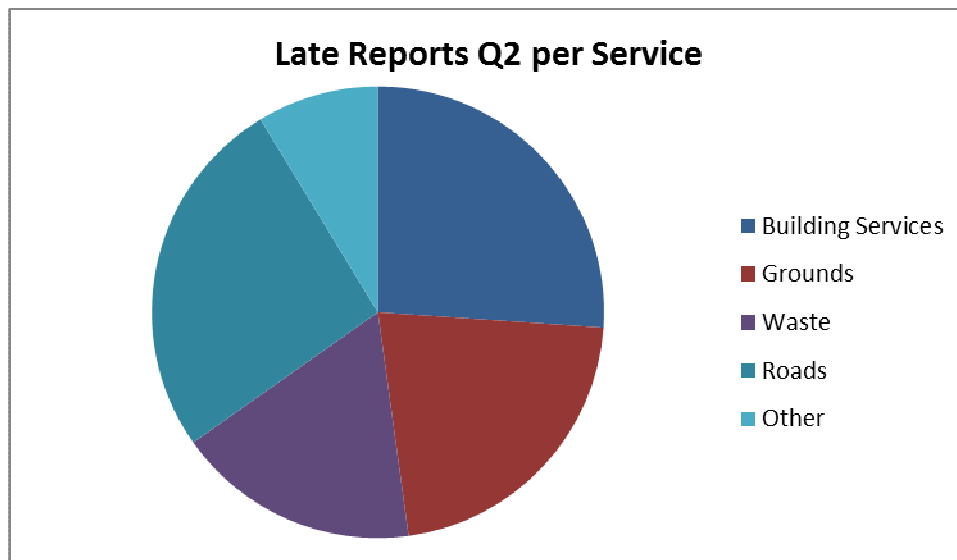


Chart 8b: Late Reports per Service – Q2

When sufficient data has been collected an analysis of the types of incidents and accidents will be undertaken to determine trends and consequentially any appropriate actions that need to be put in place.

The KPI's for accident/incidents per service measured are not all relating to vehicles. In certain services, for example Grounds, the majority of reports are for pieces of plant e.g. mowers, ride on mowers, tractors, strimmer's, trailers etc.

#### 5.4.2 Vehicle Accidents - Motor Claims Experience

Initial discussions have been taking place with officers in our Insurance Services section. There is an emerging trend where poor fleet compliance practices impact adversely upon the councils motor claims experience.

Some of the facts regarding the councils motor claims experience:

- Claims experience has worsened in past 5 years; Insurance Premiums for Motor have increased a total of £215,000 (per annum) in the last four financial years.
- Majority of accidents involve reversing (and are preventable with the appropriate training and diligence from drivers)
- Time to notify claims has improved through Zurich First Response from 47 (2010/11) days to 9 (2014/15) and continues to improve, currently 4.4 days for 2015/16 (YTD).
- Street Cleansing and Refuse collection claims costs make up 40.8% of the overall spend on claims over the last 5 financial years.

A report instigated in June 2013 suggested the following measures to improve the claims experience:

- Raise awareness with drivers / supervisors of the seriousness of incidents: likely to be lack of appropriate observation and judgement
- Highlight the need to reduce speed to ensure clearance can be properly judged
- Encourage drivers to leave the cab to assess clearances, rather than assume or guess
- Ensure drivers are familiar with all fleet vehicles
- Driver induction training to include vehicle familiarisation
- Training interventions aimed at manoeuvring
- Investigations of all accidents including face to face discussions with drivers, review of telemetry data if available
- Addressing repeat incidents / black spots / drivers involved in accidents

### Number of Claims by Financial Year

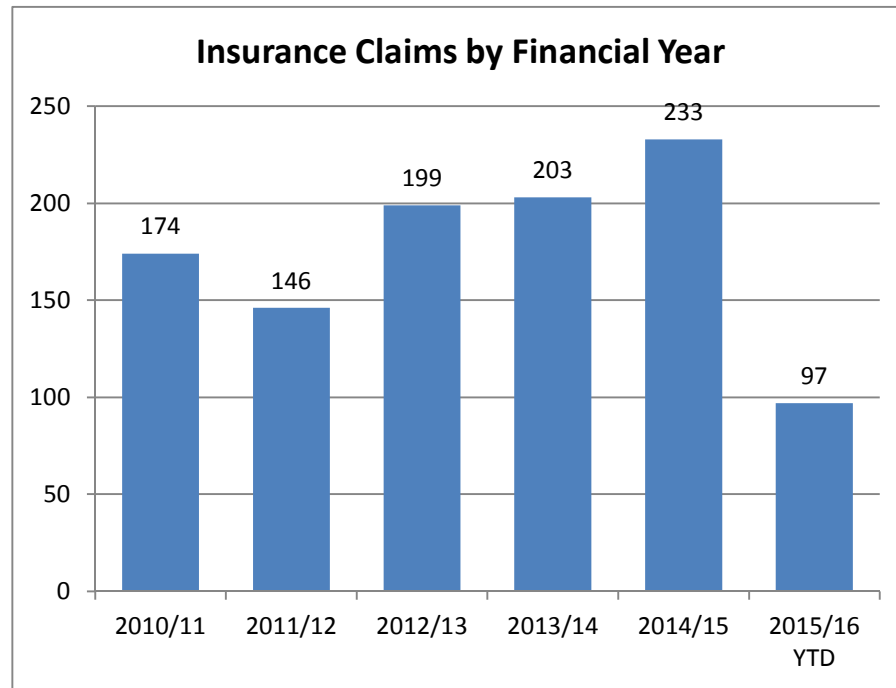


Chart 9: Number of claims by Financial Year

#### 5.4.2 Fleet / Vehicle Compliance Awareness – Staff Survey

To judge the awareness of vehicle compliance amongst council employees a survey was undertaken between Thursday 30<sup>th</sup> April and Tuesday 5<sup>th</sup> May 2015. There were 411 responses to the survey.

A copy of the responses to the survey has been attached to this report (See Appendix 1).

The areas where respondents had concerns will have been / will be covered in the planned Team Briefs and training sessions. These sessions are as follows:

- Overloading – covered in Loads and loading course
- Medical conditions – covered in driving licence team brief
- Highway code – full team brief
- Accident reporting – full team brief
- Traffic Commissioner – covered in Operator Licence awareness training

Details of improvements in Fleet Services / Compliance are not included directly in any training sessions, although they are partly covered in the Operator Licence awareness training. A way is being considered to add this information into one of the training sessions.

It is intended to run these surveys every six months to raise awareness of Fleet Compliance and to identify areas where there is a need to focus resources to improve awareness, performance and compliance.

#### 5.4.3 Conclusion

It is evident that effective Fleet Compliance is essential to the safe and efficient operation of front line services.

Since October 2014 there has been a major review of Fleet Services and of Corporate Vehicle Compliance. A number of service initiatives have been commenced. This work is not complete and the review of the organisational structure of Fleet Services has been carried out but is still to be implemented. There is a need to implement these structural changes so that the service has capacity to support and continue with the work already undertaken in Fleet Management. There is also a requirement to build on this work to improve, not only Fleet Services, but the behaviours and cultures towards Fleet Compliance corporately.

Regular performance reporting to this and the Community, Housing and Infrastructure Committee will assist members in keeping a current awareness of performance trends in corporate vehicle compliance.

## 6. IMPACT

**Improving Customer Experience** – Effective and efficient management of Fleet Services and Fleet Compliance and Managing will reduce the risk of accidents and incidents involving our own staff and property and that of third parties.

Improvement in how Vehicle, Plant and Equipment assets are managed in partnership with user services should deliver incremental improvements in productive time for user services due to improved availability of these assets and assets that have been procured to meet the needs of that service.

**Improving Staff Experience** – Effective and efficient management of Fleet Services and Fleet Compliance and Managing will improve the utilisation of vehicle, plant and equipment assets in user services. Improving support and performance

**Improving our use of Resources** – Effective and efficient management of Fleet Services and Fleet Compliance and Managing will improve the utilisation of vehicle, plant and equipment assets by user services. Reduce costs of maintenance and repairs by ensuring that drivers and

operatives are trained use the assets appropriately reducing the risk of injury to themselves, unfair wear and tear to the asset and additional costs through unnecessary repairs and down-time.

**Corporate** - Although not directly linked to the Single Outcome Agreement, effective health and safety and fleet management is an integral part of service delivery. There are no direct implications in regard to the corporate or public perspective arising from this report.

**Public** – This report will be of interest to the public as this report has come about as a result of a public inquiry by the Traffic Commissioner into Aberdeen City Council failure to meet the requirements of its “Operators Licence”.

## 7. MANAGEMENT OF RISK

The effective management of health and safety and fleet ensures compliance with legislation and is consistent with the vision to make Aberdeen a healthier and safer place in which to live and work. It assists in maintaining employees who are healthier, happier and better motivated, essential to the sustainability of high quality services.

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

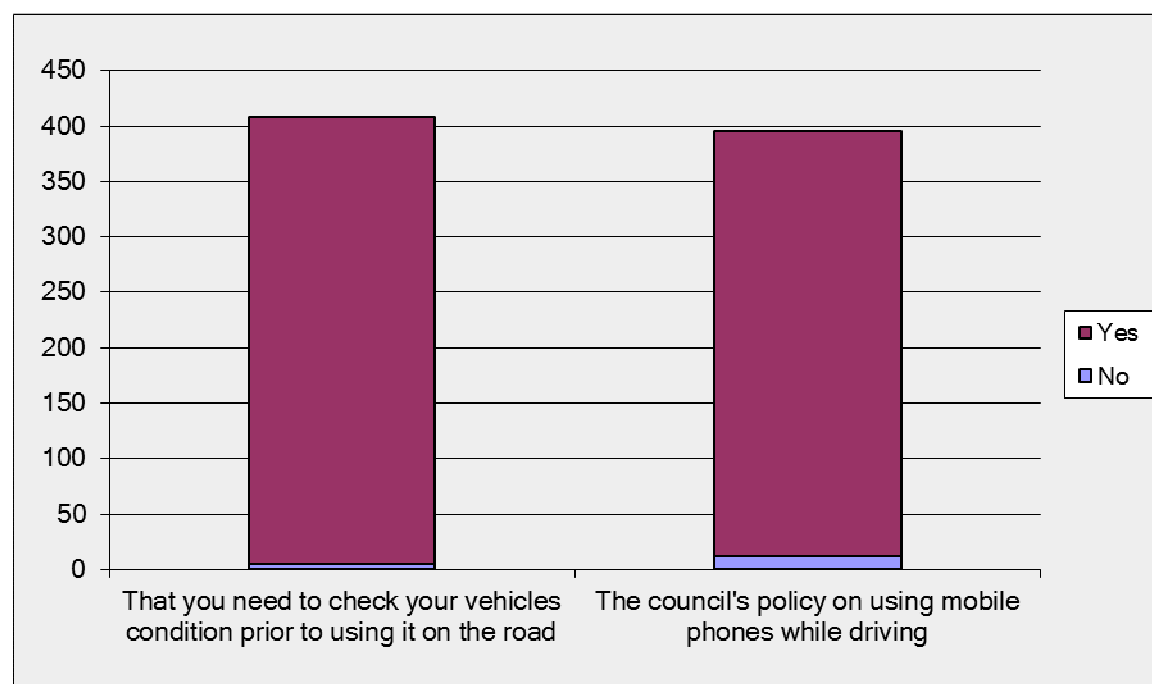
M A Reilly  
Head of Public Infrastructure and Environment  
[mareilly@aberdeencity.gov.uk](mailto:mareilly@aberdeencity.gov.uk)  
01224 523096



## Staff Survey of awareness of Vehicle Compliance

The transport staff survey was undertaken between Thursday 30<sup>th</sup> April and Tuesday 5<sup>th</sup> May 2015. There were 411 responses to the survey.

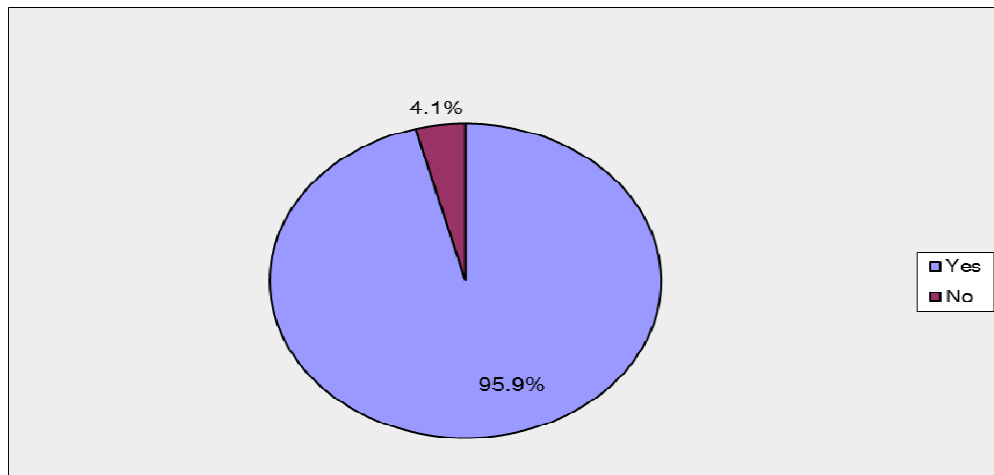
### **Question 1: Are you aware of the following:**



*Baseline: 409 respondents*

The chart shows that the majority of respondents were aware of both the need to check their vehicle and the council policy on using mobile phones while driving. 5 respondents and 12 respondents respectively answered 'no' to this question.

**Question 2: Do you feel you are able to carry out an effective vehicle check?**



*Baseline: 410 respondents*

95.9% of respondents felt they were able to carry out an effective vehicle check.

**Question 3: If no, why not?**

Of the 4.1% that answered no to the previous questions, the answers included:

Training

- No training (2 answers)
- Have no knowledge of cars
- Not qualified
- Not a mechanic
- Have never been trained properly
- Not mechanically minded (2 responses)
- Not been shown but follow check list as best as to my knowledge, so not sure if right
- Can't always see what to check not 100% what all the check involve

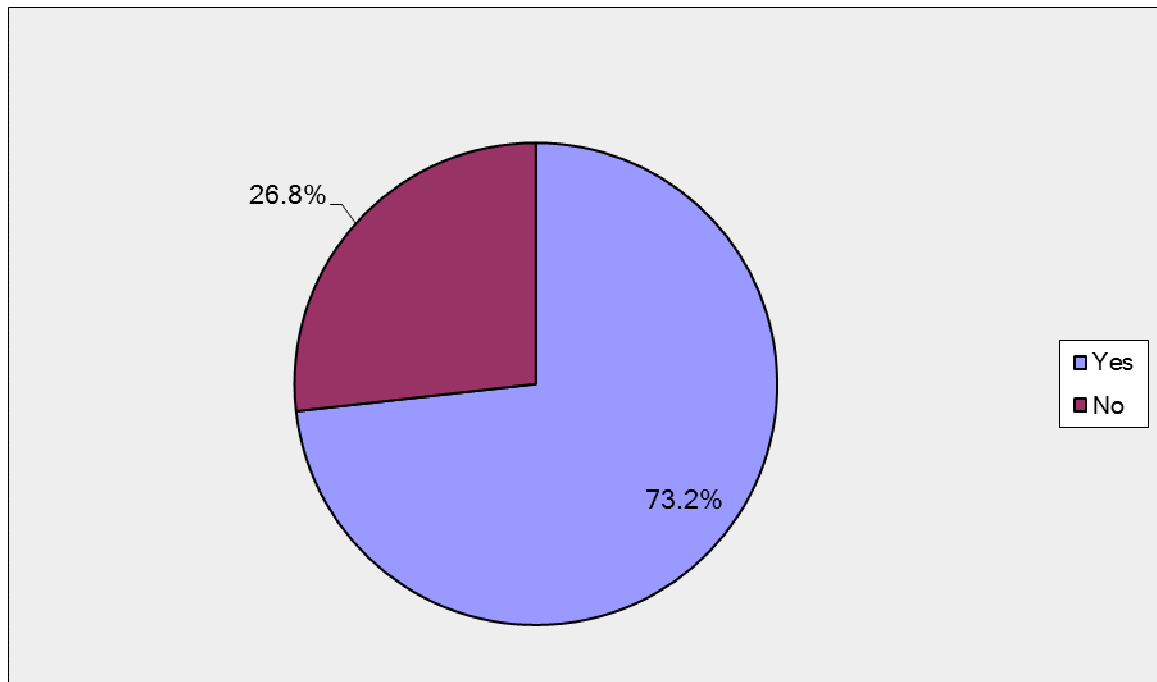
Equipment

- hard to check brake lights in light mornings by one person
- Presumably a condition check would include tyres so would we need a tread depth gauge?
- Difficult to check rear lights on own, not always a colleague available to check this. Should have tool to check tyre tread
- If taking the vehicle out when alone it would be very difficult to check operation of brake lights

Other

- Always told off for coming back too early to clean motor out
- certain things within check list not relevant while others would be

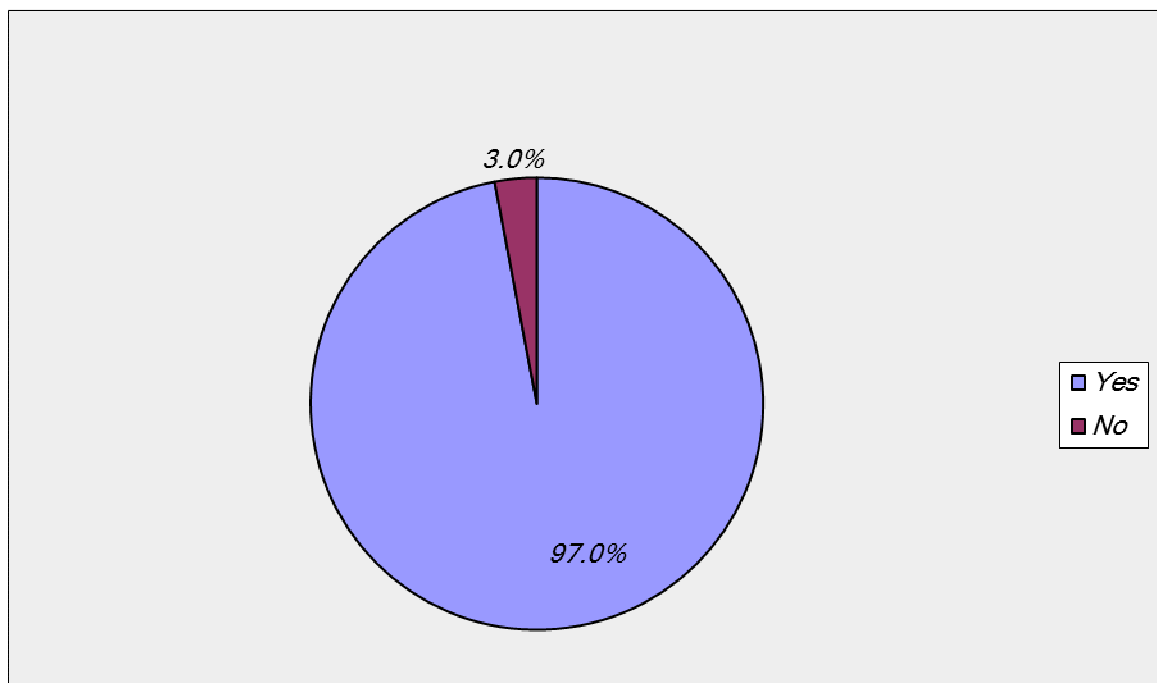
**Question 4: do you know the carrying capacity of your vehicle?**



*Baseline: 407 respondents*

As shown in the graph, the majority (73.2%) were aware of the carrying capacity of their vehicle.

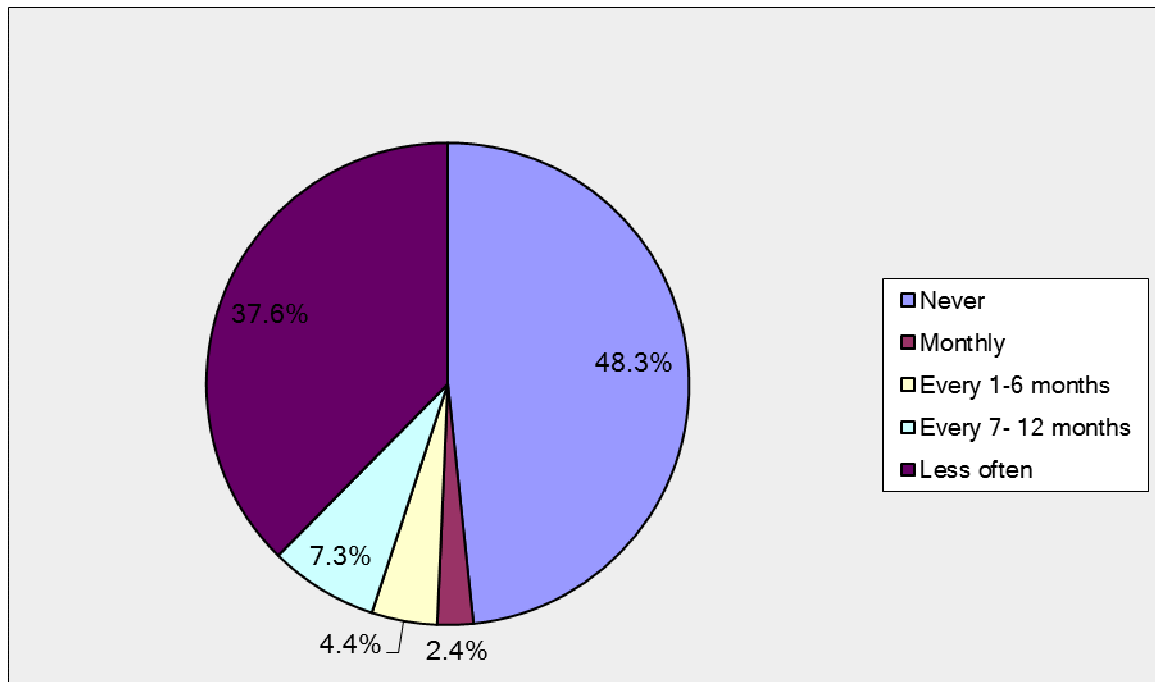
**Question 5: Do you know which vehicles your driving licence allows you to drive?**



*Baseline: 405 respondents*

Again, the majority of respondents (97%) are aware of what type of vehicles their licence allows them to drive.

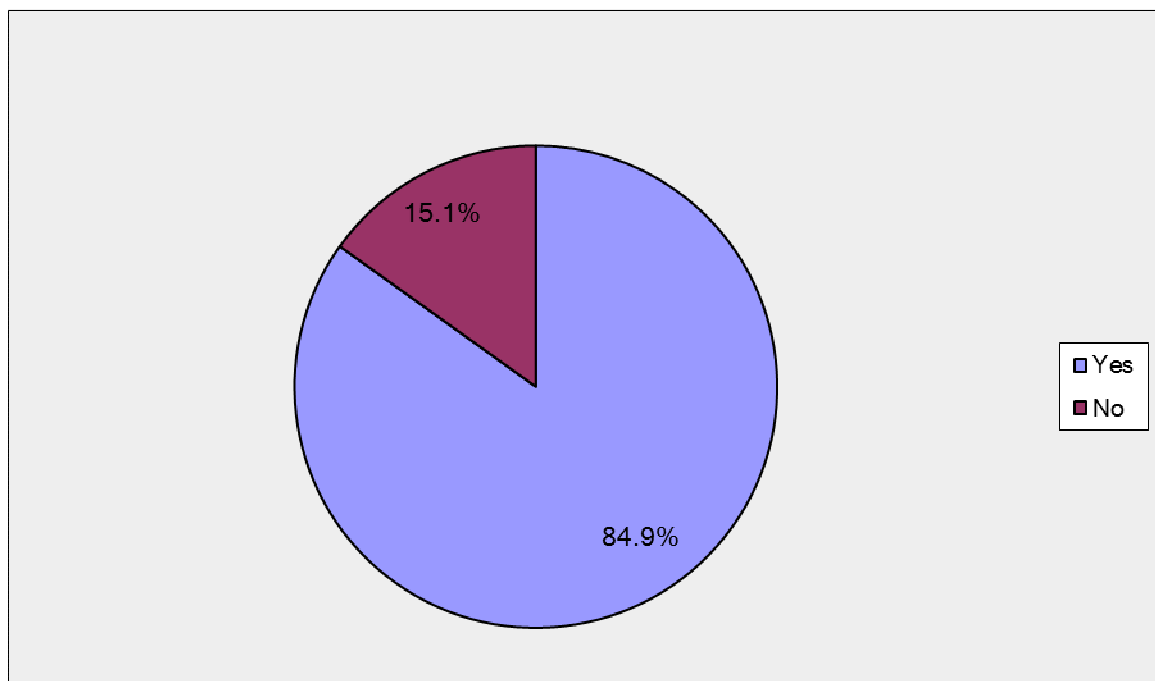
**Question 6: How often do you read the Highway Code?**



*Baseline: 410 respondents*

The graph shows that 48.3% of respondents never read the Highway Code. 2.4% of respondents stated that they read it on a monthly basis.

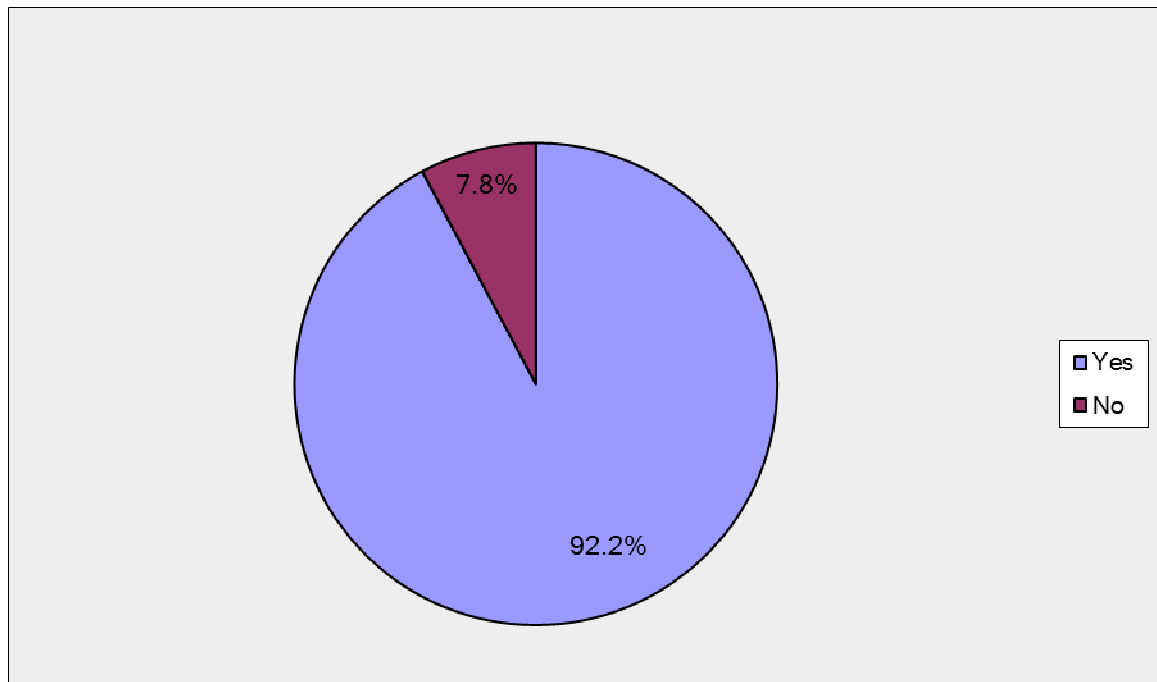
**Question 7: Do you know the council's vehicle accident reporting procedure?**



*Baseline: 403 respondents*

The graph shows that 84.9% of respondents were aware of the accident reporting procedure.

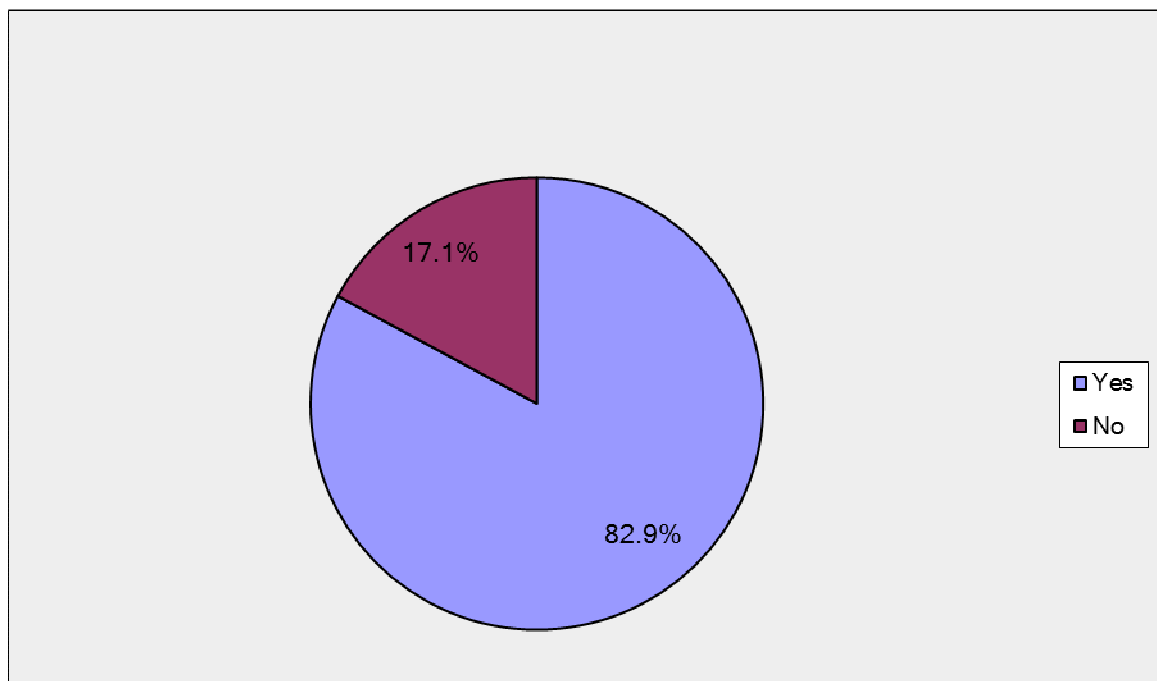
**Question 8: Do you know the council's drink/drug policy?**



*Baseline: 410 respondents*

A large majority (92.2%) of respondents are aware of the council's drink/drug policy.

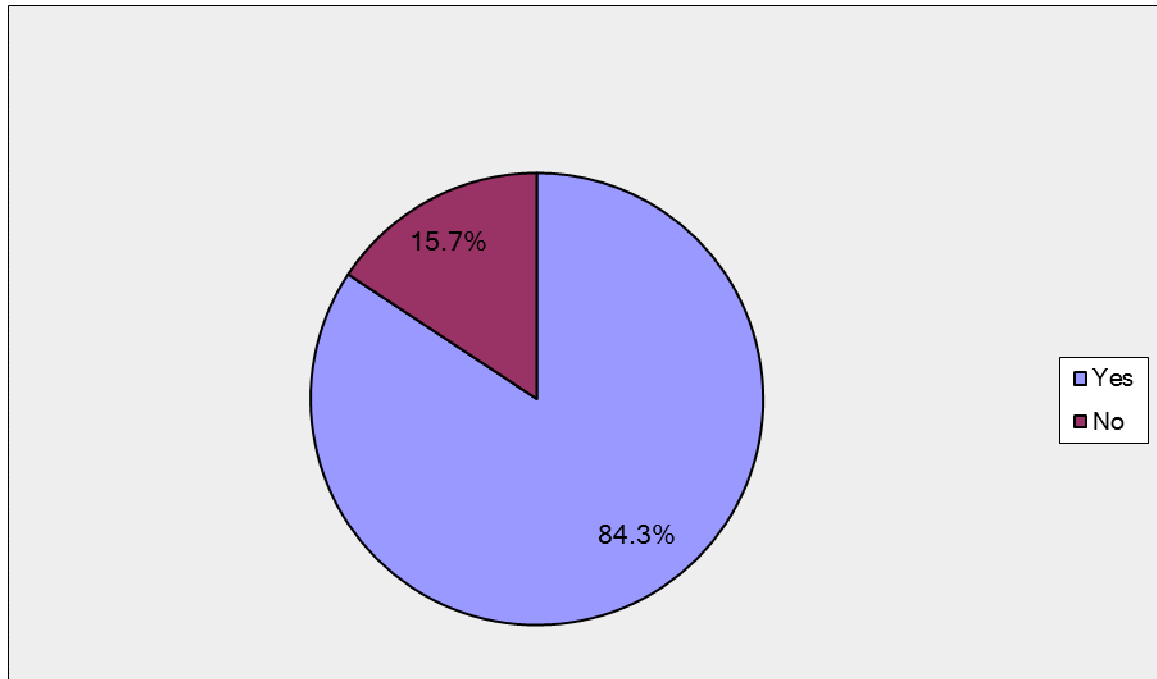
**Question 9: Do you know which medical conditions may affect your ability to drive?**



*Baseline: 409 respondents*

82.9% of respondents are aware of the medical conditions which affect their ability to drive.

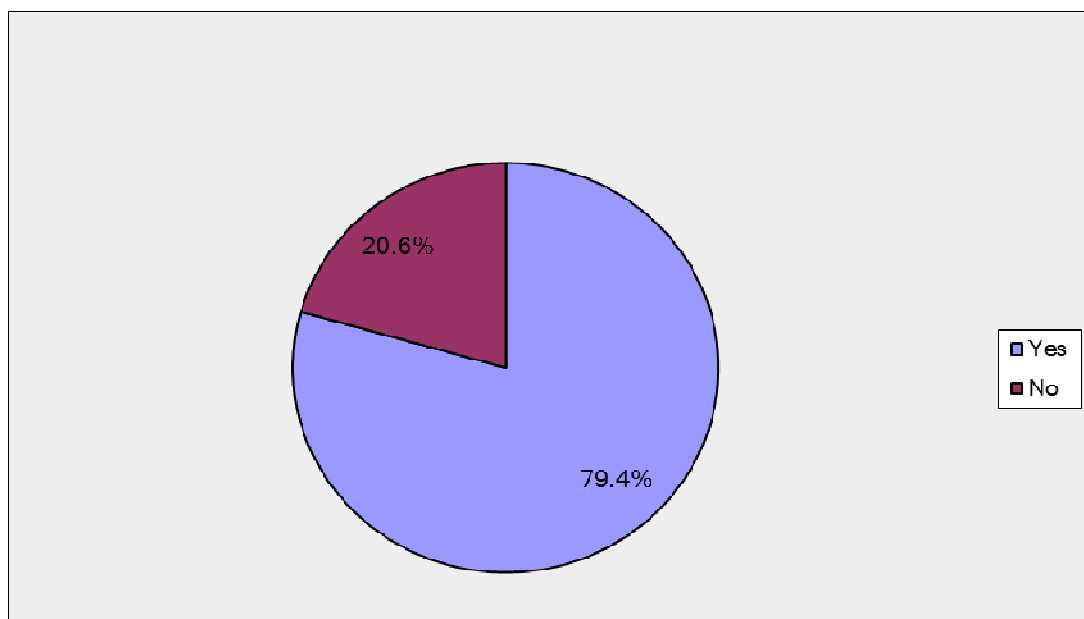
**Question 10: If you had a medical condition which affected your ability to drive, would you know how to report it?**



*Baseline: 407 respondents*

In the previous question, 82.9% of respondents were aware of the medical conditions which affect their ability to drive – this question shows that a slightly higher percentage (84.3%) are aware of how to report those conditions.

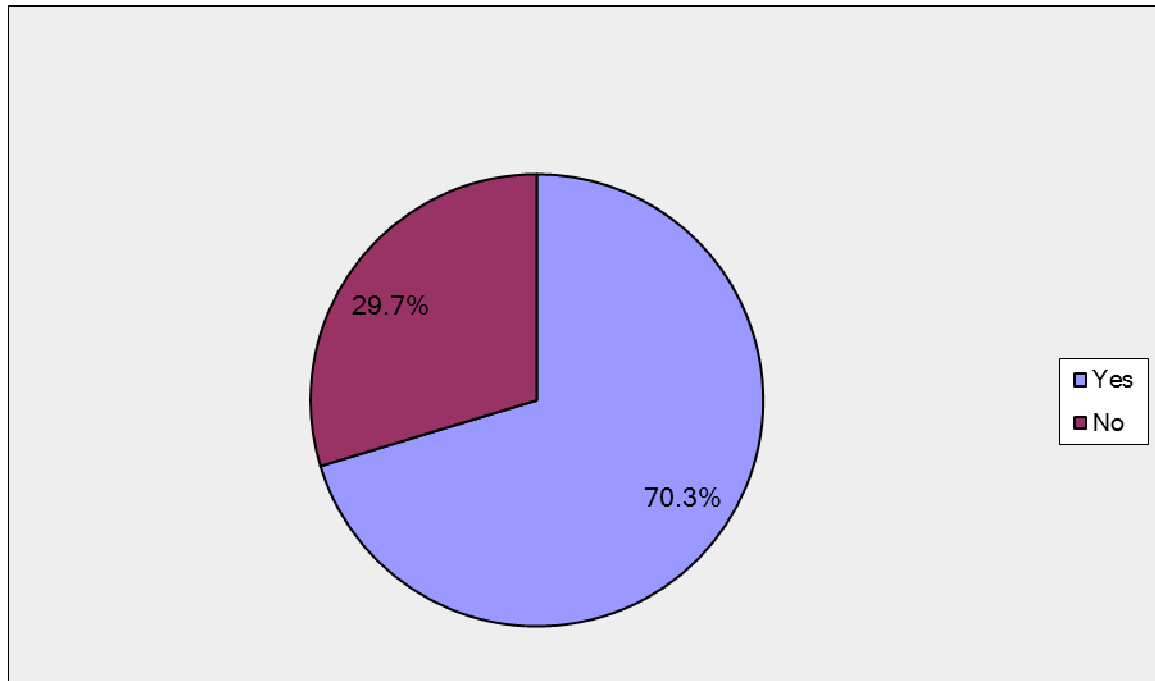
**Question 11: are you aware of the Traffic Commissioner's concerns about the vehicle fleet?**



*Baseline: 408 respondents*

The graph shows that 79.4% of respondents were aware of the concerns.

**Question 12: Are you aware of the work being taken to improve the Fleet Management procedures and Fleet Services?**



*Baseline: 408 respondents*

As shown in the graph, 70.3% of respondents are aware of the improvement work.

**Question 13: If you have any further comments to make, please provide them here:**

37 respondents took the opportunity to provide further comments which are listed:

Comments relating to previous questions

- Comment Q8: Cos they don't have one in place
- Comment Q9: Drugs and drink
- 4. Dependent on vehicle
- No. 4 I know how to find out.
- Also carrying capacity - passengers or loading weight? Can answer the first, not the second generally.
- I am only aware of some of the work being referred to in Q.12
- Re question 2, I feel confident with a basic check, lights horn wheels etc.
- Some knowledge re 12, but more info might be helpful

Vehicle / Maintenance

- What happens when you have reported a defect and you are told the fleet services can't find anything wrong so keep driving it are they liable if something happens?
- Get better mechanics
- The nets currently being used to strap/hold materials on back of van, is a good idea just require more holes for tying and securing loads, will also ensure there is no excess net flapping around whilst driving.

- A lot of the time jobs being done in garage are never fixed right & need done again! Garage attitude to drivers is horrendous
- Faster return of vehicle from garage.
- A load cell to be fitted on transit trucks
- Replace older diesel vehicles with newer electric ones - less problems for drivers and less pollution. Being newer they will have better safety features, better tyres, wipers, etc, and will be in better overall condition. The ACC area is so small you should never run out of battery power
- Need to be provided with materials to clean inside of windscreen (currently have to provide our own glass cleaner and cloths). Should also have ice-scrapers to clear windscreen in winter as de-icer spray not always effective especially if thick ice/snow. Windscreen wash comes in a sachet which is difficult to open and needs to be diluted but no easy access to water/ containers to do this.
- Very poor standard of workmanship and attention to detail provided by Kittybrewster workshop. A vehicle can be released with faults that it did go in with. Kittybrewster has to understand that when a vehicle is off the road, depts. still have to deliver the daily service required of that dept. Staff with specialist knowledge of hydraulics are required.
- lack of facilities for cleaning vehicle interiors
- I would like a quota of blue vehicle check books to be issued at the start of the year to save making journeys to Fleet.

#### Staff Capacity

- I think that the drivers are being asked to do more & more rather than the superintendent & management doing there job. I also think that management is trying to put most if not all responsibility on drivers.
- Certain areas of the council supervisors/managers seem unaware of who needs to have tachograph or driver cpc licences.

#### Training

- I have never actually been shown what checks to do, never been told maximum load for my vehicle either.
- I have never been told weight limits of any vehicle I have driven since I've been working for the council.

#### Policy / Communications

- Spot checks on using drugs
- Insurance certs laminated in each vehicle
- Bump cards would be helpful
- I don't know the answers to some of the questions off the top of my head but I suspect that finding the answers would be fairly easy eg I don't know the accident report procedure and I'm sure that less regular users don't either but I suspect it would be easy to find out.
- I don't know ABC's specific policy on drug/drink but I am aware of the law...



- The zone contains little to no information in. A member of my staff had a bump in the van and I was unable to find any information on how to report it or what the next steps are.
- There seems to be a lack of communications from fleet/anywhere down to drivers in my section.
- I find it strange that we seem to get constant emails - all staff CHI - regarding things that aren't relevant but seem to miss any useful information in regards to fleet/driving
- Driving, as with all corporate H&S, policy and procedures are very poorly communicated.

#### Other

- You would not want to know
- Stop wasting paper
- When can we wash our vans?
- The fleet is run very well.
- I don't drive yet, would learn the necessary information prior to driving.
- Have never driven a council vehicle and only likely to drive env health and trading standards van or car club vehicle very occasionally
- I would appreciate being kept up to date on the no ticks Alex Gray Homecheck Kittybrewster
- Did not drive for 7 months due to medical and DVLA advice
- I use Co-Wheels cars, which I find to be very useful, however due to high demand they must be booked early. I would normally report any issues with the car or any queries to Co-Wheels rather than the council.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing & Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Introduction of Controlled Parking Zone with Priority Parking in the area around Hill of Rubislaw - Initial Statutory Consultation
REPORT NUMBER	CHI/15/286
CHECKLIST RECEIVED	Yes/ <del>No</del>

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### 1. PURPOSE OF REPORT

This report deals with the comments received during the initial statutory consultation period in relation to the proposed introduction of Controlled Parking Zone (CPZ) with 'Priority Parking' in the area around Hill of Rubislaw, as displayed in Appendix 1 of this report.

### 2. RECOMMENDATION(S)

It is recommended this Committee:

1. acknowledges the contents of this report;
2. note that the £30,000 budget for the initial phase of the project is included within the Roads renewal Capital budget for 2015-2016, and;
3. instructs Officers to progress with the informal public consultation required to inform a detailed design for 'Priority Parking' areas;
4. subject to the above, instructs officers to progress to the public advertisement stage, and report the results to a future committee.

### 3. FINANCIAL IMPLICATIONS

Contributions for the funding of the administration, enforcement, and management costs of the CPZ are being sought from the businesses based at the Hill of Rubislaw complex. However, the businesses based at the Hill of Rubislaw that have responded to queries regarding this issue have so far rejected this proposal. In the event that contributions are not received, or there is a shortfall, funding to cover these costs will require to be allocated.

#### 4. OTHER IMPLICATIONS

There is currently an application for planning permission to construct additional parking at the Hill of Rubislaw complex. Should this additional parking provision be provided, it is anticipated that the requirement for controlled parking measures within Hill of Rubislaw would be significantly reduced.

#### 5. BACKGROUND/MAIN ISSUES

5.1 The Communities, Housing & Infrastructure Committee, on 18 March 2015, considered a report consisting of a business case and a preliminary design for a proposed CPZ, with Priority Parking on the periphery of the core zone, for the area surrounding the Hill of Rubislaw office complex. This area is not currently covered by any formal parking restrictions. After consideration of the report, it was resolved to instruct officers to commence the initial statutory consultation process and report back subsequent findings to a future committee meeting.

5.2 The initial statutory consultation process was carried out from the 24 August 2015 to the 14 September 2015. The list of statutory bodies, which were consulted during this process, is shown in Appendix 2 of this report.

5.3 Two responses to the initial statutory consultation were received. The first was from the Scottish Fire and Rescue Service, who had no objection to the proposals. The second was a note of support for the scheme from Craigiebuckler and Seafield Community Council.

#### 6. IMPACT

**Improving Customer Experience** – Within the Local Development Plan (LDP) the proposed CPZ and Priority Parking areas are zoned as residential. The land upon which the Hill of Rubislaw complex is located is zoned as a Specialist Employment Area. 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 LTS commits Aberdeen City Council to ‘continue to extend CPZs to areas where residential amenity is affected by commuter parking or where there is public support, recognising that this can further discourage parking of non-priority users’. The LDP defines this as ‘the attributes which create and influence the quality of life of individuals or communities’. The aim of introducing a CPZ and accompanying Priority Parking zone is to protect on-street residential parking, to discourage commuters to the Hill of Rubislaw complex from using private vehicles and to reduce the volume of traffic on the distributor roads leading to the complex and on the residential streets surrounding the complex. The implementation of the proposed scheme is considered to adhere to these policies.

## **Improving Staff Experience – Not Applicable**

## **Improving our use of Resources – Not Applicable**

**Corporate** – 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.

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.

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."

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.

**Public** – There is no Equality and Human Rights Impact Assessment required as this report only recommends these proposals progress to the Public Consultation process. Accordingly there will be no changes effected as a result of the recommendations being approved by this Committee.

This report will be of interest to the residents/proprietors/businesses within the proposal area.

## **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.

This proposal however could prove contentious and it is therefore possible that it could be subject to negative feedback and/or comments. In this respect, concerned parties would be provided with a thorough rationale as to the necessity of the proposal.

8. BACKGROUND PAPERS

Area Around Hill of Rubislaw - Parking Review - EPI/13/123

<http://committees.aberdeencity.gov.uk/documents/s41562/CHI-14-013%20Area%20Around%20Hill%20of%20Rubislaw%20-%20Parking%20Review.pdf>

Parking Issues around Hill of Rubislaw Office Developments - CHI/14/013

<http://committees.aberdeencity.gov.uk/documents/s41562/CHI-14-013%20Area%20Around%20Hill%20of%20Rubislaw%20-%20Parking%20Review.pdf>

Parking Issues around Hill of Rubislaw Office Developments - Business Case and Preliminary Design - CHI/15/110

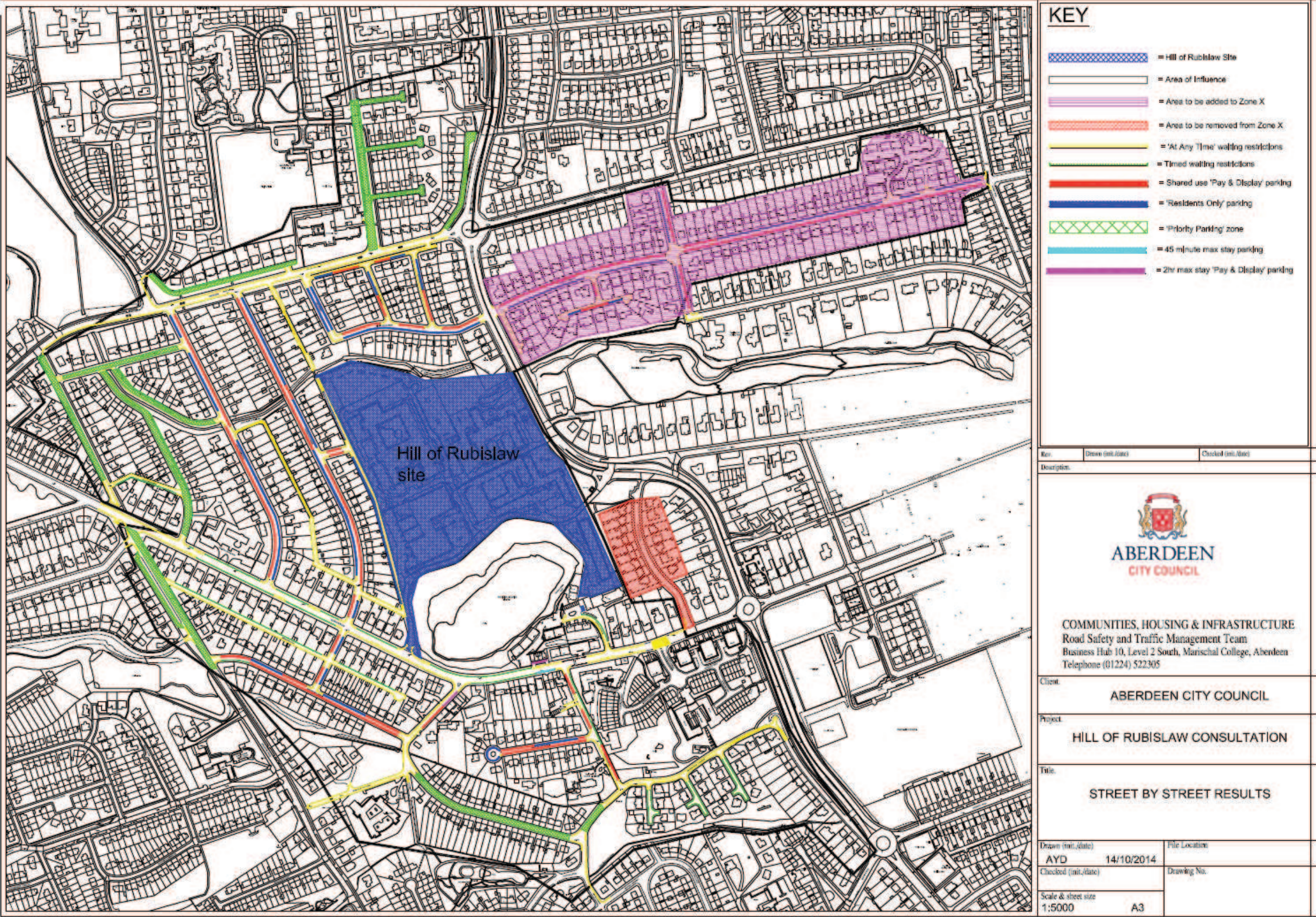
<http://committees.aberdeencity.gov.uk/documents/s45284/Parking%20Issues%20Around%20Hill%20of%20Rubislaw%20Office%20Developments%20Business%20Case%20Preliminary%20Design.pdf>

9. REPORT AUTHOR DETAILS

James Watt  
Engineering Assistant  
Email: [JameWatt@aberdeencity.gov.uk](mailto:JameWatt@aberdeencity.gov.uk)  
Tel. 01224 (52)2319



Appendix 1 – CPZ with ‘Priority Parking’ preliminary design





## Appendix 2 – Statutory Consultee list and corresponding responses

<u>Consultee</u>	<u>Response</u>
Police Scotland	Consulted 24 August 2015. No response.
Craigiebuckler and Seafield Community Council	Consulted 24 August 2015. No objection.
Queens Cross and Harlaw Community Council	Consulted 24 August 2015. No response.
Rosemount and Mile End Community Council	Consulted 24 August 2015. No response.
Scottish Ambulance Service	Consulted 24 August 2015. No response.
Stagecoach Bluebird	Consulted 24 August 2015. No response.
Public Transport Unit	Consulted 24 August 2015. No response.
Disability Advisory Group	Consulted 24 August 2015. No response.
Scottish Fire & Rescue Service	Consulted 24 August 2015. No objection.
First Aberdeen Ltd	Consulted 24 August 2015. No response.
NESTRANS	Consulted 24 August 2015. No response.
North East Scotland Federation of Small Businesses	Consulted 24 August 2015. No response.
Road Haulage Association	Consulted 24 August 2015. No response.
Freight Transport Association	Consulted 24 August 2015. No response.
Aberdeen Cycle Forum	Consulted 24 August 2015. No response.
Grampian Cyclists Touring Club	Consulted 24 August 2015. No response.
Councillor John Corall	Consulted 24 August 2015. No response.
Councillor Martin Greig	Consulted 24 August 2015. No response.
Councillor Jennifer Stewart	Consulted 24 August 2015. No response.
Councillor Ross Thomson	Consulted 24 August 2015. No response.



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing, and Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	<b>Rural Roads - Speed Limits</b>
REPORT NUMBER	CHI/15/284
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report responds to item 25 of the Communities Housing and Infrastructure (CH&I) meeting of 28 October 2014, where officers submitted report number [CHI/14/014](#) "C127 Blacktop Road – Flashing speed limit signs – Feasibility of installing VMS signs on the C127C Blacktop Road (East to West bound)

The Convener moved the recommendations contained in the report with additional recommendation to

- a) Review the situation on the road in 12 months' time.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- 2.1 Note the content of this report and that Officers have undertaken the review/assessment in line with Scottish Government and Department for Transport guidance.
- 2.2 Agree that no further action be taken and that a review of all routes in the area will be carried out after the opening of the AWPR in 2018.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications.

#### 4. OTHER IMPLICATIONS

- 4.1 Police Scotland maintain the view that they are not supportive of a reduction in speed limit being applied to this route. This stance is being taken on the basis of only 3 injury collisions between 2010 and 2011, none of which had a contributory factor of inappropriate speed and no further recorded injury collisions to date. Relatively low recorded speeds, of under 50 mph, were obtained during surveys (Appendix 1) and Police Scotland do not believe that the accident record and low recorded speeds supports the need for enforcement nor the need for a reduction in the speed limit. Police Scotland have intimated they would have difficulty in estimating costs for any enforcement and decline to provide estimates for roads on which they feel reduced speed limits are not required.

#### 5. BACKGROUND/MAIN ISSUES

##### 5.1 Amendment - Councillor Yuill

At the Communities Housing and Infrastructure (CH&I) meeting of 28 October 2014, officers submitted report number [CHI/14/014](#) "C127 Blacktop Road – Flashing speed limit signs – Feasibility of installing VMS signs on the C127C Blacktop Road (East to West bound). To report back to committee in 12 months time.

#### 6.0 ROUTE BACKGROUND INFORMATION

- 6.1 The unclassified single carriageway C127C Blacktop Road lies west of Aberdeen City. It is 5.5 metres in width with narrow grass verges along its length and no street lighting present. C127C by nature is a typical rural road with a winding alignment and occasional sharp bends with no significant settlements along the route. This defines its national speed limit of 60 mph for its length to the adjoining Aberdeenshire boundary terminating at the junction with the B979 Peterculter Road.
- 6.2 The adjacent road network is rural in nature with a national speed limit of 60 mph applied to them with the exception of Kingswells to Cults road of which the recently implemented 40 mph speed limit terminates at the junction with Blacktop Road, resuming the national speed limit east and westbound.
- 6.3 Recent surveys have shown the majority of drivers are travelling below, sometime significantly below, the speed limit due to the characteristics of the road. This is especially evident on the surveyed routes, as shown in Appendix 1.
- 6.4 The C127C is heavily trafficked on weekdays during peak times with significant volumes of commuter traffic travelling to/from the city centre.

However, it is expected that the volume of commuter traffic will be reduced by approximately 75% upon completion of the Aberdeen Western Peripheral Route (AWPR) in 2018.

## 7.0 SPEED LIMIT ASSESSMENT/SETTING NATIONAL SPEED LIMITS

- 7.1 The Department for Transport (DfT) Circular 01/2006 Setting Local Speed Limits states in its Key Points; “speed limits should be evidenced and self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance. Speed limits should be seen by drivers as the maximum rather than a target speed.”
- 7.2 The vast majority of the Aberdeen City rural road network, including Class C and Unclassified roads, are subject to the national speed limit of 60 mph on single carriageway roads, and as surveys have shown, the majority of drivers do not reach or exceed the speed limit on many of these roads because it is often difficult to do so and this is especially evident on the Blacktop Road with its geometric characteristics.

## 8.0 RURAL SPEED MANAGEMENT

- 8.1 The National Speed Limit is considered in the context of the environment in which it generally applies. Appendix 1 shows the 85<sup>th</sup> percentile speed (the speed at which 85% of the total traffic is travelling at or below) and the mean speeds to be in the region of 10-23 mph below the existing speed limits on the Blacktop Road.
- 8.2 C127C is primarily a through traffic route with a local access function that has been considered in the assessment and weighted in line with the nature and function of the road. Setting of a speed limit takes into account if there are any substantial roadside development and whether the road forms part of a recognised route for vulnerable road users, including whether there is a footway.
- 8.3 Speed limit change will therefore be unlikely to impact significantly on the speed at which vehicles are travelling. As indicated in the DfT Circular 01/2006, setting a speed limit in isolation is likely to be ineffective and may cause driver confusion whilst joining the road network from the adjacent national speed limit routes.

## 9.0 ACCIDENT DATA

- 9.1 Table 1 below shows causation factor results of the accident analysis carried out on Blacktop Road over the 5 year period 2010 to 2014 and data available to date in 2015. There were a total number of 3 road traffic collisions of which there were 1 serious and 2 slight injury accidents between 2010 and 2012 and no recorded child injury accidents. There were no personal injury accidents along the route from 2013 to date and 2 reported damage only road traffic collisions neither of which speed was a factor.

**Table 1**

<b>ACCIDENT CAUSATION FACTOR</b>	<b>No of Accidents</b>	<b>Type of Accident</b>
Disobeyed double white line	1	Slight Injury
Vehicle Blind Spot	1	Slight Injury
Dazzling Sun	1	Serious Injury

## 10.0 SPEED ASSESSMENT

- 10.1 Speeds were taken at locations where it was judged they would potentially be greatest. As shown in Appendix 1, these indicate an average speed used by drivers for winding sections of road of 38mph to 43mph and 50mph for straighter sections; indicating that the majority of drivers do adhere to the geometry and conditions of the road.

## 11.0 OTHER IMPLICATIONS

- 11.1 The DfT Circular 02/2013 paragraph 19 quotes:  
“Unless a speed limit is set with support from the local community, the Police and other local services, with supporting education, and with consideration of whether engineering measures are necessary to reduce speeds; or if it is set unrealistically low for the particular road function and condition, it may be ineffective and drivers may not comply with the speed limit.”
- 11.2 It is intended that any new and existing speed limits should be ‘self-enforcing’. The review and speed limit strategy should enable drivers to perceive the need to travel at a correct and appropriate speed, leading to a situation where little or no formal enforcement is required.

## 12.0 TRAFFIC MANAGEMENT MEASURES

- 12.1 Within the 2013/14 road safety programme work was carried out to retexture the road surface at a series of bends and approaches on the C127 Blacktop Road. The reduction in road traffic collisions post retexturing indicates the improved skid resistance, particularly in wet conditions, has made a contribution to the reduction in collisions at

isolated locations along the route. There have been no recorded injury accidents on the Blacktop Road since February 2011.

- 12.2 Road safety improvements for Blacktop Road have been identified and programmed from the 2015/16 CWSS budget to implement additional, and refresh the existing 'SLOW' markings on the carriageway at the approach to bends, the installation of new bend warning signs, and improve visibility to the existing signs which are currently masked by overgrowth.

### **13.0 CONCLUSIONS**

- 13.1 Speeds taken at various points on Blacktop Road are consistent with the speed limit and reflect the function of the road and its environment.
- 13.2 The 5 year collision history for the route is extremely low (1 serious and 2 slight injury road traffic collisions) neither of which are speed related. There have been no recorded injury accidents after February 2011.
- 13.3 The construction of the AWPR will change the dynamic on this route with an anticipated 75% of the current traffic flow migrating to the AWPR upon its opening in 2018.
- 13.4 Consideration and investigation has shown the national speed limit of 60mph at the Blacktop Road is appropriate for the route. A substantial reduction in a speed limit should be evidence led with supportive findings of a speed and road traffic collision history together with support from Police Scotland. A 30 mph speed limit at Blacktop Road is inappropriate and may cause driver confusion with alternating speed limits on connecting routes and extremely unlikely to alter the current speed at which vehicles travel.

### **14. IMPACT**

#### **Improving Customer Experience –**

As the recommendation is to take no further action there is no impact on current customer experience.

**Improving Staff Experience –** Not applicable.

**Improving our use of Resources –** Not applicable.

**Corporate** - 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”. With respect 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.”

**Public –**

This report will be of interest to the residents/proprietors/businesses within the Blacktop Road.

15. MANAGEMENT OF RISK

Where recommendations are not accepted with regard to this proposal 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.

16. BACKGROUND PAPERS

[Agenda for Communities, Housing and Infrastructure Committee on Tuesday, 28th October, 2014, 2.00 pm \(item 25\)](#)

[Minute of Enterprise, Planning & Infrastructure Committee meeting, 22 January 2013 \(Item4\).](#)

[Minute of Enterprise Planning & Infrastructure Committee meeting 15 March 2011 \(Item 9\)](#)

[Minute of Enterprise Planning & Infrastructure Committee meeting 15 March 2011 \(item17\)](#)

[Minute of Enterprise Planning & Infrastructure Committee meeting 15 March 2011 \(Item 27\)](#)

[Setting Local Speed Limits](#)

SCOTS Additional Guidance: [ETTLD Circular No. 1/2006](#) Setting Local Speed Limits – Speed Limit Review

DfT Traffic Advisory Leaflet 2/06 [\(TAL 2/06\)](#) Speed Assessment Framework

The Royal Society for the Prevention of Accidents Rural Road Environment Policy Paper: August 2010

17. REPORT AUTHOR DETAILS

Laura Snee

Engineering Officer

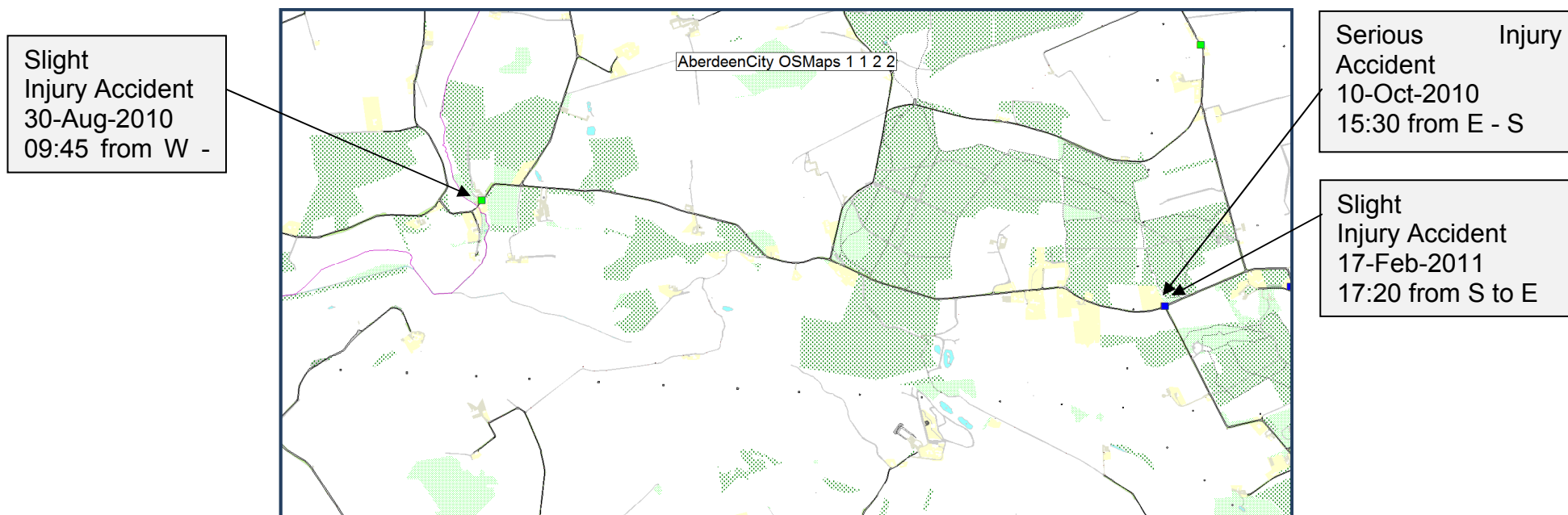
Road Safety & Traffic Management Team

Tel. (01224) 522307

Email: [lsnee@aberdeencity.gov.uk](mailto:lsnee@aberdeencity.gov.uk)

## APPENDIX 1

Route	Description	Existing Speed Limit	85th%ile speed taken on straight (automatic traffic counter)		MEAN speed taken on straight (automatic traffic counter)		Speed taken on bends	Average Daily Vehicle Flow	Length (km)	Years Analysed 2010 - 2014	
			N/B or E/B	S/B or W/B	N/B or E/B	S/B or W/B	(Hand held radar)			Serious Injury Accidents	Slight Injury Accident
1	C127 Blacktop Road	60	43	40	36	31	38	1,500	4.0	1	2







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## ABERDEEN CITY COUNCIL

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COMMITTEE	Community, Housing & Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Roads Winter Service Plan 2015 - 16
REPORT NUMBER	CHI/15/294
CHECKLIST COMPLETED	Yes

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### 1. PURPOSE OF REPORT

This report is intended to present Members with the proposed Winter Service Plan and to explain significant changes.

### 2. RECOMMENDATION(S)

It is recommended that the Committee

a) note the content of this report

b) approve the "Roads Winter Service Plan" for 2015 – 2016.

The Roads Winter Service Plan has been sent to Councillors electronically if approved the public will have access to the document via the web site

### 3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue budgets for Winter Maintenance and Emergencies 2015-2016 of £1.977M. It should be noted that the expenditure for the previous three winters has been £1.502M in 2014-2015, £1.565M in 2013-14 and £1.986M in 2012-13.

Salt which is purchased through Scotland Excel procurement has increased in price since last winter. In an average winter 19,000 tonnes of salt may be used, so this will potentially increase costs by £30,500 during this financial year.

#### 4. OTHER IMPLICATIONS

Failure to have a robust “Roads Winter Service Plan” (see Appendix A) will leave the Council more vulnerable to 3<sup>rd</sup> party insurance claims.

#### 5. BACKGROUND/MAIN ISSUES

Aberdeen City Council, Roads Winter Service Plan has evolved over many years and is amended to reflect both national and local requirements.

The following are extracts from the plan –

a) Well Maintained Highways, Code of Practice for Highway Maintenance Management

This document gives general guidance to Roads Authorities on all aspects of Road Maintenance. Appendix H of the Code of Practice deals specifically with Winter Service Issues.

b) Salt Usage and Stocks

Salt stock levels have been taken back up to 9442T with a further 1000T expected prior to winter in preparation with regular programmed top-up deliveries throughout the winter.

<u>Year</u>	<u>Starting Tonnage</u>	<u>Usage</u>
12/13	17,156	18,801
13/14	12,000	5,600
14/15	13,268	9,486

ACC also manage the local salt supply for NHS Grampian for use in and around the three local hospitals and for BEAR Scotland for work on the Trunk Roads adjacent to Aberdeen

c) De-icing Agent

A proposed trial during the previous winter was not possible due to the relative mildness of that winter. We did not experience hard packed snow and ice which will be the real test of this material. There are still 12,000 litres in stock and the equipment is in place to carry out a trial this coming winter should conditions be severe enough. This de-icing agent is more effective at very low temperatures than salt and may be a useful addition to assist with winter treatment. In particular a trial is proposed along sections of

the cycle ways added to the Winter Service Plan to assess whether or not the thawing effect is longer lasting than with roads treated with salt. This will only take place if a prolonged period of freezing weather is forecast.

#### d) Grit

The general guidance for dealing with hard packed snow and ice is to use grit mixed with salt and this is included as part of the Roads Winter Service Plan. The use of grit causes problems and expense for both street sweeping and gully emptying. While stocks of grit will continue to be held, they will only be used in extreme conditions given the consequences following application.

De-icing agents, once suitably trialed, may provide a more acceptable alternative to the use of grit in very severe conditions.

#### e) Salt Bins

There are currently more than 900 salt bins throughout the City. Every year there are demands for further bins at new locations. Maintaining these boxes is a very labour intensive operation and to continually increase their numbers will only add to the current restocking problems. Following on from last year it is proposed to continue the policy of not issuing any additional grit bins this winter but to further promote the issue of 1T bags of salt for community use.

A review of existing bins will be undertaken to ensure that they are still in an appropriate location, if not they will be removed and reallocated to an area of high demand. Should an unused bin be removed, the local members will be advised.

#### f) Community Salt Bags

A scheme was introduced, in 2012-13, to issue 1Tonne bags of salt to Community groups willing to carry out self help winter treatment. There were 71 bags issued last winter to interested groups, with the feedback being generally very positive. These groups will be contacted again this year to ask if they wish to continue their support. We have been in contact with ACVO who are interested in working with us to spread the scheme to the wider community.

Communities can request a 1 Tonne salt bag by completing the on line application form, the link is given below

[http://www.aberdeencity.gov.uk/web/files//roads/one\\_tonne\\_salt\\_bag\\_request\\_form.pdf](http://www.aberdeencity.gov.uk/web/files//roads/one_tonne_salt_bag_request_form.pdf)

In order to increase the interest in Community Salt bags we will once again be promoting this through media releases and at our winter preparation day on 28<sup>h</sup> November 2015.

This provision of Salt Bags will be continued this winter with the same conditions as in previous years

- The salt is issued to Community Groups.
- The bags need to be located in a secure place such as a resident's driveway as they are susceptible to theft and vandalism.
- the location needs to be accessible to the Council delivery lorry.

These bags hold a far greater quantity of salt than a salt bin, will therefore last longer and are relatively quick to replenish. While it is appropriate to encourage self help during severe winter weather, current staffing levels mean that it would not be possible to implement and manage a more formal scheme of equipment issue so it is proposed that this scheme remains limited to the issue of salt only.

#### g) Vehicles and Plant

Over the last 4 years, considerable investment has reduced the average age of the winter fleet. This will continue this winter maintaining a fleet of at an age which is serviceable and reduces downtime for repair. Future investment will continue with the purchase of multi-use vehicles, as these can be quickly converted to other specialist equipment, such as gully emptiers, when not required for gritting. This has proven to be the most cost effective method of updating the fleet.

#### h) Service Provision Over Festive Period

Service provision over the festive period will remain at the same level as in previous years. The specific details are shown below.

DAY	STATUS	SERVICE AVAILABLE
Mon 21 Dec	Normal Day	Full Service
Tues 22 Dec	Normal Day	Full Service
Wed 23Dec	Normal Day	Full Service
Thurs 24 Dec	Normal Day	Full Service
Fri 25 Dec	Public Holiday	Standby + Response
Sat 26 Dec	Week End	Standby + Response
Sun 27 Dec	Week End	Standby + Response
Mon 28 Dec	Public Holiday	Standby + Response
Tues 29 Dec	Normal Day	Standby+Early Morning+ Response
Wed 30 Dec	Normal Day	Standby+Early Morning+ Response
Thurs 31 Jan	Public Holiday	Standby + Response
Fri 01 Jan	Public Holiday	Standby + Response

Sat 02 Jan	Week End	Standby + Response
Sun 03 Jan	Week End	Standby + Response
Mon 04 Jan	Public Holiday	Standby + Response

Response consists of up to 5 roadworkers providing 23 hour cover per day, 7 days per week with a break between shifts from 03:00 to 04:00. This break will be monitored by the night attendant and can be covered in emergencies.

Standby + Response consists of sufficient staff to operate the 10 Priority 1 carriageway routes and 2 Priority footpath gritter routes for up to a 10 hour service during the period 05:45 to 19:00 for the standby workers and can be utilised in different ways depending on the prevailing weather conditions.

Response provides cover outwith normal hours to the main arterial routes through the City, generally on the North & South Routes which are detailed in the Roads Winter Service Plan. This operation does not include any operations within the housing estates. The exception to this is in an emergency situation.

Early Morning provides a treatment of the 10 Priority 1 carriageway routes and 2 Priority footpath gritter routes if necessary at 04:45 and this shift will continue working until the end of the normal working day at 15:45.

#### i) Public Information/ Media Strategy

An information section for Winter Operations was introduced to the Council's web site 4 years ago. This provides information on current gritter and footpath plough operations along with daily updates on weather and road conditions.

This webpage is looking to be developed further to allow the mapping system to show live winter plant locations.

After the continued success of presentation to Councillors and the Press at Tullos Roads Depot and the public presentation held at St Nicholas Street, it has been decided to repeat both events this winter. Councillors have been advised that the dates for these events are 22 October 2015 between the hours of 11:00 and 13:00 at Tullos Depot and 28<sup>th</sup> November 2015 for St Nicholas Street.

The Media Team has been involved in the planning of the Media Strategy for this years winter season. Both Facebook and Twitter will be used to disseminate information on social media whilst press releases will be used to raise awareness and when required both radio and television will be used to inform members of the public re current or expected situations.

j) City Voice Questionnaire

The last survey using the City Voice network was undertaken in 2012 It is intended to resume this following the 2015 – 16 winter, to gauge public opinion on the service provided and to feed into the development of the plan in 2016-17

k) Other Locations considered for maintenance

Under the direction of the Duty Officer Roads, Environmental Services and other front line services provide additional resources as and when required, which will clean and salt the accesses to the following

- Multi Storey Sheltered Housing
- Low rise Sheltered Complexes
- Social Work Premises

A full list of these premises are contained within the Winter Service Plan

l) Contact Centre

West Tullos Winter Duty Officer will be in daily contact with the contact centre when winter conditions prevail and will assist with any calls that the call centre feels needs further explanation. The updated information on the web site is available to staff in the contact centre, this will also assist them to provide them “real time” information to help them respond to queries from members of the public.

m) Severe Winter Weather Conditions-Local Resilience

The Winter Services Plan deals only with the day to day operations over a normal winter period. Should, as occurred in 2009-2010, conditions prevail that require a wider and a more strategic input the services of the Local Resilience Partnership and the Emergency Planning Unit would take on the management of the situation with the Winter Maintenance Team providing any assistance required.

6. IMPACT

**Improving Customer Experience –**

The provision of a Winter Service Plan assists the customer by making clear the councils operational priorities over the period, allows community groups to assist in the early maintenance of areas that would be further down the priority list. The plan is based around the



clearance of bus routes which should mean that the public are still able, in times of snow and ice, to travel to a high percentage of locations across the city

### **Improving Staff Experience –**

Staff training continues with every driver required to carry out winter maintenance to obtain a City and Guilds qualification in winter operations and are required to carry out refresher training on a biannual basis.

### **Improving our use of Resources –**

The Winter Services Plan is evaluated on an annual basis using a winter debrief to discuss what went right what went wrong, how new plant and materials performed etc. Pre winter meetings look at any route changes and looks at any new methods for service delivery used by other Local Authorities.

### **Corporate –**

‘Aberdeen – The Smarter City’ identifies as a high priority that the Council will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

Winter treatment priority is given to bus routes to encourage the use of public transport.

### **Public –**

An EHRIA has been included with this report. The provision of the Winter Services Plan does not differentiate on who receives the service but does set out priority areas of work.

## **7. MANAGEMENT OF RISK**



The Winter Services Plan is used to mitigate the risk to the council. It sets out the Priority Operations across the city and sets out the criteria for carrying out the operation. As with all operations based on weather it is not possible to alleviate the risk completely but by having a recognised plan the risk can be managed

## **8. BACKGROUND PAPERS**

The Winter Services Plan for 2014-2015 is available through the following link, the new winter services plan will be made available to the public via the website once approved by committee.

[http://www.aberdeencity.gov.uk/web/files//Roads/Winter\\_Service\\_Plan\\_14\\_15.pdf](http://www.aberdeencity.gov.uk/web/files//Roads/Winter_Service_Plan_14_15.pdf)

9. REPORT AUTHOR DETAILS

Sharon Toseland  
 01224 241555  
 [sharont@aberdeencity.gov.uk](mailto:sharont@aberdeencity.gov.uk)

# 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.

Aberdeen City Council

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>
Roads Winter Service Plan 2015 - 16	October 2015
<b>Service:</b>	<b>Directorate:</b>
Public Infrastructure and Environment	Community, Housing & Infrastructure
<b>Committee Name or delegated power reference (Where appropriate):</b>	<b>Date of Committee (Where appropriate):</b>
Communities Housing & Infrastructure	27 October 2015
<b>Who does this proposal affect?</b>	
Please Tick ✓	<div>Employees ✓</div> <div>Job Applicants ✓</div> <div>Service Users ✓</div> <div>Members of the Public ✓</div> <div>Other (List below)</div>

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

<p><b>Is an impact assessment required?</b></p>	<p>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>The provision of a Winter Service Plan assists in the provision of a measured service delivery to all areas of the city ensuring that in times of high levels of snow and ice that major routes throughout the city are kept open for public transport, assistance when additional services, such as emergency response, is required, tackles amenity areas such as shops, schools, sheltered accommodation etc to allow a continued ability to access services</p>

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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 carry out winter maintenance in terms of the Roads (Scotland) Act – section 34
<b>b- What equality data is available in relation to this proposal?</b> (Please see guidance notes)	<p>None</p> <p>No data if complainees are in groups which share the nine protected 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="£1.977 m"/></p> <p>Projected Savings <input type="text" value="£"/></p> <p>Dependant on winter weather conditions</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>Routes are made up in a strategic transport basis and prioritised on access to public amenities</p>
<p><b>f- How does this proposal link to the <b>Council's Equality Outcomes?</b></b></p>	<p><b>7</b></p> <p><b>11</b></p> <p><b>13</b></p> <p><b>14</b></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 <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>Age</b> (People of all ages)		✓		If no winter maintenance activities were carried out it would have a negative impact	
<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	<div> <div></div> <div>No</div> </div> <div>Evidence:</div>
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	<div> <div></div> <div>No</div> </div> <div>Evidence:</div>

<b>Article 6: Right to a fair and public hearing</b>	<b>No Evidence:</b>
<b>Article 8: Right to respect for private and family life, home and correspondence</b>	<b>No Evidence:</b>
<b>Article 10: Freedom of expression</b>	<b>No Evidence:</b>
<b>Article 14: Right not to be subject to discrimination</b>	<b>No Evidence:</b>

<p><b>Other article not listed above, please state:</b></p>	<p><b>No</b></p> <p><b>Evidence:</b></p> <div data-bbox="248 618 325 698" style="border: 1px solid black; width: 48px; height: 36px; margin-left: 100px;"></div>
<p><b>6: Assessment Rating:</b></p>	
<p><b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)</p>	<div data-bbox="697 649 774 730" style="border: 1px solid black; width: 48px; height: 36px; display: flex; align-items: center; justify-content: center;">X</div> <p><b>Green</b></p>
<p><b>Reason for that rating:</b></p>	<p>The provision of a winter maintenance service is based on a non discriminatory process and improves quality of life for all during periods of snow or ice.</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:	
Medical emergency	Act on a call out basis	Mike Cheyne	Included within the approval of a Winter Service plan	Annually	

8: Sign off	
Completed by (Names and Services) :	Mike Cheyne, Roads Infrastructure Manager Public Infrastructure and Environment
Signed off by (Head of Service) :	
<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:</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>



<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>
<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 & Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various small scale traffic management and development associated proposals (New works)
REPORT NUMBER	CHI/15/285
CHECKLIST COMPLETED	Yes/ <del>No</del>

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### 1. PURPOSE OF REPORT

This report is to advise this Committee of the need for various small scale traffic management measures identified by officers, residents, local members, emergency services, etc. and verified as necessary through surveys by officers. It also brings forward proposals associated with new developments as part of the development management process. In addition to these measures, this report also includes proposals for individual disabled parking bays which now require to be progressed through the normal legal process for the required Traffic Regulation Order.

### 2. RECOMMENDATION(S)

This Committee: -

1. Approve the proposals in principle;
2. Instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee;
3. Instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of this Committee.

### 3. FINANCIAL IMPLICATIONS

The table below sets out the financial implications and identifies budgets that will be used to implement the proposals set out in this report.

<b>Budget</b>	<b>Implementation costs (£)</b>	<b>Maintenance costs (£)</b>	<b>Comments</b>
<b>Cycle, Walking, Safer Streets (Scot Gov grant-funded)</b>	800	960	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	500	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
<b>CARE north and the Energy Saving Trust</b>	NIL	200	Maintenance of these works will fall to the council maintenance budget as they are on-street restrictions
<b>Disabled Parking</b>	12,090	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 the statutory implementation time of 2 years from the start of public consultation.

## 5. BACKGROUND/MAIN ISSUES

There are 5 traffic management proposals brought forward during the course of routine examination of road safety and traffic flows, 2 proposals as a result of requests from developers/business. It is also proposed to install 46 disabled bays at locations citywide. Finally, it is proposed to install a new double electric vehicle charge point along with an associated 'Car Club' bay and public electric vehicle bay. The rationale for all these proposals is set out below and detailed in a series of plans within the Appendix to this report.

### **The following proposals will be funded from the Cycling, Walking, Safer Streets budget**

#### 5.1 **Dill Road** - Proposed length of Prohibition of 'stopping at school entrances'

Concerns have been raised by Police Scotland over vehicles being parked in close proximity to the entrance for the Riverbank Primary School car park. Vehicles parked in such a manner cause difficulties for all road users by limiting visibility and obstructing safe pedestrian/vehicular movements on Dill Road. As a consequence, it is proposed a short length of Prohibition of 'stopping at school entrances' be introduced across the car park entrance, also covering lengths of road immediately either side of this entrance. These restrictions are proposed to improve the safety of children and adults attending Riverbank Primary School.

Implementation Costs - £150

Estimated maintenance costs - Road Markings £320 every 5 years; and sign plates £150 every 10 years.

Ward - Tillydrone / Seaton / Old Aberdeen

Elected members - Ross Grant / Ramsay Milne / Jim Noble

#### 5.2 **Earlswells Road and Cairnlee Road East** - Proposed length of 8am-6pm Waiting Restrictions

At the turning head formed where Earlswells Road meets Cairnlee Road East, it is proposed to install 8am – 6pm Mon – Fri only waiting restrictions. These restrictions are proposed to improve the safety of children and adults attending Cults Primary School as vehicles are parking in the turning area blocking a busy walking route and reversing into, or out of, a flow of traffic accessing and egressing the school. This work has been requested by the Parent Council and Head Teacher of Cults Primary School.

Implementation Costs - £ 350

Estimated maintenance costs - Road Markings £80 every 5 years; and sign plates £150 every 10 years.

Ward - Lower Deeside

Elected members - Marie Boulton / M. Tauqueer Malik / Aileen Malone

5.3 **North Esplanade West** - Prohibition of 'U-turns'

Following the recent implementation of traffic signals at the junction of Raik Road with North Esplanade West it was noted that the potential for vehicles completing a 'U-turn' at the junction had not been prohibited. It is therefore proposed to prohibit this manoeuvre in both directions of travel on North Esplanade West as it could create a road safety hazard.

Implementation Costs - £NIL

Estimated maintenance costs - £150 every 10 years

Ward - Torry / Ferryhill

Elected members - Yvonne Allan / Graham Dickson / Alan Donnelly / James Kiddie

5.4 **Schoolhill** - Proposed length of timed 'Loading only' restrictions

Following the recent implementation of the 'Café culture' trial within the Belmont Zone, a loading and unloading by goods vehicles only restriction was introduced as part of The Aberdeen City Council (Schoolhill, Back Wynd, Aberdeen) (Temporary Traffic Management) Order 2015. The permitted times are between 09:00 and 19:00. It is proposed that this restriction is made permanent to reduce the volume of goods vehicles travelling through the Belmont zone.

Implementation Costs - £NIL

Estimated maintenance costs – Road Markings £260 every 5 years; and sign plates £155 every 10 years.

Ward - George Street / Harbour

Elected members - Andrew May / Jean Morrison / Nathan Morrison

5.5 **Hopecroft Drive** - Proposed length prohibition of waiting at any time.

Following the construction and full occupancy of the Hopetoun Park development in Bucksburn, it has been raised by a local Councillor that residents have since taken the opportunity to start parking within the turning area at the west end of Hopecroft Drive and utilising the footway entrance into the back of the development.

As a consequence of this vehicles, including refuge vehicles, have encountered difficulty in being able to manoeuvre round this turning area, therefore in order to keep this area clear and allow the safe turning of vehicles it is proposed to introduce 'at any time' waiting restrictions.

Implementation Costs - £300

Estimated maintenance costs - £300 every 5 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crockett / Graeme Lawrence / Neil MacGregor / Gill Samarai

**The following proposals will be funded by the developer**

- 5.6 **Russel Road** - Proposed lengths of prohibition of waiting at any time.

**North Esplanade West** - Proposed length of prohibition of waiting at any time.

These restrictions have been proposed as a measure to prevent obstructions to normal traffic flow caused by parked vehicles. The proposed restrictions are deemed necessary due to the road layout amendments incorporated into the construction of the Ardent House office complex.

Due to the narrowing of Russell Road, 'At any time' waiting restrictions are proposed on the east side of the narrowed section of to prevent obstructions to vehicles queueing to join North Esplanade West or exiting the site. 'At any time' restrictions are also proposed on North Esplanade West, around the new footway build-out between the two access points to the north of the new access on Russell Road to join the existing two sets of 'At any time' waiting restrictions, previously intersected by an access point to the site.

Implementation Costs - £NIL

Estimated maintenance costs - £500 every 5 years

Ward - Torry / Ferryhill

Elected members - Yvonne Allan / Graham Dickson / Alan Donnelly / James Kiddie

- 5.7 **Whitestripes Road** - Proposed reduction in Speed limit

It is proposed to extend the 30MPH speed restriction on Whitestripes road, currently starting before its junction with Whitestripes Avenue, to the edge of the new Grandhome housing development adjacent to this road. This proposal is intended to provide a safer environment for the forthcoming junctions to the new development.

Implementation Costs - £NIL

Estimated maintenance costs - £300 every 10 years

Ward - Bridge of Don

Elected members - Muriel Jaffrey / John Reynolds / Sandy Stuart / Willie Young

**The following proposals will be funded by CARE north and the Energy Saving Trust**

- 5.8 **Deemount Road** - Proposed new 'Car Club' bay, public electric vehicle bay and double electric vehicle charge point to be installed on the southern side of Deemount Road to the east of the Deemount Terrace junction. It is proposed a section of 'At Any Time' waiting restrictions is revoked in order to make create on-street space for the EV charge point and a section of on-street residential/pay and display parking is converted to a public electric vehicle bay. A TRO is already in place for the implementation of the new 'Car Club' bay.

Implementation Costs - £NIL

Estimated maintenance costs - £200 every 5 years

Ward - Torry / Ferryhill

Elected members - Yvonne Allan / Graham Dickson / Alan Donnelly / James Kiddie



**The following proposals will be funded from the Disabled Parking Revenue Budget**

- 5.9 **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 parking – 38 parking bays**

5 Chapman Way	3 Claremont Place
37 Beeches Gate	71A Girdleness Road
74 Brodinch Place	21 Overhill Gardens
22A Ferrier Crescent	16 Gilcomston Park
4 Tollohill Square	13 Balnagask Crescent
9 Windford Square	57 Hopetoun Avenue
47 Cattofield Place	84 Ruthrieston Circle
12 Longview Terrace	16 Seal Craig Gardens
33 Tay Road	133 Caiesdykes Road
22 Dalmaik Crescent	13 Balgownie Drive
24 Deveron Road	46 Richmond Street
44 Dulnain Road	21 Sinclair Terrace
60 Mastrick Drive	30 Dalmaik Crescent
16 Willowpark Crescent	9 Ashwood Grove
37 Laws Drive	7 Taransay Crescent
128 Gardner Road	55C Bloomfield Road
73A Girdleness Road	21 Walker Road
68 Farquhar Road	12 Longview Terrace
18 Hadden Street	47 Cattofield Place

**Off-street parking – 8 parking bays**

47 Margaret Clyne Court	77 Abbey Square
49 Margaret Clyne Court	4 Middle Brae
50 Margaret Clyne Court	15 Grandholm Court
40 Margaret Clyne Court	17 Margaret Clyne Court

## 6. IMPACT

**Improving Customer Experience** – 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. As the recommendation is to approve the proposals, there will be a positive impact on current customer experience.

**Improving Staff Experience** – Not Applicable

**Improving our use of Resources** – Not Applicable

**Corporate** – 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”. With respect 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.” These proposals are also 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.

**Public** – There is no Equality and Human Rights Impact Assessment required as this report only recommends these proposals progress to the Statutory Consultation process and subsequent public advertisement of the proposed schemes. Accordingly there will be no changes effected as a result of the recommendations being approved by this Committee.

This report will be of interest to the residents/proprietors/businesses within the proposal areas.

## 7. MANAGEMENT OF RISK

Having assessed the risks identified within all the proposals, and the potential to impact negatively or positively on the decision required of the Committee, it has been assumed that the risk is low. 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

N/A

9. REPORT AUTHOR DETAILS

James Watt

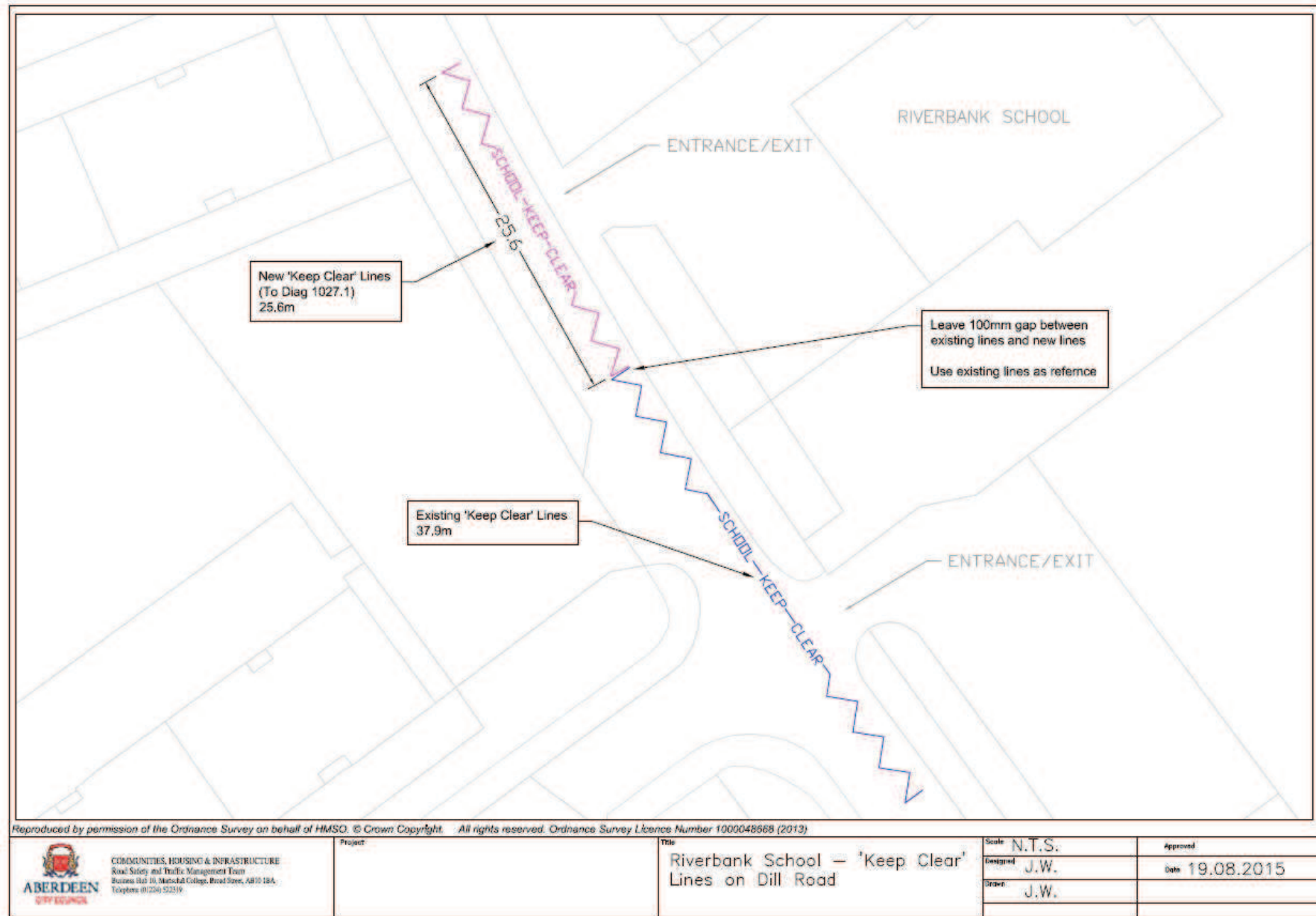
Engineering Assistant

Email: [JameWatt@aberdeencity.gov.uk](mailto:JameWatt@aberdeencity.gov.uk)

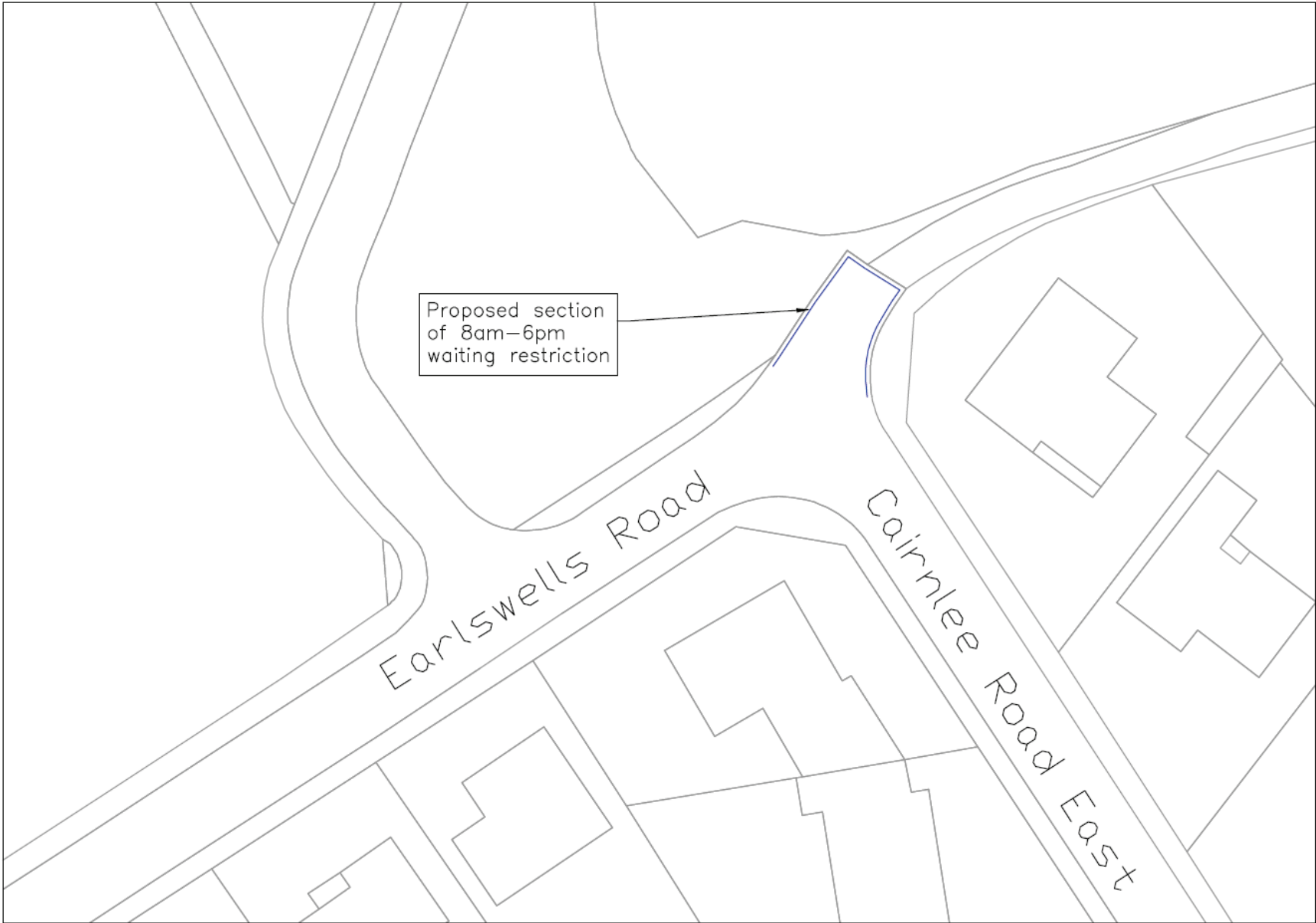
Tel. 01224 (52)2319

**Appendix: Plans for various small scale traffic management and development associated proposals (New works)**

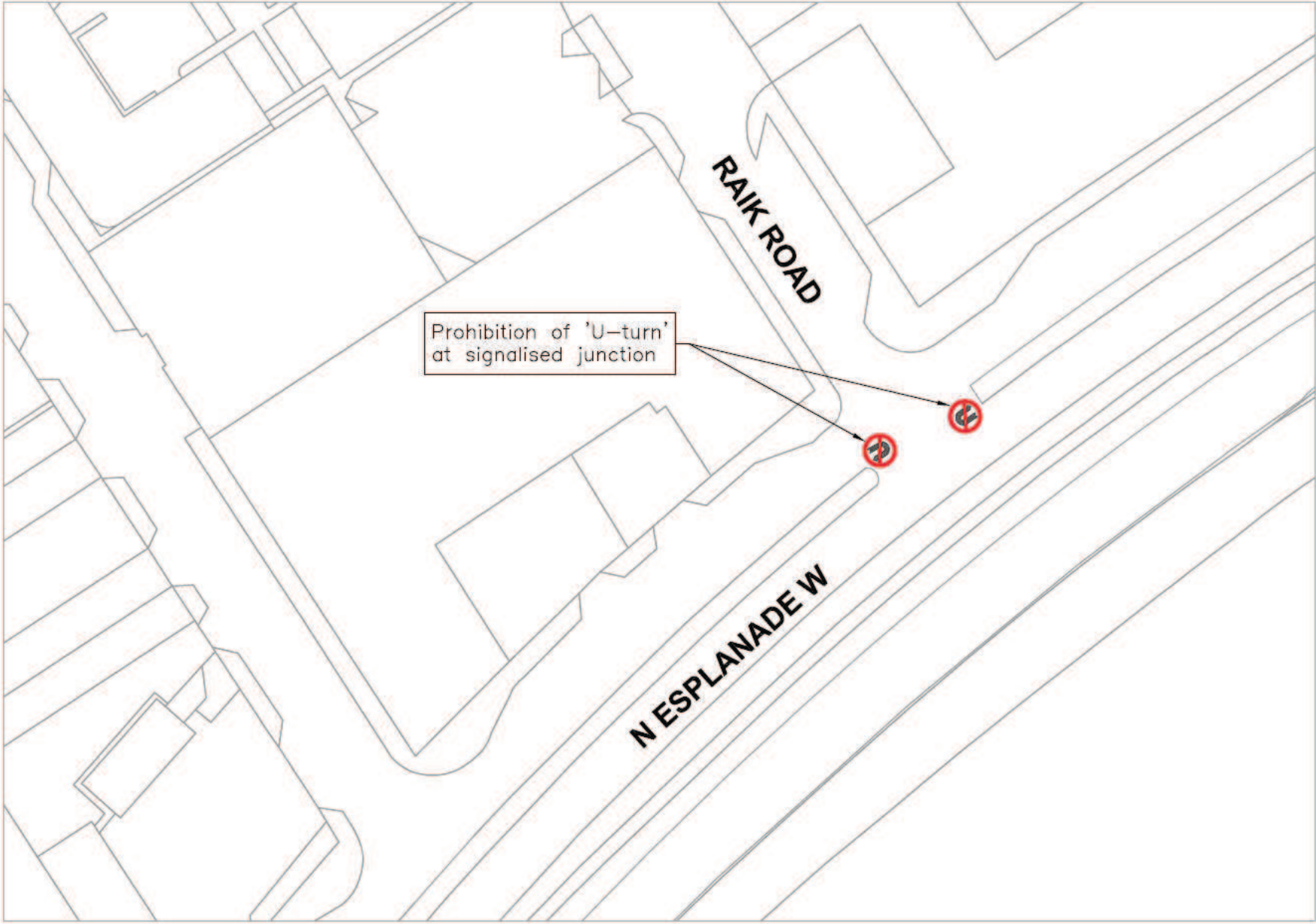
# Dill Road - Proposed length of 'School Keep Clear'



**Earlswells Road and Cairnlee Road East** - Proposed length of 8am - 6pm Waiting Restrictions

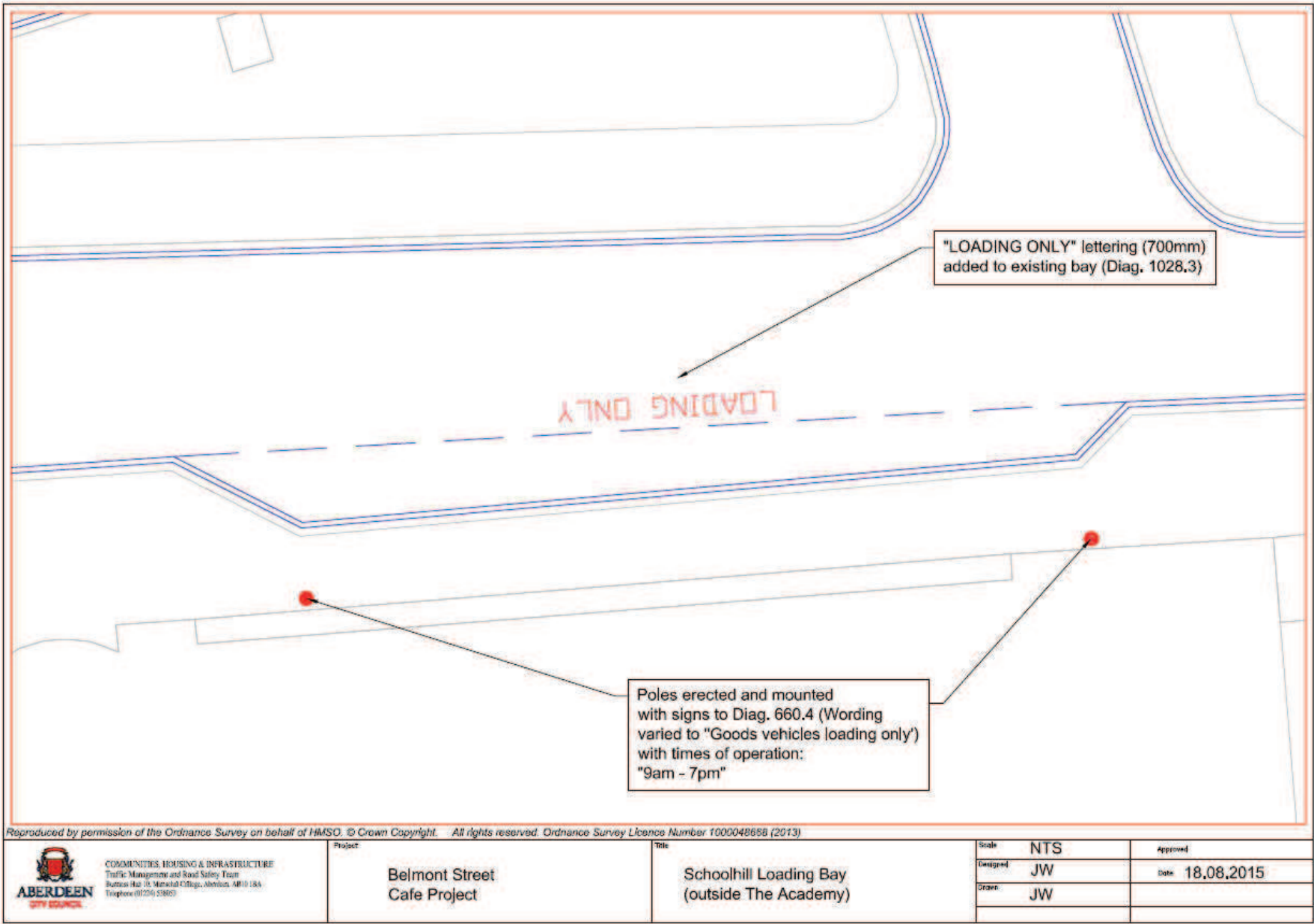


**North Esplanade West** - Prohibition of 'U-turns'



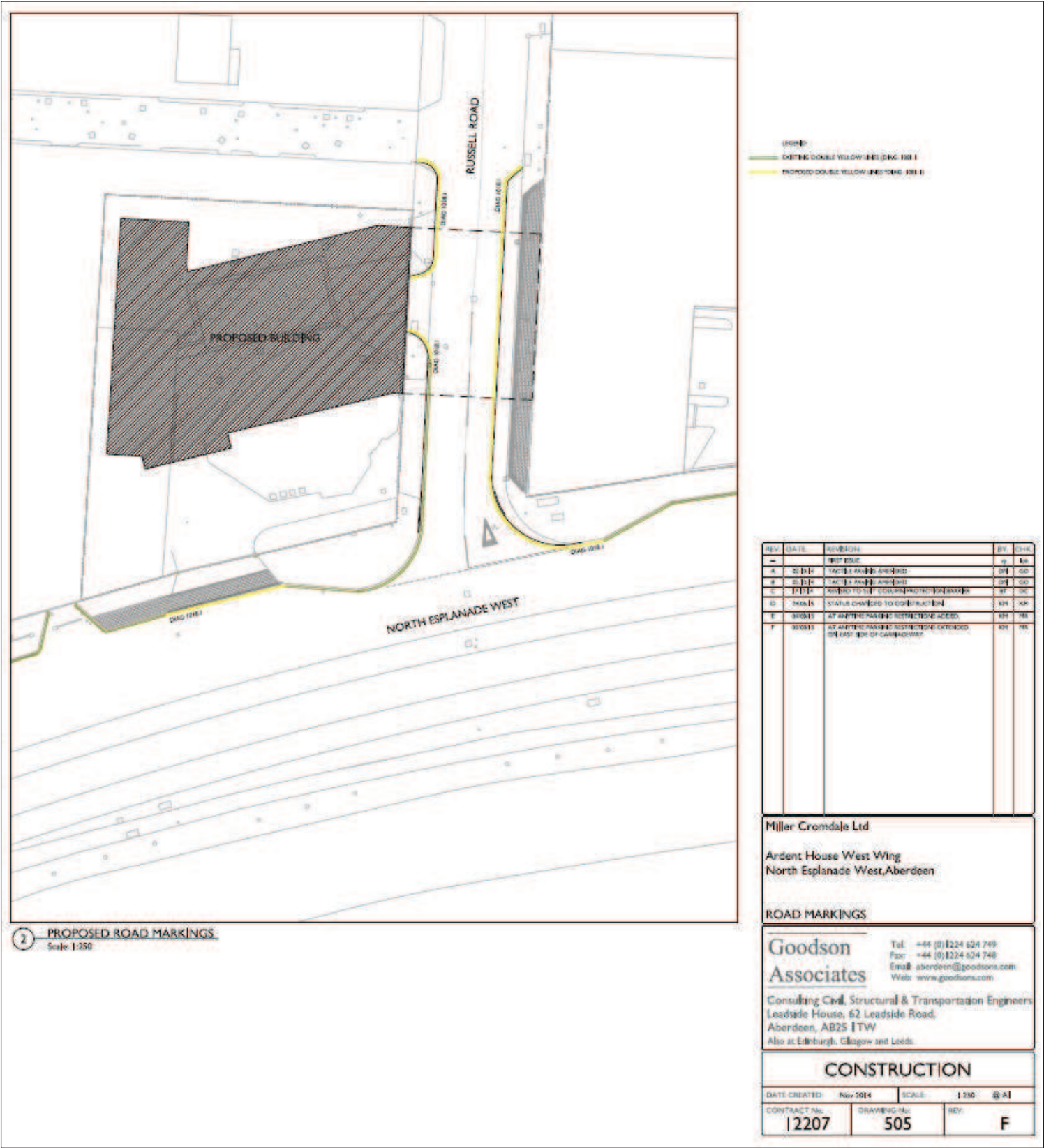


**Schoolhill** – Proposed length of timed 'Loading only' restrictions



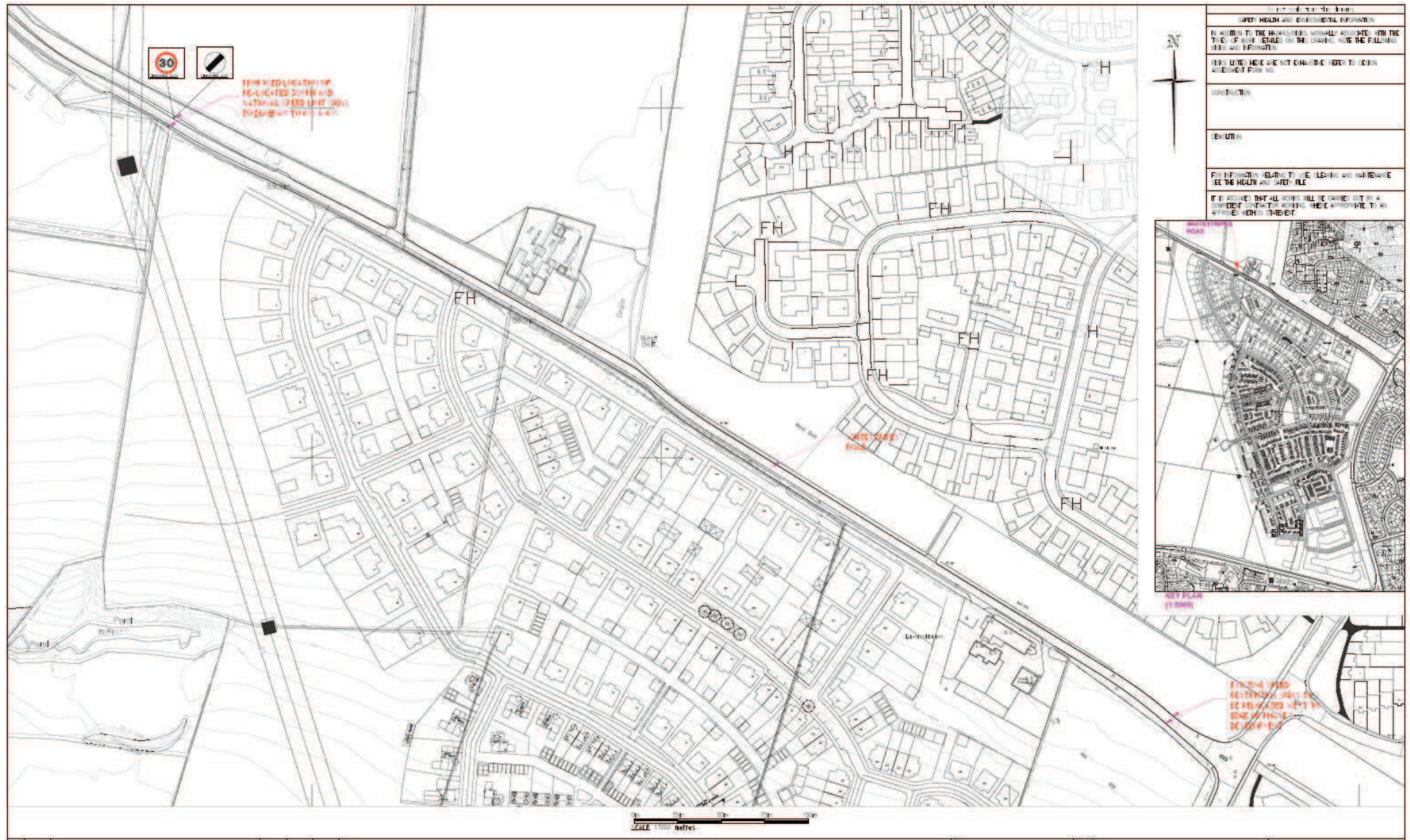


**Russel Road and North Esplanade West** - Proposed lengths of prohibition of waiting at any time.



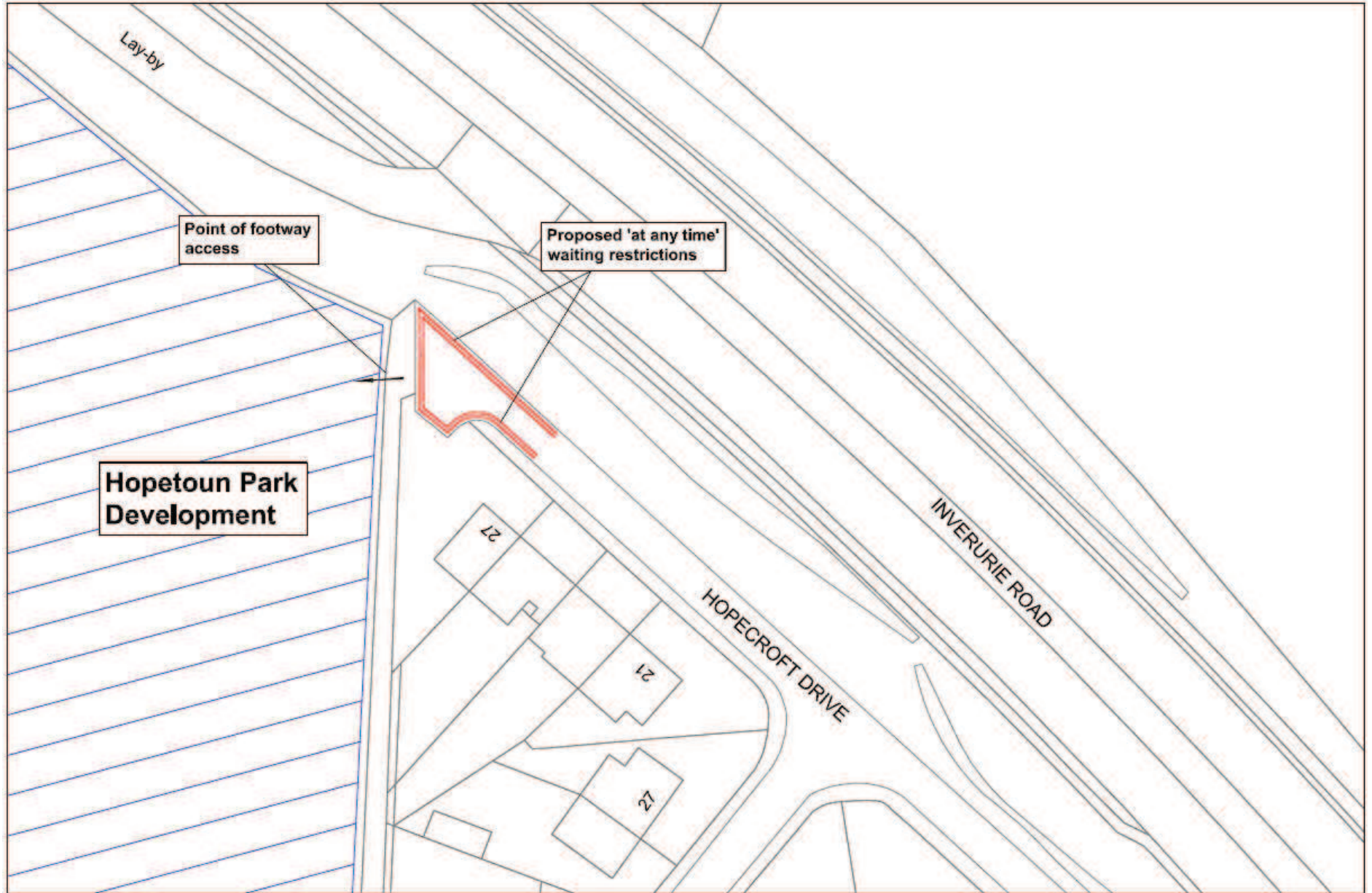


# **Whitestripes Road - Proposed reduction in Speed limit**





**Hopecroft Drive - Proposed length of 'At Any Time' Waiting Restrictions**



**Deemount Road** – Proposed 'Car Club' bay, public electric vehicle bay and double electric vehicle charge point location



## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities, Housing and Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	<b>Various small scale traffic management and development associated proposals (Stage 3 – Public Advert)</b>
REPORT NUMBER	CHI/15/283
CHECKLIST COMPLETED	Yes/ <del>No</del>

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### 1. PURPOSE OF REPORT

This report deals with nine 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/press notice is 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).

*\*Please note “The Aberdeen City Council (A944 / B9119, Aberdeen) (40mph Speed Limit) Order 201(X)”, and “The Aberdeen City Council (C89C, Aberdeen) (40mph Speed Limit) Order 201(X)”, that were advertised during the same period as the Traffic Orders detailed in this report, will be considered in a separate report to the Communities, Housing and Infrastructure Committee on the 20 January 2016.*

### 2. RECOMMENDATION(S)

It is recommended this Committee:-

- (i) approve the nine orders that did not attract objections, and that all the orders be made and implemented accordingly;
- (ii) in relation to “The Aberdeen City Council (Usan Ness/Marchmont Street, Aberdeen) (Prohibition of Waiting Order) 201(X)” overrule the objections received and approve this order be made as originally envisaged.



### 3. FINANCIAL IMPLICATIONS

The proposals contained in the nine traffic orders detailed at 5.1 through to 5.8 will be funded through the Cycling, Walking & Safer Streets Budget. The proposal at 5.9 will be funded by the developer.

<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>	£2768.92	£2,418.92 every 5 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	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions

### 4. OTHER IMPLICATIONS

There are no other implications worthy of being identified in the abstract here.

### 5. BACKGROUND/MAIN ISSUES

This section is separated into subsections corresponding to the ten orders under consideration.

#### **5.1 The Aberdeen City Council (Esplanade, Aberdeen) (Prohibition of Waiting – Taxi Stances) (Revocation) Order 201(X)**

5.1.1 No statutory objections have been received.

#### **5.2 The Aberdeen City Council (Esplanade, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.2.1 No statutory objections have been received.

#### **5.3 The Aberdeen City Council (Kenfield Crescent, Aberdeen) (Prohibition of Waiting) Order 201(X)**

5.3.1 No statutory objections have been received.

#### **5.4 The Aberdeen City Council (Mansefield Road, Aberdeen) (prohibition of waiting) Order 201(X)**

5.4.1 No statutory objections have been received.

**5.5 The Aberdeen City Council (Migvie Gardens / Kingswells Avenue, Aberdeen) (prohibition of waiting) Order 201(X)**

5.5.1 No statutory objections have been received.

**5.6 The Aberdeen City Council (Nigg Kirk Road, Aberdeen) (prohibition of waiting Mon-Fri, 8am-6pm) (prohibition of waiting) Oder 201(X)**

5.6.1 No statutory objections have been received.

**5.7 The Aberdeen City Council (Usan Ness/Marchmont Street, Aberdeen) (Prohibition of Waiting Order) 201(X)**

Three statutory objections have been received from members of the public (see APPENDIX 2).

5.7.1 Proposal

It is proposed to introduce a section of 'At Any Time' junction protection restrictions to prevent indiscriminate parking at the junction between Usan Ness and Marchmont Street, and assist visibility to motorists and pedestrians. The extent of this proposal is indicated in Appendix 3.

5.7.2 Objection 1

This proposal is subject a statutory objection from Mr Craig Forbes, 4 Usan Ness. While the most significant points of their objection follow, the full text of their objection is within Appendix 2.

"I would like to object to the proposal to place double yellow lines due to the lack of parking for the amount of residents in Usan Ness. We also have building work at the moment with Everwarm taking up valuable spaces. It is already very difficult to find a parking space at the moment without further restrictions."

5.7.3 Objection 2

This proposal is subject a statutory objection from Michelle Masson, 3 Usan Ness, Aberdeen. While the most significant points of their objection follow, the full text of their objection is within Appendix 2.

"As with the rest of Altens, parking is at a premium and although at times cars can be parked close to the junction, I don't think this is so much of a problem to warrant yellow lines. The introduction of yellow lines would only push people to park in more inappropriate places such as up on grass verges, at bends on the road etc. This particular

junction is not any worse than any other junction in Altens so feel it would be unfair to impose restrictions here.”

#### 5.7.4 Objection 3

This proposal is subject a statutory objection from Marian Stewart, 38 Usan Ness. While the most significant points of their objection follow, the full text of their objection is within Appendix 2.

“I would like to object to the proposed parking restrictions on my street, Usan Ness. Although I agree that parking on the corner is at times a problem, I think that to stop people parking for 10 metres in each direction from the corner, is a bit excessive in such a small street with a lot of householders that need to park somewhere.

#### 5.7.5 Response to statutory objections

The extent of the proposal is appropriate and will keep the junction clear of parked vehicles and ensure access/egress visibility is maintained. The demand for parking in this area is appreciated, but it shouldn't hinder visibility on the access/egress to Usan Road. Such parking is often for convenience, and there will be parking in the area but not as close as the driver would prefer.

Given the above, it is recommended this Committee overrules the statutory objection received and instructs officers to implement this proposal as originally envisaged.

### **5.8 The Aberdeen City Council (Craigton Road, Aberdeen) (prohibition of Waiting Mon-Sat 8am-6pm) Order 201(X)**

5.8.1 No statutory objections have been received.

### **5.9 The Aberdeen City Council (Brimmond School Area, Aberdeen (Prohibition of Waiting) Order 201(X)**

5.9.1 No statutory objections have been received.



## 6. IMPACT

**Improving Customer Experience** – As the recommendation is to approve the proposals, there will be a positive impact on current customer experience.

**Improving Staff Experience** – Not applicable.

**Improving our use of Resources** – Not applicable.

**Corporate** - 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”. With respect 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.”

**Public** – This report will be of interest to the residents/proprietors/businesses within the proposal areas.

## 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, 19 May 2015](#)

## 9. REPORT AUTHOR DETAILS

Laura Snee  
Engineering Officer  
[lsnee@aberdeencity.gov.uk](mailto:lsnee@aberdeencity.gov.uk)  
Tel. (01224) 522307

## **APPENDIX 1**

### **ABERDEEN CITY COUNCIL**

#### **ROAD TRAFFIC REGULATION ACT 1984**

##### **THE ABERDEEN CITY COUNCIL (ESPLANADE, ABERDEEN) (PROHIBITION OF WAITING – TAXI STANCES) (REVOCATION) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Esplanade, Aberdeen) (Prohibition of Waiting – Taxi Stances) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to revoke a length of prohibition of waiting at any time – taxi stance on the Esplanade, Aberdeen, as defined in the schedule below. That is to say eight of the ten existing parking bays that are currently reserved for taxis will revert to unrestricted on-street parking for any vehicle.

##### **Schedule**

East side, from a point 60 metres or thereby south of its junction with the Beach Boulevard, southwards for a distance of 50 metres or thereby.

##### **THE ABERDEEN CITY COUNCIL (ESPLANADE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Esplanade, 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 the Esplanade, 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.

##### **Schedule**

East side, from a point 263 metres or thereby south of its junction with the Beach Boulevard, southwards for a distance of 7 metres or thereby.

##### **THE ABERDEEN CITY COUNCIL (KENFIELD CRESCENT / COUNTESSWELLS ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Kenfield Crescent / Countesswells 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 Kenfield Crescent and Countesswells Road, 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.

##### **Schedule**

##### **Kenfield Crescent**

Both sides, from its junction with Countesswells Road, southwards for a distance of 10 metres.

### **Countesswells Road**

South side, from its junction with Kenfield Crescent, eastwards for a distance of 10 metres;  
South side, from its junction with Kenfield Crescent, westwards for a distance of 10 metres.

### **THE ABERDEEN CITY COUNCIL (MANSFIELD ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Mansefield 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 Mansefield Road 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.

#### **Schedule**

#### **Mansfield Road**

West side, from a point 30 metres or thereby north of its junction with Victoria Road, northwards for a distance of 5 metres or thereby.

West side, from a point 41 metres or thereby north of its junction with Victoria Road, northwards for a distance of 5 metres or thereby.

East side, from a point 30 metres or thereby north of its junction with Victoria Road, northwards for a distance of 16 metres or thereby.

### **THE ABERDEEN CITY COUNCIL (MIGVIE GARDENS / KINGSWELLS AVENUE, KINGSWELLS, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Migvie Gardens / Kingswells Avenue, Kingwells, 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 Migvie Gardens and Kingswell Avenue, Kingswells, Aberdeen, as stated 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.

#### **Schedule**

#### **Migvie Gardens**

Both sides, from its junction with Kingswells Avenue, north-westwards for a distance of 12 metres or thereby.

#### **Kingswells Avenue**

West side, from its junction with Migvie Gardens, south-westwards for a distance of 10 metres or thereby.

West side, from its junction with Migvie Gardens, north-eastwards for a distance of 10 metres or thereby.

East side, from a point 10 metres or thereby south-west of its junction with Migvie Gardens, north-eastwards for a distance of 26 metres or thereby.

## **THE ABERDEEN CITY COUNCIL (NIGG KIRK ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Nigg Kirk 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 on Nigg Kirk Road as defined in the schedules 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.

### **First Schedule**

(Prohibition of waiting at any time)

**Nigg Kirk Road (Loop Section)** - East side, from its eastern junction with Nigg Kirk Road, northwards for a distance of 42 metres or thereby; North-east side, from a point 64 metres or thereby north of its eastern junction with Nigg Kirk Road, westwards for a distance of 15 metres; West side, from its eastern junction with Nigg Kirk Road, northwards, then westwards, for an overall distance of 85 metres or thereby.

**Nigg Kirk Road** - North side, from a point 31 metres or thereby north-east of its western junction with Nigg Kirk Road (Loop Section), north-eastwards for a distance of 13 metres or thereby.

### **Second Schedule**

(Prohibition of waiting, Mon – Fri, 8am – 6pm)

#### **Nigg Kirk Road**

South side, from a point 36 metres or thereby south-west of its junction with Wellington Road, south-westwards for a distance of 180 metres or thereby.

## **THE ABERDEEN CITY COUNCIL (USAN NESS / MARCHMONT STREET, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make “The Aberdeen City Council (Usan Ness / Marchmont Street, 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 on Usan Ness and Marchmont Street, 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.

### **Schedule**

#### **Usan Ness**

Both sides, from its junction with Marchmont Street, eastwards for a distance of 10 metres.

#### **Marchmont Street**

East side, from its junction with Usan Ness, north-westwards for a distance of 10 metres.

East side, from its junction with Usan Ness, south-eastwards for a distance of 10 metres.

## **THE ABERDEEN CITY COUNCIL (CRAIGTON ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)**

Aberdeen City Council proposes to make "The Aberdeen City Council (Craigton 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 certain length of prohibition of waiting on Craigton Road, Aberdeen, operating Monday to Saturday, between the hours of 8am and 6pm, 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.

### **Schedule**

#### **Craigton Road**

North side, from a point 26 metres or thereby west of its junction with Springfield Road, westwards for a distance of 45 metres or thereby.

**Full details of the above proposals are to be found in the draft orders, 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 16 September and 7 October, 2015, in the offices of the roads officials in the Communities Housing and Infrastructure department, at Marischal College, Broad Street, 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 522307 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 16 September to 7 October, 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.**

**Fraser Bell, Head of Legal and Democratic Services, Aberdeen City Council,  
Town House, Aberdeen, AB10 1AQ**

## **APPENDIX 2**

### **OBJECTION 1 TO USAN NESS**

**From:** Craig Forbes  
**Sent:** 16 September 2015 13:16  
**To:** TrafficManagement  
**Subject:** Usan Ness order201(X)

To Traffic management

I would like to object to the proposal to place double yellow lines due to the lack of parking for the amount of residents in Usan Ness. We also have building work at the moment with Everwarm taking up valuable spaces. It is already very difficult to find a parking space at the moment without further restrictions.

Yours

Craig Forbes  
4 Usan Ness  
AB12 3NF

## **OBJECTION 2 to USAN NESS**

-----Original Message-----

From: dmasson

Sent: 05 October 2015 23:05

To: Traffic Management

Subject: Proposals for parking restrictions Marchmont Street/Usan Ness

I am writing to object to the proposals to put parking restrictions at the junction of Usan Ness and Marchmont Street.

As with the rest of Altens, parking is at a premium and although at times cars can be parked close to the junction, I don't think this is so much of a problem to warrant yellow lines. The introduction of yellow lines would only push people to park in more inappropriate places such as up on grass verges, at bends on the road etc. This particular junction is not any worse than any other junction in Altens so feel it would be unfair to impose restrictions here.

I don't think it would make the road any safer by introducing these measures. The bigger issue is the speed that some drivers come down the road, especially round the bend. This is more of a safety issue than parking near the junction.

Regards

Michelle Masson

3 Usan Ness

Aberdeen

### **OBJECTION 3 to USAN NESS**

-----Original Message-----

From: Marian Stewart

Sent: 07 October 2015 10:36

To: Vycki Ritson

Subject: Proposed parking restrictions on Usan Ness and Marchmont Street

Sent from my iPad

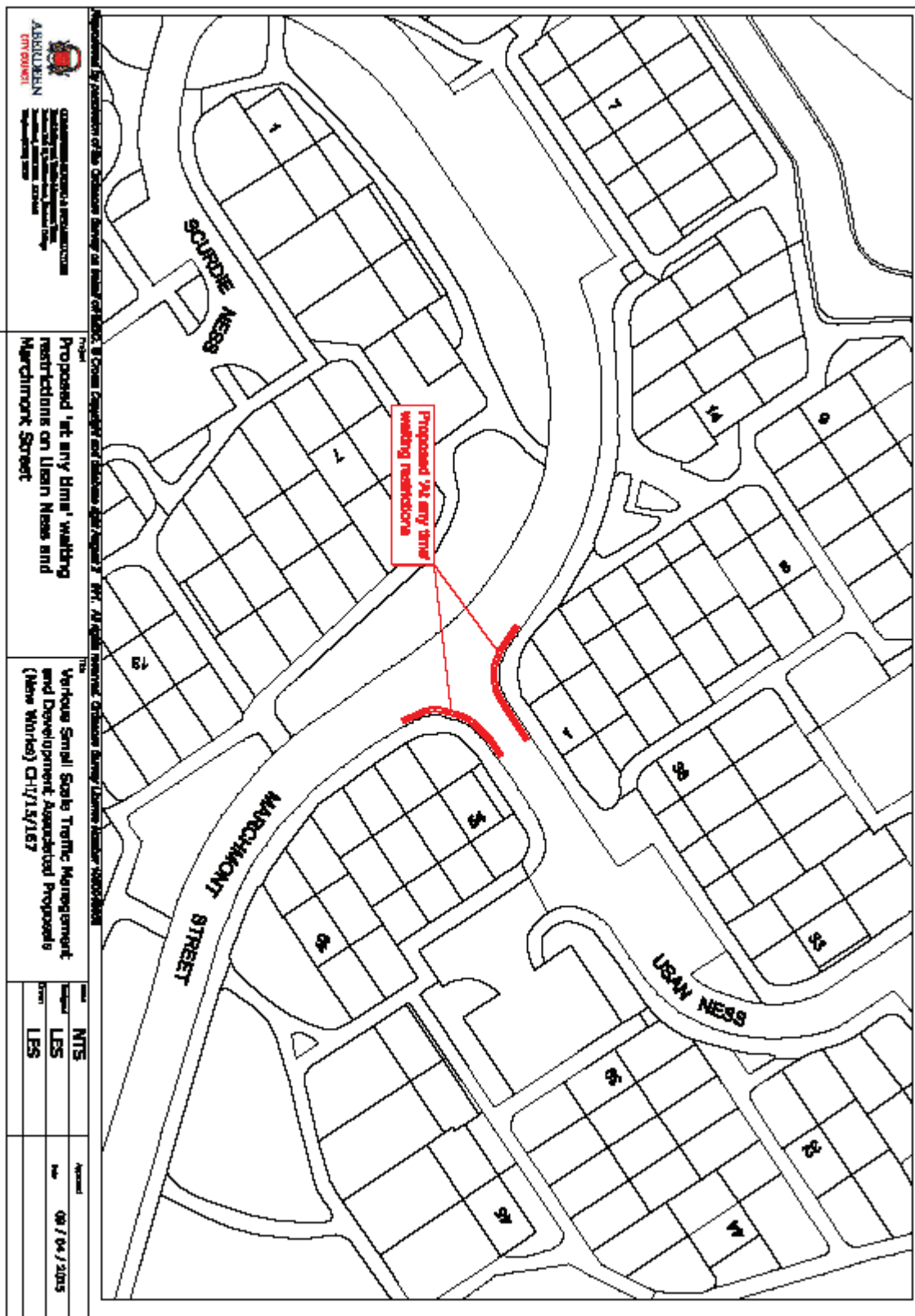
I would like to object to the proposed parking restrictions on my street, Usan Ness. Although I agree that parking on the corner is at times a problem, I think that to stop people parking for 10 metres in each direction from the corner, is a bit excessive in such a small street with a lot of householders that need to park somewhere. I would have no objection to double yellow lines on the corner with perhaps a metre or two either side. I would be obliged if you could pass this on to the relevant person, if I'm wrong in sending this to you. Thanks.

Mrs Marian Stewart  
38 Usan Ness



## APPENDIX 3

### USAN NESS / MARCHMONT STREET PROPOSAL



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## ABERDEEN CITY COUNCIL

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COMMITTEE	Communities Housing and Infrastructure
DATE	27 October 2015
DIRECTOR	Pete Leonard
TITLE OF REPORT	Deer Management Plan for Aberdeen City
REPORT NUMBER	CHI/15/288
CHECKLIST COMPLETED	Yes

---

### 1. PURPOSE OF REPORT

This report answers the recommendations from the Petitions Committee of 21<sup>st</sup> April 2015 regarding the petition “A Tree For Every Citizen / Deer Cull Disclosure Request”. The report also outlines the proposed long term deer management plan across all City Council owned land where deer are present; and how the plan can be rolled out in partnership with neighbouring landowners.

Aberdeen City Council has a statutory duty under the Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act) to manage deer on its land at sustainable levels. The Deer Management Plan for Aberdeen City will demonstrate how Aberdeen City Council, as a responsible landowner and manager will implement the requirements of the WANE Act and associated Deer Management Code of Practice to maintain a sustainable population of deer on its land. All deer management will be undertaken using the most humane techniques, complying with the established best practice procedures and by skilled and fully trained operatives to nationally accredited standards.

### 2. RECOMMENDATION(S)

That the committee:

- i) Notes the contents of the report.
- ii) Agrees to the implementation of the Deer Management Plan.
- iii) Requests that an update on progress of the Plan be reported to the Communities Housing and Infrastructure Committee in 12 months' time.

### 3. FINANCIAL IMPLICATIONS

The costs of delivering this plan will be met from existing budgets and where applicable from grant funding available from Aberdeen's woodlands, as a part of their ongoing establishment and management. Any costs associated with managing deer on land not owned or managed by Aberdeen City Council will not be borne by the Council but by the relevant landowner.

The main cost will be for staff time to develop the network of land managers who are prepared to act in a collaborative manner, to survey and collect data on deer impacts to habitats etc and to recruit and manage volunteers who can assist with this, the cost of which is met from existing budgets.

### 4. OTHER IMPLICATIONS

The main pieces of legislation relating to deer management in Scotland are the Deer (Scotland) Act 1996 and the Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act).

The Management Plan for Deer in Aberdeen City supports the implementation of the **ACC Nature Conservation Strategy 2010-2015** objectives as follows:-

**Objective 1.** Protect, preserve and enhance Aberdeen's natural heritage.

Action is required to stop the decline in biodiversity through the protection and restoration of habitats and species important to the City of Aberdeen on Council owned land.

**Objective 2.** Sustainably manage Aberdeen's natural heritage.

The Council needs to plan and manage the use of its own land in a way that assists in reversing the decline in biodiversity. The Council should also take up opportunities to encourage private land owners to do the same.

**Objective 3.** Involve communities in caring for Aberdeen's natural heritage.

To make people aware of the importance and benefits of nature conservation, the Council needs to engage with everyone and get them involved at a local level.

**Objective 4.** Promote a greater understanding, appreciation and enjoyment of Aberdeen's natural heritage.

Being informed will improve knowledge and enhance people's experience of nature while at the same time help promote awareness and respect for the City's natural heritage.

The Deer Management Plan for Aberdeen City complies with the requirements of the **Aberdeen City Council Animal Policy** which states:-

“Wildlife

Reference should be made to The Nature Conservation Strategy for Aberdeen 2010 -15 that details how Aberdeen City Council is committed to protecting and conserving our natural environment for the benefit of biodiversity and for the citizens of Aberdeen now and into the future.

When it becomes necessary for a particular species to be controlled on Council land minimum distress must be caused to the animals. Only trained personnel using acceptable methods and equipment will be employed. Killing should be avoided where appropriate alternative methods are available. Shooting on Council land will be allowed only within the context of species control and the use of lead gunshot is discouraged. Prior permission of the Council will be required for any proposed control measures.

## 5. BACKGROUND/MAIN ISSUES

Wild deer in Scotland are a shared resource for the people of Scotland. They are not owned by anyone but land managers have a responsibility to manage deer numbers on their land at a sustainable level.

Where unsustainable deer populations remain unmanaged, grant funding for woodland creation and woodland management is unlikely to be awarded. This would directly impact on the Aberdeen City Council owned woodlands and potentially on neighbouring land.

Where deer management is not being undertaken at appropriate levels, the Deer (Scotland) Act 1996 (as amended) states that Scottish Natural Heritage can intervene to address damage to the different public interests identified in the following areas:

- Damage to woodland;
- Damage to agricultural production;
- Damage to welfare of deer;
- Damage to the natural heritage;
- Damage to public interests: Social, Economic, or Environmental.
- Injury to livestock by overgrazing or competition for feeding;
- Danger to public safety.

Initially Scottish Natural Heritage (SNH) will help the land manager develop an action plan to manage the deer on their land. If necessary SNH can formalise these actions through a Section 7 Control Agreement. If the land manager continues to fail to deliver the actions then SNH can use its regulatory powers under the Deer (Scotland) Act 1996 (as Amended) to bring about the changes in deer management required. This could result in additional costs to Aberdeen City Council in the event of these regulatory powers being implemented.

By managing deer at sustainable levels the natural woodland regeneration processes will help to maintain a good age structure in the woodlands. This improves their biodiversity value, ensures the next and future generations of trees develop so that the woodlands have a long and healthy future which in turn provides a good habitat for deer and other species.

Scottish Natural Heritage are keen to see local authorities across Scotland develop a collaborative approach to deer management and have offered advice and support to all Local Authorities in the development of their plans.

For full details of the Deer Management Plan for Aberdeen City, see Appendix A.

## 6. IMPACT

### **Improving Customer Experience –**

Managing the deer numbers at sustainable levels across the City will reduce the damage done to private gardens, allotments and parks, improving the quality of these areas. Sustainable deer populations will impact less on agricultural crops and woodlands. Road accidents involving deer will also be reduced.

### **Improving Staff Experience –**

This Plan contributes to staff development and knowledge regarding deer management at a local and national level. It will increase collaborative working with other land managers and encourage information and knowledge sharing to contribute to deer management regionally and nationally.

### **Improving our use of Resources –**

Managing deer at sustainable levels will contribute to the overall sustainable habitat management within the natural areas of the city to support biodiversity. This will be particularly valuable where increased natural woodland regeneration will contribute to creating a good woodland age structure without the need for additional tree planting.

**Corporate -**

The Deer Management Plan for Aberdeen City will contribute to the delivery of Aberdeen – the Smarter City vision as part of the smarter environment theme to provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation.

This plan offers many opportunities for joint working with agencies, businesses, landowners and voluntary groups to maximise the effectiveness of the delivery of a sustainable deer population in Aberdeen resulting in a more sustainable future for our woodlands and other natural habitats.

**Public –**

This report will be of interest to the public as it has come about as a result of a public petition to Aberdeen City Council. The consensus of scientific research shows that deer management is necessary to maintain a healthy population in the absence of natural predators. The Wildlife and Natural Environment (Scotland) Act 2011 requires land managers to assess the impact of deer populations on their land, other habitats, features, deer welfare and public safety and take action to reduce population densities where necessary.

## 7. MANAGEMENT OF RISK

By not developing a planned and collaborative approach to deer management in Aberdeen there is the risk that the deer population will continue to grow in numbers, cause more damage to existing and new woodlands, increase damage to crops and woodlands on other neighbouring land and increase the risk of injury to people as a result of deer vehicle collisions. Where deer numbers are at high levels the condition of the deer is substantially reduced by the lack of available habitat which can result in welfare issues for the deer, ultimately leading to starvation.

## 8. BACKGROUND PAPERS

Wildlife and Natural Environment (Scotland) Act 2011  
Deer (Scotland) Act 1996 as amended  
Scottish Natural Heritage Code of Practice on Deer Management 2012  
Aberdeen City Council Nature Conservation Strategy 2010-2015  
Aberdeen City Council Animal Policy

## 9. REPORT AUTHOR DETAILS

Ian Talboys, Countryside Officer  
[italboys@aberdeencity.gov.uk](mailto:italboys@aberdeencity.gov.uk)  
01224 326429

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## Appendix A

### Deer Management Plan for Aberdeen City

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#### **1. Executive Summary**

This plan sets out the legislative requirements for deer management relating to local authorities and other land- owners, the current situation regarding deer populations in Aberdeen and outlines what Aberdeen City Council as a responsible land owner needs to do to comply with its statutory duties. This will be based on assessments of the level of deer damage to crops, woodlands and other habitats, the condition and welfare of the deer and levels of road accidents involving deer. This plan sets out a collaborative approach to deer management in the City, which will result in an effective and efficient means of managing deer numbers in the area at a sustainable level.

#### **2. Background**

Wild deer in Scotland are a shared resource for the people of Scotland. They are not owned by anyone but land managers have a responsibility to manage deer numbers on their land at a sustainable level.

#### **3. Legislation**

In Scotland there has long been a right for landowners to take deer on their land. Legislation has been updated and landowners now have responsibility to manage

deer on their land. Local Authorities have a statutory duty to manage the deer at sustainable levels on their land.

The main pieces of legislation relating to deer management in Scotland are the Deer (Scotland) Act 1996 and the Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act).

If land managers fail to manage deer at a sustainable level, Scottish Natural Heritage (SNH) will help the land manager develop an action plan to manage the deer on their land initially. If necessary SNH can formalise these actions through a Section 7 Control Agreement. If the land manager continues to fail to deliver the actions then SNH can use its regulatory powers under the Deer (Scotland) Act 1996 (as amended) to bring about the changes in deer management required.

#### **4. The situation in Aberdeen.**

In Scotland there are five wild deer species (red deer, fallow deer, roe deer, sika deer and muntjac deer). Roe and red deer are native to Scotland; the other species have been introduced into the UK and escaped from deer parks.

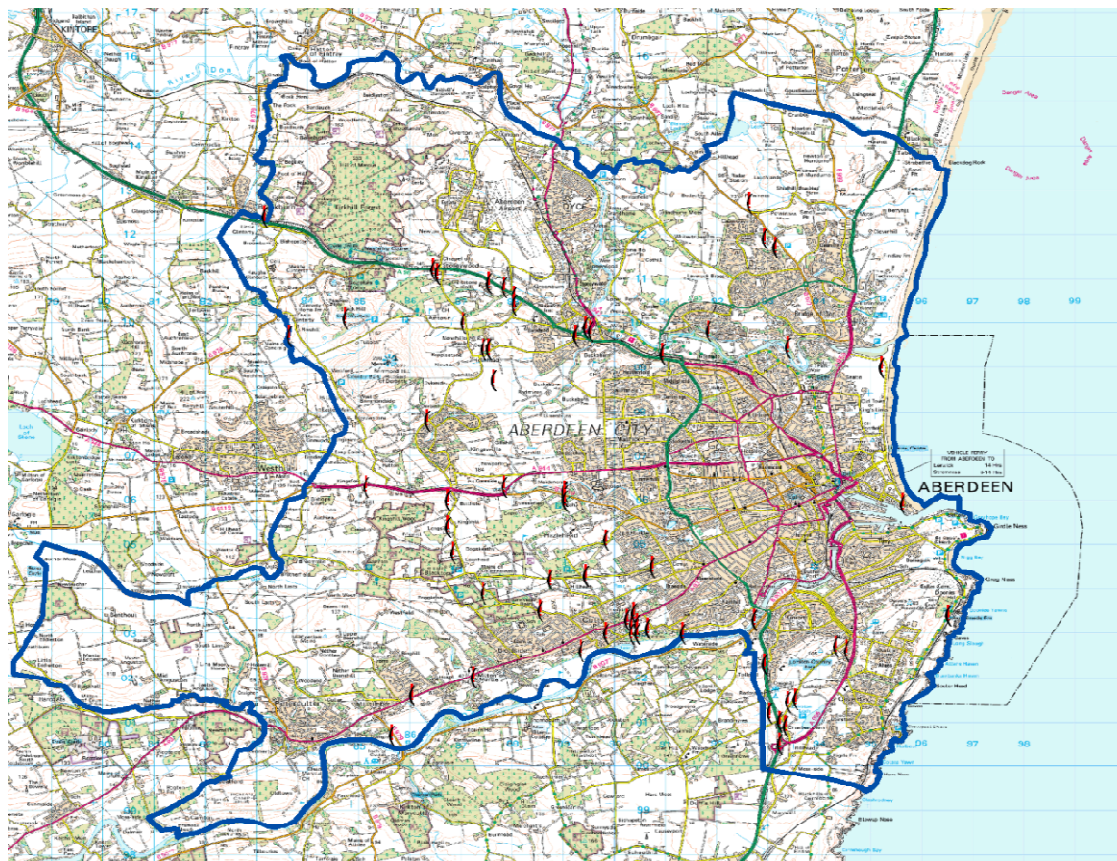
In Aberdeen the main wild deer species is roe deer. This is typical of lowland Scotland.

The population of roe deer across the City is thought to be high. There has been no detailed survey of the population across the city to date. Counts have been made at some specific locations where deer damage to young trees has been an issue. SNH have assisted with night time winter counts using thermal imaging equipment. The almost total lack of natural regeneration of the existing woodlands in the City along with regular sightings of roe deer on open ground during daylight hours, prior to deer management starting, would support the theory that the deer population is high.

Whilst knowing the numbers of deer present in an area is useful, it is important to measure the impact of deer on the environment. This is in terms of crop damage, damage to designated sites, levels of natural regeneration of woodland, establishment of new woodlands/trees planted, deer welfare (condition/weight/size of individuals, disease, deformities etc) and public safety (for example, the number of road traffic accidents involving deer).

The ability of deer to move around large areas also brings conflicts with road users. Aberdeen and the surrounding area is one of Scotland's 'hot spots' for deer vehicle collisions (DVC) with parts of the A90 and South Deeside Road having amongst the highest density of deer vehicle collisions in Scotland. More often than not increased levels of DVCs are linked with the spring dispersal of juvenile deer as a result of territorial behaviour by adult does chasing away juveniles as they prepare to give birth in May.

These collisions are usually fatal for the deer, either instantly or as a result of the injuries sustained. They can also cause injury to the vehicle driver and passenger. Records show that at least 61 deer were killed as a result of collisions with vehicles in 2014/15.



**Fig. 1 Locations of deer carcasses reported to NESBReC or uplifted from roads 2014/15**

There are some deer warning signs on roads around the city. At present there are no up to date records of the locations of these signs. The management plan will see road signage regarding deer reviewed and updated.

Aberdeen City Council has been undertaking deer management on a number of sites but it is important that the Council, as a responsible land manager, extends deer management to all areas of Council owned or managed land where deer could be present. This would include all woodland and woodland edge habitats, parks, greenspaces, tenanted farmland, grounds of Council owned buildings e.g. offices, schools, community centres etc. particularly in the urban fringes. Through the implementation of this plan Council Officers would be able to offer advice and assistance to ACC agricultural tenants to determine levels of deer damage to their crops and deer populations on their farms and advise of suitably qualified stalkers to undertake deer management where needed. This would help to raise the profile of deer management requirements in the agricultural community and support the collaborative approach needed to be most successful.

As a part of this programme, Aberdeen City Council as a major landowner in the area should take a lead on developing links and supporting other land managers in developing and implementing collaborative deer management plans on other areas of land in the City. In some instances land managers are already undertaking deer management so there will be opportunities to work more collaboratively. As more landowners start to take action to manage deer on their ground the benefits of collaborative working will mean that the deer management work will be more effective and sustainable as it will be operating at a population level and not a land holding or site based level.

At present the existing staffing levels would not be able to take on all the larger areas for deer management. There are other suitably qualified stalkers based locally who are members of a local Deer Management Group and will be available to assist with this work. These experienced and qualified recreational stalkers are prepared to take on the deer management work at no financial remuneration in return for suitable arrangements being put in place to cover expenses. ACC would develop an appropriate code of practice to set out qualifications/experience, roles and responsibilities for stalkers on Council land which will be available to other land managers. Forestry Commission Scotland (FCS) has Deer Management Permissions for stalkers working on the National Forest Estate which could form the basis of this Code of Practice.

## **5. Links to Aberdeen City Council Strategy**

A number of Aberdeen City Council strategies will link to the management plan.

The sustainable management of deer within the city will support the delivery of the **Nature Conservation Strategy 2010-2015 Objective 2** in which it is stated:-

“Invasive Species

- i. There will be a need for the Council to continue its involvement in tackling invasive or non-native species that could have an adverse effect on the natural heritage in the City.
- ii. This will help to maintain good conditions for the survival of valuable species.
- iii. Tackling invasive or non-native species will also help to prevent irreversible damage to sensitive or vulnerable species.
- iv. The Council wants to establish if current control measures conducted are effective or not. This information needs to be fed back at the correct level so that it can inform future policy.
- v. The Council will identify new control of invasive or non-native species projects where relevant which are based on national policy and guidance.
- vi. An increase of invasive or non-native species may reflect the effects of climate change on our natural heritage. Opportunities should, where possible and appropriate, be sought to assist in measuring any new trends within the City.
- vii. Given that invasive or non-native species are found across boundaries, a partnership approach will be sought with other appropriate agencies and local authorities.
- viii. Any work associated with the control of invasive or non-native species will be conducted in line with Aberdeen City Council’s Animal Policy which is concerned with animal welfare.”

The sustainable management of deer also supports, to some extent, the delivery of all the other objectives in the Nature Conservation Strategy.

## **The Aberdeen City Council Animal Policy states:-**

### **“Wildlife**

Reference should be made to The Nature Conservation Strategy for Aberdeen 2010 -15 that details how Aberdeen City Council is committed to protecting and conserving our natural environment for the benefit of biodiversity and for the citizens of Aberdeen now and into the future.

When it becomes necessary for a particular species to be controlled on Council land minimum distress must be caused to the animals. Only trained personnel using acceptable methods and equipment will be employed. Killing should be avoided where appropriate alternative methods are available. Shooting on Council land will be allowed only within the context of species control and the use of lead gunshot is discouraged. Prior permission of the Council will be required for any proposed control measures.”

## **6. Resources**

Current staff resources will be utilised to implement this plan, to liaise with colleagues, agencies and other land owners.

SNH have not been able to devise an accurate and practical method for accurate deer counting in the urban environment. In upland areas where red deer are the main species living on the open hill it is possible to undertake accurate counts as the animals form herds. Roe deer in the lowlands are territorial, living in small groups but moving around large areas often in woodlands. This and the varied land-uses make accurate counts difficult in urban areas. With the aid of remotely triggered camera traps, targeted surveying of areas likely or known to hold deer, surveying for field signs such as droppings and hoof prints along with data from NE Scotland Biological Records Centre, establishing some level of base line data should be achievable.

However, it is more practical to assess the impact of deer damage on habitats, crops and frequency and locations of deer vehicle collisions. Some of the deer stalkers would be interested in contributing to this and would have the skills and knowledge required. SNH are willing to assist with some thermal imaging surveys as they are

keen to develop skills and knowledge regarding assessing urban deer populations. These are best carried out during the winter months.

The existing roe deer distribution data for Aberdeen from the NE Scotland Biological Records Centre are shown in Appendix 1. These are records submitted by persons interested in biological recording and are mainly casual records rather than formal surveys. Therefore these surveys only give an indication in those areas which are recorded and do not give an overall picture of the city.

## **7. Risks**

Aberdeen City Council as a responsible land manager has a duty to ensure the management of a sustainable deer population on its land. Not undertaking this could put the Council at risk of SNH requiring action to be taken to comply with the legislation. This could happen where deer numbers are at levels that are not in balance with the habitat resulting in damage to crops or high levels of traffic accidents caused by deer.

Aberdeen City Council will work with partner organisations and agencies to deliver a collaborative approach and by doing so the overall impact of what is done on City Council owned land will be substantially greater.

## **8. Outcomes**

1. By managing the population of roe deer in the City effectively and across land ownership boundaries the City will have a healthy, strong roe deer population which is in good physical condition.
2. Reduction in deer vehicle collisions and associated road traffic accidents, along with a reduction in injuries and costs associated with these accidents.
3. Sustainable natural woodland regeneration across the City which in turn helps to provide more habitats for roe deer.
4. Reduction of damage to garden plants in private gardens and parks and greenspaces.
5. A network of neighbouring land managers who may be able to develop other collaborative approaches to land management.

6. Reduced risk of tick infestation and potential associated tick borne diseases such as Lyme disease.

## 9. Action Plan

A proposed timescale to deliver this plan is included below but a more detailed timescale will be developed once the plan is approved.

Plan will be reviewed and updated every 12 months.

	Challenge	Action	Lead	Start
1.	Seek approval for the Deer Management Plan for Aberdeen.	Present report to ACC Communities, Housing and Infrastructure Committee for approval.	ACC	October 2015
2.	Measuring the impact of deer on habitats and crops.	Survey ACC property for presence of roe deer.	ACC	Autumn/ Winter 2015/16
3.	Develop a collaborative approach to deer management.	Identify key large landowners and make contact to find out if they are managing deer, know about their responsibilities and would be interested in being part of a collaborative approach.	ACC	2015/16
		Consider starting an Aberdeen Deer Management Group to bring stalkers and landowners together.	ACC	2015



		Liaise with local Deer Management Groups to gauge their ability to assist with deer management.	ACC	Oct 2015
4.	Ensuring the safe delivery of deer management operations.	Develop a code of practice for external stalkers working on ACC land including generic risk assessments, method statements and best practice.	ACC	2016
		Provision of briefing for stalkers to ensure they understand what they are required to do, agree risk assessments, working practices, licence requirements etc before any deer control work is commenced.	ACC	2016
5.	Ensure landowners are aware of their deer management responsibilities.	Ensure ACC tenant farmers are aware of their deer management responsibilities.	ACC	2016
		Assist other land owners to undertake surveys to establish deer numbers on their land.	ACC	2016
		Liaise with ACC agricultural tenants to highlight their responsibilities via ACC Asset Management.	ACC	2016
6.	Review and update road signage regarding deer.	Survey and map locations of wild animal road signage and develop an action plan for any	ACC	2015/16

		additional signage needed.		
7.	Delivery of sustainable deer management.	Commence deer management on areas of ACC owned land where necessary following on from the survey results.	ACC	2016/17
		Continue population monitoring to ensure target population densities are maintained.	ACC	Ongoing
		Continue collaborative deer management work in future years as required as following on from population monitoring.	ACC	Ongoing
8.	Increase public knowledge and engagement about deer management	Develop educational materials/displays about deer and other native mammals at Pets Corner or Ranger Service base.	ACC	2015/16
9.	Management Plan Review	Review plan and update every 12 months.	ACC	2016

ACC                      Aberdeen City Council

## 10. References

Deer (Scotland) Act 1996 <http://www.legislation.gov.uk/ukpga/1996/58/contents>

Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act).

<http://www.legislation.gov.uk/asp/2011/6/contents/enacted>

Code of Practice on Deer Management <http://www.snh.gov.uk/land-and-sea/managing-wildlife/managing-deer/code-of-deer-management/>

Deer Management on the National Forest Estate 1 April 2014 – 31 March 2017

<http://scotland.forestry.gov.uk/managing/plans-and-strategies/deer-management-strategy>

Deer Best Practice Guides [http://www.thedeerinitiative.co.uk/best\\_practice/](http://www.thedeerinitiative.co.uk/best_practice/)

Wild Deer In Scotland - SPICe Briefing, The Scottish Parliament - 8 November 2013

Tom Edwards and Wendy Kenyon

[http://www.scottish.parliament.uk/ResearchBriefingsAndFactsheets/S4/SB\\_13-74.pdf](http://www.scottish.parliament.uk/ResearchBriefingsAndFactsheets/S4/SB_13-74.pdf)

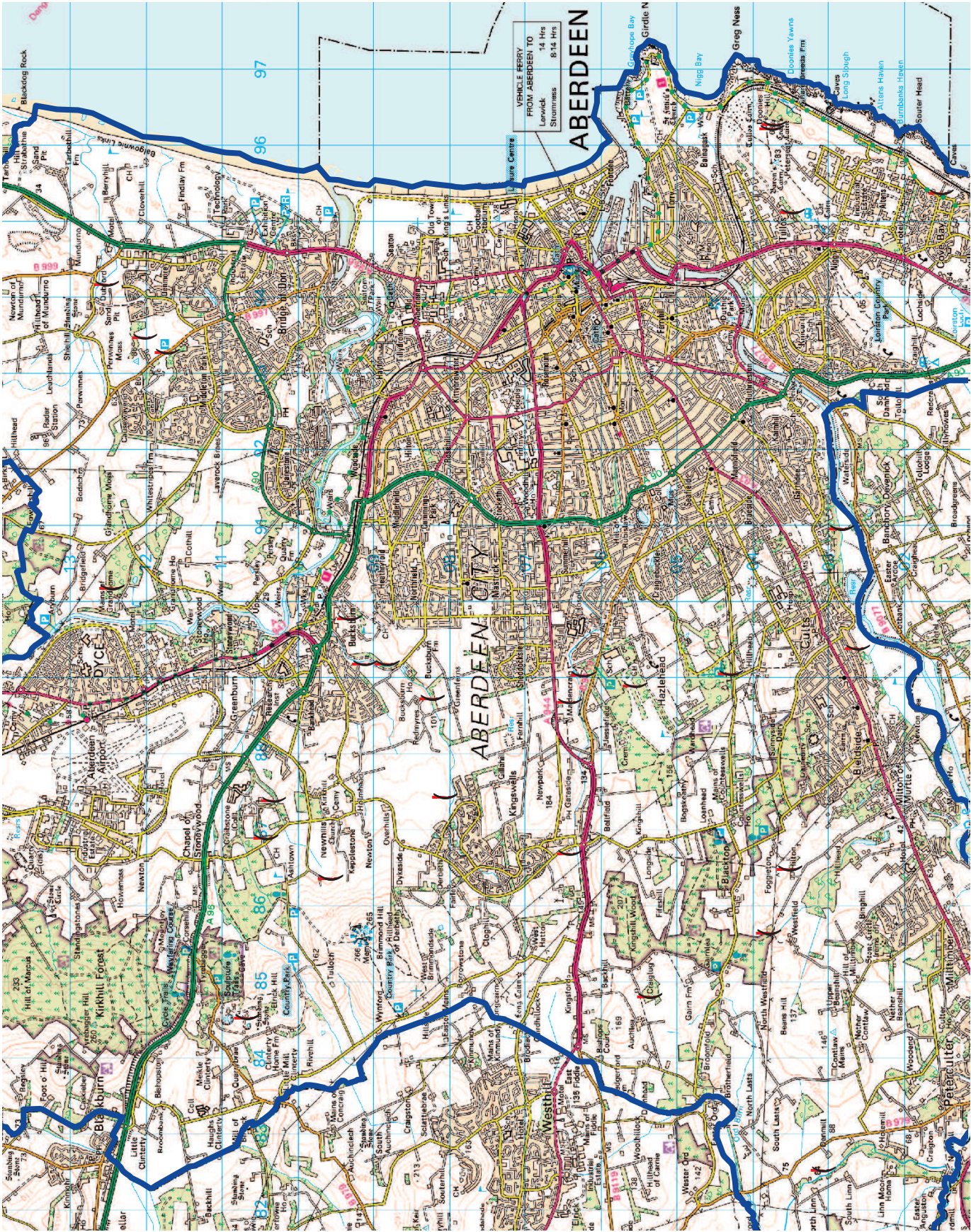
Appendix 1 Distribution of Roe Deer NESBReC Records 2010-2015 (Separate file)

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## Appendix 1

The following maps show the distribution of roe deer records that have been submitted to North East Scotland Biological Records Centre. These are mainly casual records submitted by local naturalists and are not a systematic survey of the distribution of roe deer across Aberdeen.







## A detailed road map of Aberdeen, Scotland, showing major roads, landmarks, and surrounding areas like Dyce and Westhill. The map includes a scale bar and a north arrow. The map is oriented with North at the top. Major roads are shown in red and yellow, while minor roads are in green. The city of Aberdeen is labeled in the center, with 'Dyce' to the west and 'Westhill' to the south. The map also shows the River Don and the city's coastline. A scale bar at the bottom indicates distances in miles and kilometers. A north arrow is located in the bottom right corner. The map is titled 'ABERDEEN' in large letters at the top. A small box in the top right corner provides information about the map's scale and projection. The map is a detailed road map of Aberdeen, Scotland, showing major roads, landmarks, and surrounding areas like Dyce and Westhill. The map includes a scale bar and a north arrow. The map is oriented with North at the top. Major roads are shown in red and yellow, while minor roads are in green. The city of Aberdeen is labeled in the center, with 'Dyce' to the west and 'Westhill' to the south. The map also shows the River Don and the city's coastline. A scale bar at the bottom indicates distances in miles and kilometers. A north arrow is located in the bottom right corner. The map is titled 'ABERDEEN' in large letters at the top. A small box in the top right corner provides information about the map's scale and projection.



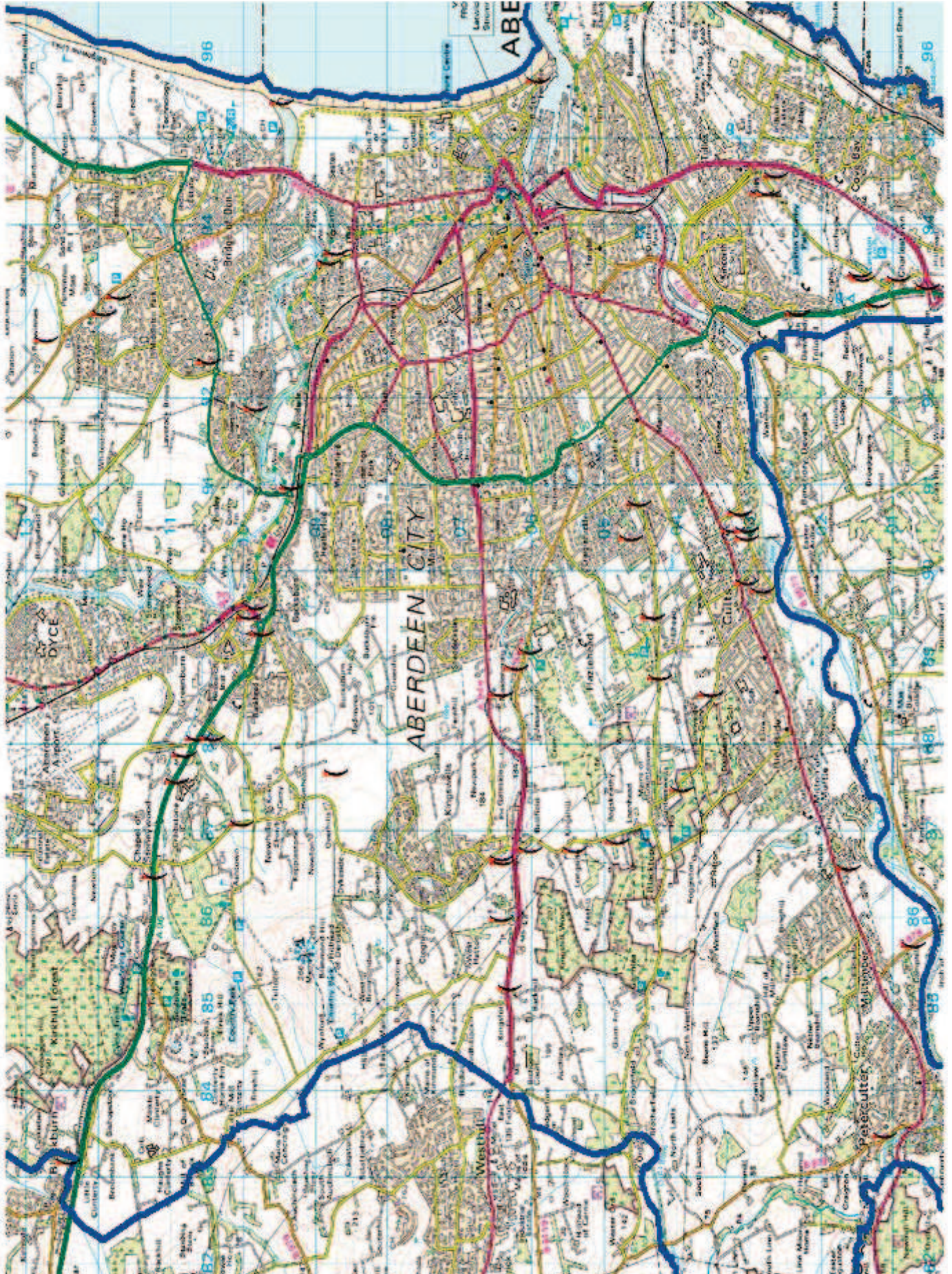








# Roe deer records 2014





# Roe Deer records 2015 January - May





## Roe Deer road kill records 2014-2015





Exempt information as described in paragraph(s) 5, 7 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

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