

Public Document Pack



To: Councillor Cooney, Convener; Councillors Graham and Jean Morrison MBE, Vice Conveners; and Councillors Allan, Crockett, Grant, Laing, Milne, Copland, Corall, Dickson, Jackie Dunbar, Flynn, Hutchison, Sandy Stuart, Delaney, Yuill, Thomson, Finlayson, Nicoll and Reynoldsd Yuill.

Town House,
ABERDEEN, 9 May 2016

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

The Members of the **COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE** are requested to meet in Committee Room 2 - Town House on **TUESDAY, 17 MAY 2016 at 2.00 pm.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Determination of Exempt Business

REQUESTS FOR DEPUTATIONS

- 2.1 None at this time

MINUTE OF PREVIOUS MEETING

- 3.1 Minute of Previous Meeting of 15 March 2016 (Pages 7 - 24)

COMMITTEE BUSINESS, MOTIONS AND ANNUAL REPORTS LIST

- 4.1 Committee Business Statement and Annual Reports (Pages 25 - 36)
- 4.2 Motions List (Pages 37 - 40)

MOTIONS

- 5.1 Motion by Councillor Reynolds (Pages 41 - 50)

“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 Nicoll (Pages 51 - 54)

“That Officers identify and implement a system of work whereby areas currently identified in the Local Development Plan for development are circulated to the Directorates of the Council with a view to them identifying and commenting on possible developer obligations those Directorates consider may be appropriate, or may become appropriate should any request be received from a developer to progress a specific development.

Instruct senior officers in Aberdeen City Council Directorates to keep under review possible planning obligations that may be sought from a developer should an area identified in the Local Development Plan as suitable for development be progressed.”

REFERRALS

- 6.1 Weight Restriction in Sclattie Park (Pages 55 - 62)

FINANCE

- 7.1 2015-16 Trading Services Budget Monitoring (Pages 63 - 68)
- 7.2 2015-16 General fund Revenue & Capital Budget Monitoring (Pages 69 - 86)
- 7.3 2015-16 Housing Revenue Account (Pages 87 - 100)
- 7.4 Housing Support Fee Setting 2016-17 (Pages 101 - 104)

PERFORMANCE MANAGEMENT AND SERVICE ISSUES

- 8.1 CHI Performance Report (Pages 105 - 148)
- 8.2 Fleet Management and Performance Report (Pages 149 - 166)

COMMUNITIES

- 9.1 Policing of Aberdeen City Centre (Pages 167 - 180)
- 9.2 Verbal Update on Call Centres in Aberdeen
- 9.3 Aberdeen City Local Fire and Rescue Plan Annual Performance Report 2015-16 (Pages 181 - 182)
 - Replacement version of the Plan due to the original version being illegible
- 9.4 Housing for Varying Needs Review - update and proposals (Pages 183 - 202)
- 9.5 Void Property Performance (Pages 203 - 216)
- 9.6 Extreme Medical Need for Housing (Pages 217 - 232)
- 9.7 Affordable Housing Delivery (Pages 233 - 240)
- 9.8 Upgrading Works to 330-356 Victoria Road (Pages 241 - 246)
- 9.9 Back Court Improvements to Grampian Place, Tullos Circle and Tullos Place (Pages 247 - 252)
- 9.10 Catherine Street Court (Pages 253 - 262)

Committee took the decision to hear this item in public and this revised report was circulated at the start of the meeting on 17 May 2016.

PLANNING AND SUSTAINABLE DEVELOPMENT

- 10.1 Station Gateway: Draft Development Brief Consultation Results (Pages 263 - 310)
- 10.2 Draft Site OP63, Prime Four Business Park Development Framework (Pages 311 - 320)

ECONOMIC DEVELOPMENT

- 11.1 ACC Response to Scottish Government Consultation: Draft Advice on Net Economic Benefit and Planning (Pages 321 - 324)

TRANSPORT

- 12.1 External Funding for Transport Projects (Pages 325 - 336)
- 12.2 Supported Bus Services (Pages 337 - 370)
Colour copies of Appendix 1 have been circulated to Members.
- 12.3 Fraserburgh and Peterhead to Aberdeen Strategic Transport Study (Pages 371 - 386)
- 12.4 Various Small Scale Traffic Management & Development Associated Proposals Stage 1 (Pages 387 - 408)
- 12.5 Various Small Scale Traffic Management & Development Associated Proposals Stage 3 (Pages 409 - 420)
- 12.6 A96 Park & Choose and Dyce Link road (Stage 3 - Public Advert) (Pages 421 - 426)
- 12.7 Introduce parking charges to three existing car parks, as per Budget proposals (Stage 2 - Initial Statutory) (Pages 427 - 442)
- 12.8 Bus Lane Enforcement Net Surplus - Proposed Expenditure 2016/2017 (Pages 443 - 460)
- 12.9 Access from the North Proposals ("Third Don Crossing") - Naming of the new bridge

ENVIRONMENT

- 13.1 Aberdeen Crematorium and Hall of Remembrance Management Rules (Pages 461 - 472)
- 13.2 Provision of Forestry Consultancy Services (Pages 473 - 482)
- 13.3 Waste Enforcement Review (Pages 483 - 486)

- 13.4 Mill of Dyce - Declare Surplus (Pages 487 - 490)
- 13.5 Flooding - Property Level Flood Protection Grant (Pages 491 - 498)
- 13.6 North East Local Flood Risk Management Plan 2016-21 (Pages 499 - 502)

A hard copy of the North East Local Flood Risk Management Plan is available in the Member's library.

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

- 14.1 Catherine Street Court (Pages 503 - 512)
- 14.2 Choice Based Lettings (Pages 513 - 518)
Please note this report is not for publication under the terms of paragraph 8 (not paragraph 9 as originally stated in the report) of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, enacted by the Local Government (Access to Information) Act 1985. This is because the report discusses a contractual arrangement and estimated expenditure in relation to a third party.
- 14.3 Priority Families Service (Pages 519 - 536)
- 14.4 Scottish Energy Efficiency Programme SEEP - Pathfinder Fund Application 2016-17 (Pages 537 - 550)
- 14.5 Supported Bus Service - Appendix 2 (Pages 551 - 556)

To access the Information Bulletins for this Committee please use the following link:
[Communities, Housing & Infrastructure Committee Information Bulletins](#)

Should you require any further information about this agenda, please contact Emma Parr,
tel 01224 522607 or email emparr@aberdeencity.gov.uk

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 15 March 2016. Minute of Meeting of the COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Cooney, Convener; Councillors Jean Morrison MBE and Graham, Vice-Convener; and Councillors Allan, Copland, Corall, Crockett, Dickson, Finlayson, Flynn, Grant, Greig (as substitute for Councillor Delaney), Laing, Milne, Noble, Samarai, Sandy Stuart, Thomson 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=3815&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 and 14.2 with the press and public excluded.

The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting for item 14.1 so as to avoid disclosure of information of the class described in paragraph 8 of schedule 7(A) of the Act; and item 14.2 so as to avoid disclosure of information of the classes described in paragraphs 6 and 9 of schedule 7(A) of the Act.

REQUESTS FOR DEPUTATIONS

2. The Convener advised the Committee that two deputation requests had been received within the timescales for submission.

The Committee resolved:-

to agree to hear Mr Wilson in respect of item 9.2 – HMO Overprovision Policy and to hear Mr Hawthorne in respect of item 12.4 – Bridge Street Arches Water Ingress.

Mr Wilson spoke in respect of item 9.2 HMO Overprovision Policy and advised the Committee of his concern regarding the discrimination of students living in HMOs specifically in the Old Aberdeen area. Mr Wilson highlighted that he was concerned that at council meetings biased information has been presented by community councils due to a lack of landlord participation and tenant representation and students were unfairly represented as anti-social behaviour causes and causing Old Aberdeen area in particular a shortage in family homes because of the conversion of houses in the area to HMOs.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

Members then asked questions of Mr Wilson and thanked him for his contribution.

Mr Hawthorne spoke next in respect of item 12.4 Bridge Street Arches, Water Ingress. Mr Hawthorne showed the Committee various images of the Bridge Street Arches exterior and interior of the vaults to show the damage. Mr Hawthorne advised of the costs of the repairs he had incurred and the difficulty he had experienced in trying to find the owner of the Arches.

Members then asked questions of Mr Hawthorne and thanked him for his contribution.

MINUTE OF PREVIOUS MEETING OF 20 JANUARY 2016

3. The Committee had before it the minute of its previous meeting of 20 January 2016 for approval.

The Committee resolved:-

to approve the minute as a correct record.

MINUTE OF MEETING OF HAZLEHEAD GROVE NURSERY WORKING GROUP OF 15 FEBRUARY 2016

4. The Committee had before it the minute of the meeting of Hazlehead Grove Nursery Working Group of 15 February 2016 for approval.

The Committee resolved:-

to approve the minute as a correct record.

At this juncture, the Committee agreed to bring the next item of business forward in order that the representatives from Police Scotland could depart the meeting after it had been considered.

POLICE SCOTLAND - COMMUNITY SAFETY PARTNERSHIP HUB

5. The Committee had before it a report by Police Scotland which provided information on the Aberdeen Community Safety Partnership Hub (The Hub). The Chief Superintendent of Aberdeen City Division advised that it had been 3 years since the Hub was established and that a review of its workings and success would be undertaken and would be reported back at a future meeting.

The Committee resolved:-

to note the content of the report.

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016**

COMMITTEE BUSINESS STATEMENT AND ANNUAL REPORTS

6. 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) in relation to item 2 – Review of Emission Related Parking Charges – to provide an update to Councillor Dickson; and
- (ii) to otherwise note the updates provided.

MOTIONS LIST

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

The Committee resolved:-

to note the updates provided.

**PEDESTRIAN CROSSING ON SCOTSTOWN ROAD - REFERRED FROM
PETITIONS COMMITTEE MEETING OF 21 JANUARY 2016**

8. In relation to the referral from the Petitions Committee meeting of 21 January 2016, the Convener proposed that a report be prepared on the area to come back to the August Committee.

The Committee resolved:-

to request a report back on the area to the August Committee meeting.

**GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING 2015-16 -
CHI/16/015**

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

The report recommended:-

That the Committee –

- (a) note the report and the information on management action and risk: and
- (b) instruct that officers report the year end position to the appropriate committee.

The Committee resolved:-

- (i) to approve the recommendations;

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

- (ii) to instruct that the Environment Manager circulate a list to Councillors regarding the damage to city parks from flooding over the Winter; and
- (iii) to request officers to provide an update to Councillor Flynn on the overspend of the Third Don Crossing.

TRADING SERVICES BUDGET MONITORING 2015-16 - CHI/16/014

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

The report recommended:-

That the Committee

- (a) note the content of the report and the information on management action and risk; and
- (b) instruct that officers report the year end position to the appropriate Committee.

The Committee resolved:-

to approve the recommendations.

HOUSING REVENUE ACCOUNT 2015-16 - CHI/16/016

11. 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 31 December 2015.

The report recommended:-

That the Committee –

- (a) note the financial information contained within the report;
- (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; and
- (c) approve the virements outlined in Appendix 3.

The Committee resolved:-

to approve the recommendations.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

CHI PERFORMANCE REPORT - CHI/16/013

12. 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 Head of Communities and Housing highlighted key points in the report. The first CH&I Conference was held in January to bring staff in the directorate together and the feedback from it had been positive with hope that it will be an annual event. The Committee was advised that the first Syrian refugees had arrived in Aberdeen and were settling in well and the work carried out so far by the Aberdeen City Council departments and partner organisations in the city so far was acknowledged and commended. The communal mixed recycling project was rolled out in February which was a significant step forward in waste management and by the end of the year all households in Aberdeen will have access to a recycling service.

The Committee resolved:-

- (i) to instruct officers to provide clarity on the 200 bedroom hotel at the new AECC;
- (ii) to instruct that the Head of Communities and Housing circulate information on how Aberdeen City Council compares with other local authorities on voids management;
- (iii) to request that where targets are failing to be met and actions in place to resolve this be added into the report; and
- (iv) to instruct that the Head of Public Infrastructure and Environment circulate information on gully defects and repairs to Councillors.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency as it had been agreed by the Corporate Management Team that the Directorate Business Plans would be presented to the appropriate Committee meeting immediately following the meeting of Council on 25 February 2016, consequently submission of the report had to be delayed to provide sufficient time for Trade Unions to be fully consulted.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

CH&I DIRECTORATE BUSINESS PLAN AND SERVICE PLANS - CHI/16/043

13. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the Directorate Business Plan for 2016-17 as well as the individual service plans.

The report recommended:-

That the Committee note the content of the Directorate Business Plan 2016-17.

The Committee resolved:-

to approve the recommendation.

HMO OVERPROVISION POLICY - CHI/15/335

14. With reference to Article 17 of the minute of its meeting of 27 August 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided members with details of the responses received from the public consultation on the implementation of an HMO Overprovision policy and legal advice on the issues which needed to be addressed before Committee should consider the introduction of a HMO Overprovision policy.

The report recommended:-

That the Committee –

- (a) note the responses to the consultation as detailed in the report;
- (b) agree that no policy on HMO Overprovision is introduced at this time;
- (c) instruct officers to write to the Scottish Government to seek guidance on the assessment of housing need with regard to HMOs and how to determine a percentage at which overprovision may exist; if this guidance is not provided the Scottish Government should be asked to review and consider amending the legislation to allow appropriate guidance to be introduced;
- (d) instruct officers to monitor policy and legal developments in HMO overprovision and report back to Committee as appropriate if there are developments which require the Council's position on HMO overprovision to be reviewed; and
- (e) remit this report and the decision of the Committee to the Licensing Committee for noting.

The Committee resolved:-

to instruct the Director of Communities, Housing and Infrastructure to provide a report to this Committee's meeting of 25 August 2016 to include -

- (a) the number and capacity of licensed HMOs in all 13 wards and broken down to proposed localities within each ward;
- (b) the need for housing accommodation in each proposed locality and the extent to which HMOs are required to meet that need; and
- (c) a recommendation on whether or not the Council ought to set a threshold for overprovision of HMOs in the relevant localities, including proposals for the levels of thresholds for each locality.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

HMO LICENCE FEES 2016-17 - CHI-16/035

15. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to set revised HMO licensing fees from 1 April 2016.

The report recommended:-

That the Committee continue with the current HMO licence fee structure for 2016/17.

The Committee resolved:-

to approve the recommendation.

STRATEGIC HOUSING INVESTMENT PLAN - ADDITIONAL SITES - CHI/16/008

16. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to add additional sites into the Strategic Housing Investment Plan (SHIP).

The report recommended:-

That the Committee approve the following additional projects to be included in the SHIP 2015-2020 –

- (a) Grampian Housing Association – 13 @ 2 bed housing units at Mugiemoos Road (including two wheelchair accessible units);
- (b) Hillcrest Housing Association – 11 @ 2 bed housing units at Loirston, with an additional 12 @ 2 bed units in a subsequent phase;
- (c) Langstane Housing Association – 6 @ 2 bed housing units at Froghall Road;
- (d) Places for People – 35 @ 2 bed housing units at Cloverleaf; and
- (e) Aberdeenshire Housing Partnership – 6 @ 2 bed housing units at Balgownie.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct the Head of Communities and Housing to circulate information to Councillor Flynn on the 2000 new houses target in the Strategic Investment Programme (SIP) and clarity on whether they will be site starts or site completions by end of 2017.

A NEW DISABILITY GROUP FOR THE CITY - CHI/16/038

17. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which updated members on the progress made in establishing a new group to deal with issues around disability in the city.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

The report recommended:-

that the Committee agree the draft constitution, the Mission Statement and Pledge, the application and election process and arrangements for the inaugural meeting of the new group.

The Equalities Manager advised that the main purpose of the application process was to get a wide range of age, disabilities and experience, with the applications being reviewed by an independent group to ensure a fair and transparent process. There would also be opportunity for those not included in the initial membership to be involved with two wider forum meetings annually and project groups set up as the group's aim was to be as inclusive as possible.

The Committee resolved:-

- (i) to approve the draft constitution with the amendment that all office bearers must be Aberdeen resident, the Mission Statement and Pledge, the application and election process and arrangements for the inaugural meeting of the new group; and
- (ii) to request officers to provide an update for the May Committee information bulletin on progress specifically on the membership developments for the independent group.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50 (B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency due to the short timeframe given by the Scottish Government to respond.

DRAFT PLANNING DELIVERY ADVICE: HOUSING AND INFRASTRUCTURE - CHI/16/049

18. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised members of a response to the Scottish Government consultation on a Draft Delivery Advice: Housing and Infrastructure.

The report recommended:-

That the Committee agree the content of the report for submission to the Scottish Government.

The Committee resolved:-

to approve the recommendation.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

NOISE ACTION PLAN - ANNUAL PROGRESS REPORT - CHI/16/001

19. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of updates to the Noise Management Areas and Quiet Areas in the Aberdeen Agglomeration and provided an annual update on the status of the Aberdeen Agglomeration Noise Action Plan.

The report recommended:-

That the Committee –

- (a) note the contents of the report;
- (b) approve the updated list of Noise Management Areas (NMAs); and
- (c) instruct relevant officers within the Communities, Housing and Infrastructure Service to continue with the implementation of the Noise Action Plan (NAP) and report annually on progress.

The Committee resolved:-

to approve the recommendations.

PROTECTIVE SERVICES FOOD AND FEED REGULATORY SERVICE PLAN 2016-17 - CHI/16/004

20. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for a revised Food and Feed Regulatory Service Plan and an improvement plan for the forthcoming year.

The report recommended:-

That the Committee –

- (a) approve in principle the maintenance and development of food and feed regulatory services necessary to satisfy the requirements of the Food Standards Agency's Framework Agreement;
- (b) approve the Food and Feed Regulatory Service Plan 2016/17 as detailed in Appendix A; and
- (c) note the Review of the 2014/2015 Food Regulatory Service Plan as detailed in Appendix A.

The Committee resolved:-

to approve the recommendations.

PROTECTIVE SERVICES OCCUPATIONAL HEALTH AND SAFETY INTERVENTION PLAN - CHI/16/009

21. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the Occupational Health and Safety Intervention Plan for 2016/17

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

The report recommended:-

That the Committee approve the Occupational Health and Safety Intervention Plan for 2016/17.

The Committee resolved:-

to approve the recommendation.

BI-ANNUAL SECTOR SKILLS NEEDS AUDIT - CHI/15/317

22. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which informed the members of the Action plan to address the issues highlighted within the 2015 Sector Skill Needs Audit.

The report recommended:-

That the Committee -

- (a) support the delivery of proposed and commenced initiatives; and
- (b) support the continuation of the production of a bi-annual sector skills needs audit.

The Committee resolved:-

to approve the recommendations.

HEALTHY HOMES - CHI/16/033

23. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for delivery of ERDF Funded (Scottish Cities Alliance – Scotland's 8th City) project for fibre to the premises (FTTP) and energy management sensor solutions in multi-tenant properties.

The report recommended:-

That the Committee approve £360,000 capital spend from the Accelerate Aberdeen budget to deliver Warm and Healthy Housing to attract a further £240,000 of European investment to be spent by December 2018.

The Committee resolved:-

to approve the recommendation.

COMMERCIALISATION OF ACC DUCT NETWORK - CHI/16/019

24. The Committee had before it a report by the Director of Communities Housing and Infrastructure which sought approval for the delivery of a business model for the commercialisation of the ACC duct network.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

The report recommended:-

That the Committee –

- (a) approve the use of its existing owned ducting capacity to generate income;
- (b) approve the delivery business model for the commercialisation of ACC duct network; and
- (c) approve that the income generated is used to maintain and expand the duct network to connect other services and the communities along the expanded network. Reinvestment in the network will support a sustainable solution and generate further income in future years.

The Committee resolved:-

to approve the recommendations.

EXTERNAL FUNDING FOR TRANSPORT PROJECTS - CHI/16/010

25. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which informed of external funds that had been awarded to, or which may become available to, the Council for transportation projects and sought approval for officers to spend any funds successfully obtained for the purposes described in the report.

The report recommended:-

That the Committee -

- (a) approve the expenditure proposed under the Nestrans Capital and Revenue Programmes 2016/17;
- (b) approve the expenditure of approximately £50,000 available to Aberdeen City Council from the regional Cycling Development Officer Fund;
- (c) approve the expenditure of any funds successfully obtained from the European Regional Development Fund (ERDF) as part of the Smart City Project;
- (d) note the additional funds being provided from Sustrans Scotland's 2015/16 Community Links programme and approve the expenditure of these funds as well as any funds successfully obtained from the 2016/17 Community Links programme;
- (e) approve the Council's participation in CIVITAS PORTIS, the expenditure of any funds awarded to the Council from the EU as part of this programme and any associated travel should the application be successful; and
- (f) note that the Smarter Choices Smarter Places funding is likely to be available to the Council in 2016/17, the difficulty in finding match funding and that officers will be putting forward a programme of proposed works to a future meeting of this Committee.

The Committee resolved:-

to approve the recommendations.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

CORPORATE FLEET MANAGEMENT PERFORMANCE AND COMPLIANCE
UPDATE - CHI/16/037

26. With reference to Article 18 of the minute of the meeting of the Audit, Risk and Scrutiny Committee of 25 June 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress to date on developing a suite of performance indicators to report to this Committee at each meeting.

The report recommended:-

That the Committee note the actions taken and measures put in place in Fleet Services for monitoring performance of corporate Fleet Compliance.

The Head of Public Infrastructure and Environment advised that a Business Support Officer was now in post and that they had appointed a Fleet Manager who would be in post in the next month.

The Committee resolved:-

- (i) to approve the recommendation; and
- (ii) to congratulate the Head of Public Infrastructure and Environment and his team for their hard work.

PUBLIC ELECTRIC VEHICLE CHARGING INFRASTRUCTURE DEVELOPMENT IN
ABERDEEN CITY - CHI/16/022

27. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided update on the publicly available Electric Vehicle (EV) infrastructure network which the Council provides and in terms of the costs associated with the project.

The report recommended:-

That the Committee -

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

The Committee resolved:-

to approve the recommendations.

DECLARATION OF INTEREST

Councillor Grant declared an interest in the following article by virtue of his role as a project manager at Aberdeen Inspired, and withdrew from the meeting before consideration of the item.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

BRIDGE STREET ARCHES - WATER INGRESS - CHI/16/042

28. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the request of Mr Iain Hawthorne that the Council should exercise discretion in terms of Section 66 of the Roads (Scotland) Act and fund work to prevent water ingress to the arches at 15-17 Bridge Street.

The report recommended:-

That the Committee refuse Mr Hawthorne's request.

The Committee heard from one of the Council's solicitors who advised that the Council had requested to see the title deeds in Mr Hawthorne's possession on various occasions since 2004 and were refused. It was clarified that the Council does not own the arches so they have no statutory duty to carry out any repairs.

The Committee also heard from roads officers who advised that the bridge was last assessed in 1999 and that there were no structural issues. The Committee was advised that a membrane was put in under the Bridge Street pavement at the request of Mr Hawthorne some years ago but that there was a possibility that this was damaged by a utility company at some point however it would be too difficult to identify the company or pursue them for damages.

The Committee resolved:-

- (i) to refuse Mr Hawthorne's request; and
- (ii) instruct officers in legal services to work with Mr Hawthorne over the content of his title deeds to see if ownership of the arches/vaults on Bridge Street can be determined and to update the committee of the outcome of this investigation.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT & DEVELOPMENT
ASSOCIATED PROPOSALS (STAGE 1 - NEW WORKS) - CHI/16/029**

29. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which set out various small scale traffic management measures. 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 that the appropriate officers commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in the report. If no significant objections are received, then progress

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

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 the Committee.

The Committee resolved:-

to approve the recommendations.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT & DEVELOPMENT
 ASSOCIATED PROPOSALS (STAGE 3) - CHI/16/027**

30. 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 (Links Street, Aberdeen) (Prohibition Of Waiting) Order 201(X)
- The Aberdeen City Council (Access Road Serving 80-84 West North Street, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Midsocket Road) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Walker Road/Grampian Lane/Grampian Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Jackson Terrace/Urquhart Lane, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Dill Road, Aberdeen) (School Keep Clear) Order 201(X)
- The Aberdeen City Council (Earlswells Road/Cairnlee Road East, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (North Esplandade West, Aberdeen) (Prohibition of U-Turns) Order 201(X)
- The Aberdeen City Council (Schoolhill, Aberdeen) (Loading Bay) Order 201(X)
- The Aberdeen City Council (Hopecroft Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Murtle Den Crescent, Milltimber, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (North Esplanade West/Russell Road, Aberdeen) (Prohibition of Waiting) Order 201(X)
- The Aberdeen City Council (Whitestripes Road, Aberdeen) (30mph Speed Limit) Order 201(X)
- The Aberdeen City Council (Disabled Persons' Parking Places in Aberdeen City) (Regulatory Parking Places) (Ref. 1/16) Order 201 (X)

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

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 (Hopecroft Drive, Aberdeen) (Prohibition of Waiting) Order 201 (X)' overrule the objection received and approve the order as originally envisaged.

The Committee resolved:-

to approve the recommendations.

ROADS AND TRANSPORT RELATED CAPITAL BUDGET PROGRAMME 2016-17 - CHI/16/041

31. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the proposed roads and transportation programme from the approved Capital budgets for 2016/17. The report sought approval for the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2017/18 and 2018/19 were also included.

The report recommended:-

That the Committee -

- (a) approve the schemes listed in the Appendices as the detailed proposals for expenditure within the budget heading;
- (b) approve expenditure under the Nestrans Capital and Revenue Programmes 2016/17; and
- (c) instruct appropriate officials to implement the detailed programme.

The Committee resolved:-

to approve the recommendations.

COMMUNITY ENGAGEMENT PLAN - HAZLEHEAD GROVE NURSERY - CHI/16/020

32. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of progress in relation to the Hazlehead Grove Nursery project.

The report recommend:-

That the Committee -

- (a) note the content of the report and acknowledge the success of the Hazlehead Grove Nursery project to date;
- (b) agree that with the project now up and running, its future governance, under the continued guidance of the Environmental Manager, should pass to the Communities, Housing and Infrastructure Committee;

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

- (c) agree that the Working Group status be amended to that of an Advisory Group and meet every six months, reporting to the Committee as necessary;
- (d) approve to the implementation of the suggested Development Plan for the continued development of the nursery; and
- (e) request that Environmental Services apply the lessons learned and positives from the Nursery project to other service led, partnership and community initiatives across the city.

Councillor Thomson on behalf of himself and Councillor Boulton, thanked officers for their work on the project and expressed thanks to Councillor Jean Morrison for her involvement in the project as Chair of Working Group.

The Committee resolved:-

to approve the recommendations.

CITY PLAY AREAS - CHI/16/021

33. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the progress of the 2015/16 Environmental Services Programme of Play Area Refurbishment Works.

The report recommended:-

That the Committee -

- (a) acknowledge the success of the 2015/16 refurbishment programme;
- (b) agree that the Service should continue the rolling programme of Play Area Refurbishment for 2016/17 as detailed in section 5.4 of the report; and
- (c) approve the use of the ESPO Framework as part of the 2016/17 procurement process.

The Committee resolved:-

to approve the recommendations.

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

ROADS AND TRANSPORT RELATED CAPITAL BUDGET PROGRAMME 2016-17 - CHI/16/039

34. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the proposed roads and transportation programme from the approved Capital budgets for 2016/17. The report sought approval for the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2017/18 and 2018/19 were also included.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

The report recommended:-

In addition to the recommendations approved at Article 31 of this minute, that the Committee -

- (a) authorise the Director of Communities, Housing and Infrastructure, the Head of Public Infrastructure and Environment and the Roads Infrastructure Manager in connection with the attached programme, to undertake or instruct tendering procedures or competitive quotation procedures as appropriate to be carried out;
- (b) grant approval to appropriate officers to awards contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue and capital budgets;
- (c) exempts all such procedures and contracts from Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement;
- (d) note the submission made on behalf of Aberdeen City Council to the 'Smarter Choices, Smarter Places' fund and should this be successful, authorise officers to expend the funds as outlined in the proposed programme;
- (e) note the submissions made on behalf of Aberdeen City Council to Sustrans Scotland's Community Links Fund 2016/17 and should these be successful authorise officers to expend the funds in accordance with the proposed programme of work; and
- (f) where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures. Where no significant objections have been received at the statutory consultation or public advertisement stages to instruct the appropriate officials to implement the scheme, otherwise these would be reported back to future committee.

The Committee resolved:-

to approve the recommendations.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable the Council to maximise the potential income streams and enable officers to pre-register the project and thereby meet the RHI accreditation criteria requirements.

AECC - ANAEROBIC DIGESTION GAS TO GRID FACILITY - CHI/16/054

35. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined the project background, procurement scope and timescales to construct and operate a bio-methane gas to grid Anaerobic Digestion plant in the new Aberdeen Exhibition and Conference Centre (AECC) development site. The report also sought approval to proceed with the procurement in order to maximise the Council's return on investment.

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
15 March 2016

The report recommended:-

That the Committee -

- (a) instruct officers to proceed with the procurement of the AECC Anaerobic Digestion Gas to Grid Facility under three contracts –
 - i. Design, construction and commissioning;
 - ii. Operations and maintenance; and
 - iii. Energy crop feedstock
- (b) note that a report will be provided to Committee advising of the preferred bidder when selected; and
- (c) delegate authority to Head of Finance and Head of Legal and Democratic Services to negotiate and select the preferred contractor and enter into all necessary contracts arising therefrom.

The Committee resolved:-

to approve the recommendations.

- **COUNCILLOR NEIL COONEY, Convener**

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS**
Updated 5 May 2016

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	<p>Quality Partnership for Public Transport To note the discussions which had taken place between the Quality Partnership for Public Transport partners on the possibility of entering into a Statutory Quality Partnership and instruct officers to work with partners to develop a draft agreement for approval by Members, with a report back to Committee in 6 months' time on progress.</p>	<p>Update was provided on January Information Bulletin. 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.</p>	Head of Planning and Sustainable Development	18/03/15
2	<p>Review of Emission Related Parking Charges To instruct officers to monitor the benefits and outcomes of the emission related parking charges in other cities and to report back in 18 months in the following terms:- (a) establish the process and cost implications under which a residential permit scheme could be rolled out across the city as 'Phase 1' of an Emissions Based Parking Control (EBPC); and (b) establish the process and cost implications for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.</p>	<p>The Communities, Housing and Infrastructure Bulletin of August 2015 advised of proposals to develop a strategic plan to improve air quality, incorporating Emission Based Parking Charging, and provide a more coordinated approach to link other related policies such as climate change, urban realm, transportation and noise pollution. There has been limited progress in the development of direct actions to reduce emissions. As reported in previous bulletins, the Scottish Government launched a Clean Air for Scotland (CAFS) Strategy in November 2015 and framework guidance is currently being developed on the implementation of the various CAFS actions. Officers will further consider measures to improve air quality and develop a more co-ordinated approach to related environmental issues once this</p>	Head of Planning and Sustainable Development	19/05/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
3	<p><u>Leased Community Centres</u></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>guidance is available. The information within the Aberdeen Vehicle Emission and Analysis Report, March 2016 and ongoing national and EU studies on real-drive tailpipe emissions will further support the assessment of measures that have the greatest potential to reduce emissions. A further report will be produced once the Scottish Government guidance and related emissions information is available.</p> <p>The following Leased Community Centres are not yet signed up to the new Lease and Management Agreement: Airyhall Community Centre Management Committee, Danestone Community Centre Association, Ferryhill Community Centre, Hanover Community Centre Management Committee, and Kingswells Community Centre Management Committee.</p> <p>Officers held a workshop with leased centre committees to help identify issues relating to current leasing and arrangements. Officers are developing proposals in response to concerns raised by the committees and a further meeting is planned for late May 2016.</p> <p>Report expected November 2016</p>	Head of Communities and Housing	27/10/2015
4	<p><u>Review of Voids Processes</u></p> <p>To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance.</p> <p>At its meeting of 18 March 2015, the Committee agreed:- (i) to note the content of the report; and</p>	<p>A report is on the agenda</p>	Head of Communities and Housing	17/05/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Committee 18/03/15 Article 16	(ii) to agree that officers proceed with the detailed action plan, to include (a) asset management options for the lowest demand areas with the primary focus being to bring these homes back into use quickly; (b) the implications of prioritising the turnaround of empty homes over routine maintenance and non-urgent repairs for a time limited period; and (c) minimising the turnaround times for empty homes on a longer-term basis, outlining the resources likely to be needed, balanced against the expected increased income to the Housing Revenue Account.			
	Communities, Housing and Infrastructure Committee 19/05/15 Article 16	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.			
	Communities and Infrastructure Committee 27/10/15 Article 15	At its meeting of 27 October 2015 the committee agreed amongst other things to receive a further report on progress in 6 months time.			
5	Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<u>Advertising Bus Shelter</u> To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	Invitation to Tender to be published for Monday 9th May with a response date of 20th June. This will allow tender evaluation and identification of preferred bidder to be undertaken ahead of reporting back at August Committee .	Head of Planning and Sustainable Development	27/10/15
6	Petitions Committee	<u>A944 Lang Stracht to Westhill Cycle Route</u>	The upgrade of the existing A944 cycle route is being considered as part of the Prime 4	Head of Planning and	27/10/15

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
24/04/14 Article 2 Communities, Housing and Infrastructure Committee 28/10/14 Article 20	(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.	Business Park Development (CHI/16/083) with detail contained within the Transport Assessment and this will be assessed as part of the Planning Application in due course.	Sustainable Development	
7 Housing and Environment Committee 26/08/14 Article 13	<u>Haudagain Improvement Scheme</u> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	<u>Update expected for May bulletin</u> Council are now able to fund Home Loss Payments with reasonable disturbance payments and a contract has been awarded for assistance with this process. Process of identifying properties for moving the 136 households is well advanced with 109 moved, 2 waiting for completion of works with 5 under offer leaving 20 to rehouse. Officers are working with these households on an individual basis.	Head of Communities and Housing	Ongoing
8 Communities, Housing and Infrastructure 19/05/15 Article 19	<u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u> 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.	This project has been delayed by the change to the Government's Feed in Tariff rules. This resulted in a necessity for the project to be financially remodelled. The Council's original partner has, as a result, chosen to withdraw from this project. A new offer has now been received from an alternative potential partner. The due diligence review of this new offer is now being undertaken. On the face of it, this new offer remains within the parameters previously approved by Committee. Bulletin update expected August	Head of Land and Property Assets	27/10/2015

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
9	Communities, Housing and Infrastructure 19/05/15 Article 20	Seaton Backies One 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.	A Bulletin Report is to be tabled at the next Committee advising on the results of this recently completed project, against the parameters of the approved report. Bulletin update expected August	Head of Land and Property Assets	27/10/2015
10	Communities Housing and Infrastructure Committee 15/03/16 Article 14	Houses in Multiple Occupation At its meeting of 15 March 2016, the Committee resolved to instruct officers to report back to August Committee – (i) the number and capacity of licensed houses in multiple occupation in all 13 wards broken down to proposed localities within each ward; (ii) the need for housing accommodation in each proposed locality and the extent to which HMO's are required to meet that need; and (iii) a recommendation on whether or not the Council ought to set a threshold for overprovision of HMO's in the relevant localities, including proposals for the levels of thresholds for each locality.	Report expected August	Head of Communities and Housing	25/08/16
11	Communities, Housing and Infrastructure	Council House Rent Policy At its meeting of 27 August 2015 the Committee resolved:-	Report expected August	Head of Communities and Housing	25/08/2016

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
Committee 27/08/15 Article 20	<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> <p>(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.</p>			
12 Communities, Housing and Infrastructure Committee 27/08/15 Article 30	<p><u>North East of Scotland Road Casualty Reduction</u> 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>	Report expected August 2016	Head of Public Infrastructure and Environment	25/08/2016
13 Communities, Housing and Infrastructure Committee 27/08/15 Article 31	<p><u>Waste Enforcement Review</u> At its meeting of 27 August 2015 the Committee resolved, amongst other things:- (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</p>	A report is on the agenda	Head of Public Infrastructure and Environment	15/03/2016

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	a dedicated waste enforcement role as outlined in option 2 of the report; and (ii) to instruct officers to report back to committee in six months' time on progress.			
14 Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27 Communities, Housing and Infrastructure 19/05/15 Article 25	<u>Reduction in Speed Limit A944 to B9119 from 50mph to 40mph</u> 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.	Pending further works on the route (installation of the traffic signals at the Crematorium) these works are due to be completed in March/April and would require to 'bed in' over the following month. Report expected August.	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
15 Petitions Committee 10/11/15 Article 1	<u>Weight Restriction in Scattie Park</u> At its meeting of 10 November 2015, the Committee requested that officers carry out relevant transport survey's in regards to Scattie Park and Kepplehills Drive and to report to Communities, Housing and Infrastructure Committee in March 2016, with the results and any necessary actions	A report is on the agenda	Head of Public Infrastructure and Environment	15/03/15
16 Communities Housing and Infrastructure 20/01/16 Article 20	<u>Station Gateway</u> At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to report the results of the public consultation to the March Committee meeting.	A report is on the agenda	Head of Planning and Sustainable Development	15/03/16
17 Communities Housing and Infrastructure 20/01/16 Article 22	<u>FCH-JU Commercialisation Study</u> At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to present a detailed business case for Aberdeen City Council's	Recommended to transfer to Finance Policy and Resources business statement as the business case will be reported to that Committee.	Head of Economic Development	17/05/16

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
18	<p>participation in the commercialisation project under the proviso that European and external funding sources are secured.</p> <p><u>Aberdeen Crematorium and Hall of Remembrance Management Rules</u> At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to report back to committee with the results of the public consultation and the recommendation as to the form the Management Rules should take following the public consultation.</p>	<p>A report is on the agenda</p>	<p>Head of Public Infrastructure and Environment</p>	<p>17/05/16</p>
19	<p><u>Energy Services Company</u> At its meeting of 25 February 2016, the Council agreed to instruct the Director of Communities, Housing and Infrastructure to report back to the August 2016 meeting of the Communities, Housing and Infrastructure Committee having explored options for the development of an Energy Services Company (ESCO) to provide a heat network and to manage the heat and electricity that will be produced from the proposed Energy from Waste facility at Tullos.</p>	<p>Report expected August</p>	<p>Director of Communities, Housing and Infrastructure</p>	<p>25/08/16</p>
20	<p><u>Delivery of affordable and social housing</u> At its meeting of 25 February 2016, the Council agreed to instruct the Chief Executive to bring forward to the Communities, Housing and Infrastructure Committee proposals for the Council to accelerate the delivery of affordable and social housing within the Aberdeen city boundary utilising all relevant fiscal mechanisms, including asking the Scottish</p>	<p>Recommended for removal as this will be reported at Council meeting in August.</p>	<p>Director of Communities, Housing and Infrastructure</p>	<p>17/05/16</p>

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Government to use their devolved powers to help support these opportunities and to report back to Council at its meeting in August 2016.			
21	<u>Pedestrian Crossing on Scotstown Road</u> At its meeting of 15 March 2016 the Committee agreed that a report on the area should come back to August Committee.	Report expected August		25/08/16
Annual Reports				
1	<u>Private Sector Housing – Enforcement Funding</u>	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 2016
2	<u>Development of an Asset Management Model for the Council's Housing Stock</u>	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. Regular meetings continue to be held with our consultants on the development of the Housing asset management strategy. Good progress was made at the last meeting on 11 March and it is envisaged that a report on the finalised draft of the strategy and the position of the updated model will be presented to the next cycle of the committee. Expected August	Head of Land and Property Assets	January 2016
3	<u>Aberdeen in Bloom</u>	To report each year on the Aberdeen in Bloom campaign.	Head of Public Infrastructure and Environment	October 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
4	Housing and Environment 14/01/14	<u>Countryside Ranger Service Five Year Plan</u>	To receive an annual report on the Countryside Ranger Service Annual Report.	Head of Public Infrastructure and Environment	January 2017
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 2017
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 2017
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. Officers are in the process of reviewing and reassessing opportunities for and the impact of sponsorship of business awards and will provide a bulletin for the next Committee cycle.	Head of Economic Development	January 2016
8	Communities, Housing and Infrastructure 15/03/16 Article 19	<u>Environmental Noise Action Plan Update</u>	To instruct relevant officers within the Communities, Housing and Infrastructure Service to continue with the implementation of the Noise Action Plan and report annually on progress	Head of Planning and Sustainable Development	March 2017
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<u>Short Term Housing for Key Workers</u>	Following committee approval in March 2015 to use Smithfield Court for Key Workers, building works were delayed and the tenancies did not start until August 3 2015 it would be appropriate to allow the operation of Smithfield Court to run for 12 months in order to evaluate the initiative	Head of Communities and Housing	August 2016

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		properly. Therefore a report will be submitted to committee after August 2016		
10	<u>Deer Management</u> Communities, Housing and Infrastructure 27/10/15 Article 27	At its meeting of 27 October 2015 the Committee resolved to agree to the implementation of the Deer Management Plan; and requested that an update on progress of the plan be reported back to Communities, Housing and Infrastructure in 12 months' time..	Head of Public Infrastructure and Environment	October 2016
11	<u>Memorandum of Understanding with Pemba, Mozambique</u> Communities and Housing Infrastructure 20/01/16 Article 21	At its meeting of 20 January 2016 the Committee resolved amongst other things to request officers to report annually to Committee to review outcome achieved as a result of the MOU.	Head of Economic Development	January 2017
12	<u>Buildings Performance Policy</u> Communities and Housing Infrastructure 20/01/16 Article 17	At its meeting of 20 January 2016 the Committee agreed amongst other things to report back to Committee with an update on progress of the process in 12 months' time.	Head of Planning and Sustainable Development	January 2017

This page is intentionally left blank

**COMMUNITIES, HOUSING AND INFRASTRUCTURE
MOTIONS LIST – FOR 17 MAY 2016 MEETING**

<u>No.</u>	<u>Motion</u>	<u>Date of Council/Committee Meeting</u>	<u>Committee referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Notice of Joint Motion by Councillors Boulton and Delaney</u> “Instruct officers to provide a report to the next Enterprise, Strategic Planning and Infrastructure meeting including the financial implications on the most efficient way to progress pedestrian crossings and suitable bus laybys on the Hazlehead to Westhill Road, the A944 in the vicinity of the residential area by Kingswells Church and the Five Mile Garage”.</p>	13.03.14	<p>At its meeting on 28 October 2014, the CH&I Committee resolved:- that officers – (i) be instructed to carry out further investigations on implementing a layout for bus stops / laybys in both directions and a pedestrian crossing in the immediate vicinity of Kingswells Church A944 Hazlehead to Westhill Road; (ii) be instructed to carry out further investigations on implementing a layout for bus stops / laybys in both directions and a pedestrian crossing in the immediate vicinity of the Five Mile garage on the A944 Hazlehead to Westhill Road; and (iii) be instructed to enter negotiations with the intention of securing developer</p>	<p>At its meeting of 27 August 2015, the Committee resolved:- (i) to agree that any future development within this area should be conditioned to incorporate public transport facilities where feasible; (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; (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</p>	Public Infrastructure and Environment	August 2016	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council/Committee Meeting</u>	<u>Committee 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>
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)	contributions from future phases of Prime Four in order to deliver these necessary infrastructure improvements at no cost to Aberdeen City Council.	development to allow the 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.	Head of Land and Property Assets	18.03.15	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council/Committee Meeting</u>	<u>Committee 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>
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)	<u>Communities, Housing and Infrastructure Committee</u> 27.10.15 To request that a report be prepared for a future meeting	A background report is on the agenda. Cllr Reynolds will speak to his motion during the meeting	Head of Public Infrastructure and Environment		No
4	<u>Motion by Councillor Nicoll</u> "That officers identify and implement a system of work whereby areas currently identified in the Local Development Plan for development are circulated to the Directorates of the Council with a view to them identifying and commenting on possible developer obligations those Directorates consider may be appropriate or may	02.03.16	<u>Council 02.03.16</u> to refer the motion to the meeting of the Communities, Housing and Infrastructure Committee on 17 May 2016.	A background report is on the agenda. Cllr Nicoll will speak to his motion during the meeting.	Head of Planning & Sustainable Development		

<u>No.</u>	<u>Motion</u>	<u>Date of Council/Committee Meeting</u>	<u>Committee referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	<p>become appropriate should any request be received from a developer to progress a specific development.</p> <p>Instruct senior officers in Aberdeen City Council Directorates to keep under review possible planning obligations that may be sought from a developer should an area identified in the Local Development Plan as suitable for development be progressed."</p>						

BULLETIN REPORT

<u>Name of Committee:</u>	Communities, Housing and Infrastructure
<u>Date of Meeting:</u>	17 May 2016
<u>Title of Report:</u>	Motion by Councillor John Reynolds: “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.”
<u>Lead Officer:</u>	Pete Leonard
<u>Author of Report:</u>	James Watt
<u>Report Number:</u>	

Summary of Purpose of Report

At its meeting on 27 October 2015 the Communities, Housing and Infrastructure Committee was presented with a motion by Councillor Reynolds - referred by Council on 19 August 2015. This motion specified:

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.

As a result of this motion the Committee resolved to instruct officers to bring forward a report regarding this issue to a future meeting of the Communities, Housing and Infrastructure Committee.

Update

The unnumbered road running from the B997, past Shielhill Farm to the B999 (Shielhill Road) is a single carriageway road, running from the B997 to the B999, and lies to the north of Aberdeen City. There are narrow grass verges along the majority of its length and no street lighting present. The speed limit on the section of road between its junction with the B997 and the roundabout at Shielhill Farm is 60mph (national speed limit). The prescribed speed limit drops to 40mph to the east of this

roundabout before returning to the national speed limit, approximately 235 metres west of its junction with B999 (see Appendix 3). Issues have been raised by a resident of the area regarding the use of this route by HGVs travelling between Dyce and the Bridge of Don Industrial estate. The following sections of this bulletin report highlight the main issues surrounding the possible introduction of a temporary traffic order restricting the use by HGV's to access only on Shielhill Road.

Alternative Route

Restricting the use of Shielhill Road by HGV traffic would result in these vehicles diverting to the industrial estate via Scotstown Road and The Parkway. These are two busy distributor routes, through residential sections of the Bridge of Don and are in close proximity to schools, indicating significant levels of child pedestrians. In particular it should be noted that there are a significant number of pupils from Oldmachar Academy that cross Scotstown Road, when travelling to and from the school. Moreover, these routes both have existing cycling facilities (with additional cycling facilities planned). With regards to these issues, officers consider an increase in HGV traffic along these routes may have a serious impact on the road safety of vulnerable road users, such as child pedestrians and cyclists.

Impact of the Aberdeen Western Peripheral Route (AWPR)

Once completed in late 2017, it is expected the majority of HGV traffic that currently utilises Shielhill road, as a route between Dyce and Bridge of Don, will be displaced onto the AWPR – travelling south on the A90 from the Blackdog junction. Whilst there will still be a number of HGVs using the route for access purposes, as well as an expected minority who may choose to exit the AWPR at the new Goval junction and continue in a city-bound direction via the surrounding rural roads, the new bypass will have a substantial impact of the volume of HGVs currently utilising Shielhill road.

Enforcement of any Temporary Traffic Order

Police Scotland are not supportive of a traffic regulation order restricting the use by HGVs to access only on Shielhill Road. This stance is being taken on the basis that such a restriction would be extremely difficult to enforce with the current building operations and existing industrial premises along this route. To enforce this restriction, police vehicles would be required to pursue HGVs, from either the B997 junction or the B999 junction, for the length of the restriction. This is to ensure the vehicle is definitely not using this road to gain entry to one of the many sites requiring HGV access along Shielhill Road. Police Scotland contend that any restriction would need to be 'self-enforcing', meaning a complete ban on HGV access on this section of road, to allow any HGVs on this road to be stopped immediately. This is not feasible given the current access requirements of the Dubford Housing Development, Walker Technical Resources, the Breedon Aggregates quarry, as well as the various farms that utilise this route.

HGVS Speed Assessment

A speed survey, using a radar device, was conducted on Shielhill Road, adjacent to the complainant's property located in close proximity to the junction with the B999, between Thursday 20 August and Monday 31 August, 2015. The radar unit used to conduct this survey is also capable of monitoring lengths of vehicles. In this respect, all data captured relating to vehicles greater than 6.5 metres in length has been used to represent HGVs for the purposes of this speed assessment. This approach may mean that the data also includes some smaller vehicles, which may not usually be classified as HGVs, that is vehicles greater than 7.5 tonnes, however this information gives a good indication of HGV speeds and traffic volumes without discounting smaller HGVs.

Table 1 (below) displays a summary of the average daily speeds and volumes of vehicles greater than 6.5 metres in length for the twelve day survey period.

Time	Mean Total Vol.	Mean Ave. Speed (mph)	Mean Vol. per Recorded Speed Interval								
			6-<11 (mph)	11-<16 (mph)	16-<21 (mph)	21-<26 (mph)	26-<31 (mph)	31-<36 (mph)	36-<41 (mph)	41-<46 (mph)	46-<51 (mph)
04:00	1	31.9	0.0	0.0	0.0	0.1	0.1	0.4	0.0	0.0	0.0
05:00	1	36.4	0.0	0.0	0.0	0.0	0.2	0.5	0.2	0.1	0.0
06:00	5	32.2	0.0	0.0	0.2	0.6	1.4	1.9	0.7	0.3	0.0
07:00	12	31.9	0.0	0.0	0.2	1.3	3.6	4.9	1.6	0.4	0.0
08:00	18	30.3	0.0	0.5	0.8	2.0	7.6	5.0	1.7	0.5	0.0
09:00	15	30.5	0.0	0.7	1.6	2.0	3.9	4.8	1.9	0.3	0.1
10:00	16	31.3	0.0	0.3	0.4	1.7	5.2	5.2	2.4	0.5	0.3
11:00	13	31.5	0.0	0.5	0.0	1.4	3.4	4.9	2.1	0.2	0.2
12:00	14	30.8	0.1	0.2	0.7	0.7	4.4	4.9	2.0	0.3	0.6
13:00	16	29.4	0.1	0.3	0.7	1.6	5.5	5.5	2.2	0.2	0.0
14:00	17	30.6	0.0	0.2	0.4	1.2	5.6	6.6	2.5	0.2	0.0
15:00	11	31.4	0.0	0.0	0.5	0.6	3.4	4.4	1.4	0.3	0.0
16:00	12	31.6	0.0	0.1	0.5	1.1	4.8	4.0	1.4	0.5	0.0
17:00	9	31.7	0.2	0.0	0.3	0.8	2.1	4.2	1.5	0.3	0.1
18:00	5	31.0	0.0	0.1	0.2	0.6	1.0	1.8	1.0	0.4	0.1
19:00	4	33.8	0.0	0.0	0.3	0.1	0.7	1.5	1.3	0.5	0.1
20:00	2	35.0	0.0	0.0	0.0	0.0	0.2	1.3	0.5	0.1	0.0
21:00	2	31.8	0.0	0.0	0.1	0.1	0.7	0.8	0.7	0.1	0.0
22:00	1	33.3	0.0	0.0	0.0	0.1	0.3	0.3	0.5	0.1	0.0
23:00	2	26.7	0.6	0.4	0.1	0.1	0.2	0.4	0.1	0.1	0.0

Table 1 – Shielhill Road: Average Daily Speed Survey Data for Vehicles >6.5m

The survey data shows peak HGVS volumes occurring 07:00 – 10:00 and 12:00 – 14:00. Whilst any level of HGVS through traffic will always be of concern for local residents, it should be noted that a significant proportion of this traffic will be related to the building operations at the Dubford development and the other sites requiring HGVS access on Shielhill Road.

Table 1 also demonstrates that the average hourly speeds of HGVs on this routes varies between 26mph - 36mph, with no HGVs recorded as travelling in excess of 50mph for the entirety of the survey period. This survey data does not provide any indication that HGVs are travelling at excessive speeds on this section of Shielhill Road.

When examining the data presented in Table 1 against the survey results for all vehicular traffic on Shielhill Road during the twelve day period, it is evident that the recorded volume of HGVs does not represent a significant proportion of the overall traffic on this route. This information is displayed in Figure 1 (below) which shows that vehicles greater than 6.5 metres in length represented only 7% of the total volume of vehicles recorded travelling on Shielhill Road during the twelve day survey period. As mentioned previously, classifying HGVs as any vehicle greater than 6.5 metres in length will include some smaller vehicles that do not weigh over 7.5 tonnes, meaning the actual proportion of HGV traffic on this route is likely to be less than 7%. Officers would not consider HGV traffic volumes to be problematic unless it represented between 10% and 15% of overall traffic, depending on the total volume of vehicles on that particular route.

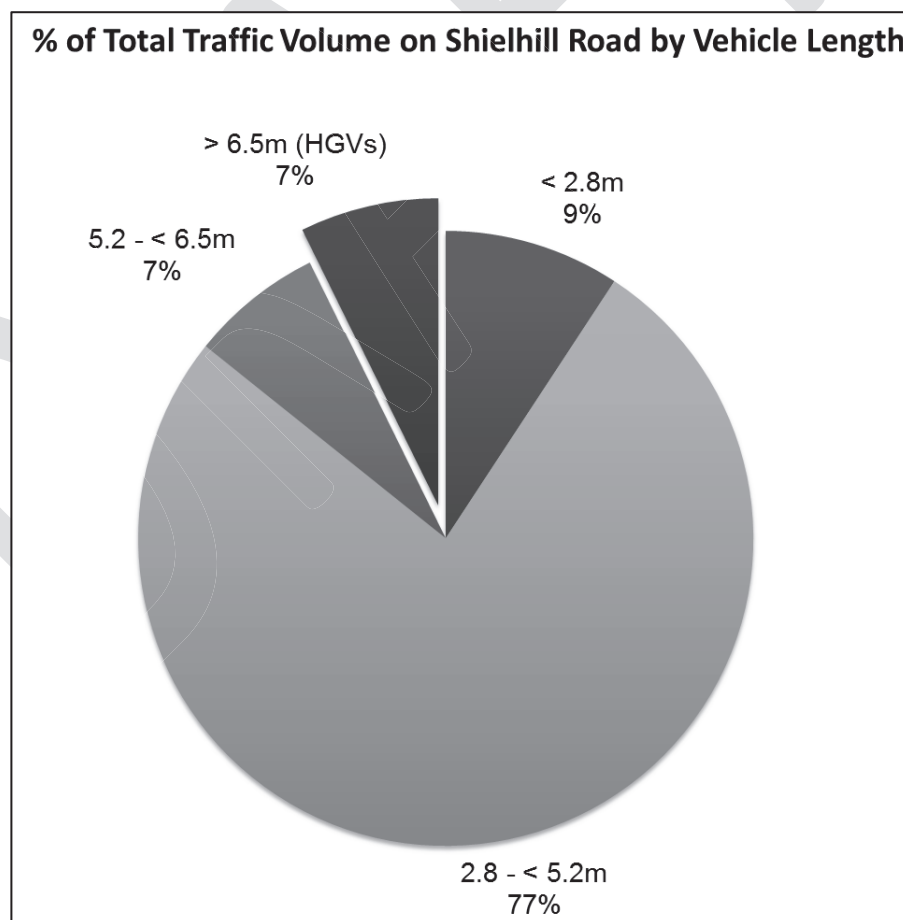


Figure 1 – Chart Showing Total (%) Volume of Traffic on Shielhill Road by Vehicle Length

Road Traffic Collision Data

Table 2 (below) shows the frequency distribution of primary collision factors with regard to road traffic accidents occurring on Shielhill Road, and at its junction with the B999, between 2013 and 2015 inclusively. All six of the seven incidents recorded in Table 2 were accidents involving only cars, with one accident involving a car and a HGV (ID: 201300797), all resulted vehicular damage only. Appendix 1 provides a map displaying the locations of these incidents. Neither Table 2 nor the map provided in Appendix 1 includes accident data for any section of the B999, other than at its junction with Shielhill Road.

Collision Factor	Frequency
Slippery road (due to weather)	3
Animal or object in carriageway	1
Travelling too fast for conditions	1
Rain, sleet, snow, or fog	1
Disobeyed 'Give Way' markings	1
Total:	7

Table 2 – Shielhill Road: Primary Collision Factor Frequency Distribution

The results of this accident analysis demonstrates there are minimal road safety issues caused by HGVs utilising this route, with the primary collision factor in the accident involving a HGV at the junction with the B999 being attributed to careless driver behaviour, rather than an issue caused by the road geometry at this location.

Developer Funded Road Improvement Schemes

As a result of the Dubford Housing Development (see Appendix 2 for a location guide) a number of conditions were placed on the developers to fund junction improvement schemes on Shielhill Road through the Section 75 agreement. These schemes will all have a positive effect on the existing road network.

The first of these improvements is near completion, bar snagging items, and involved the conversion of the 3-way junction, between Shielhill Road and the B997, from a Y-junction into a T-junction to improve visibility and slow down traffic on approach to the intersection.

Additionally, there is a scheme to improve the forward visibility on a short section of Shielhill Road where concerns have been raised, by a resident of the area, in relation to this issue. The location of this scheduled road improvement is displayed on the plan provided in Appendix 2 of this report.

The largest junction improvement proposal involves the straightening of the B999, at its junction with Shielhill Road, to improve visibility and road safety conditions at this junction. This junction improvement scheme is triggered on the provision of completion certificates for 250 units, within the Dubford Development, by Building

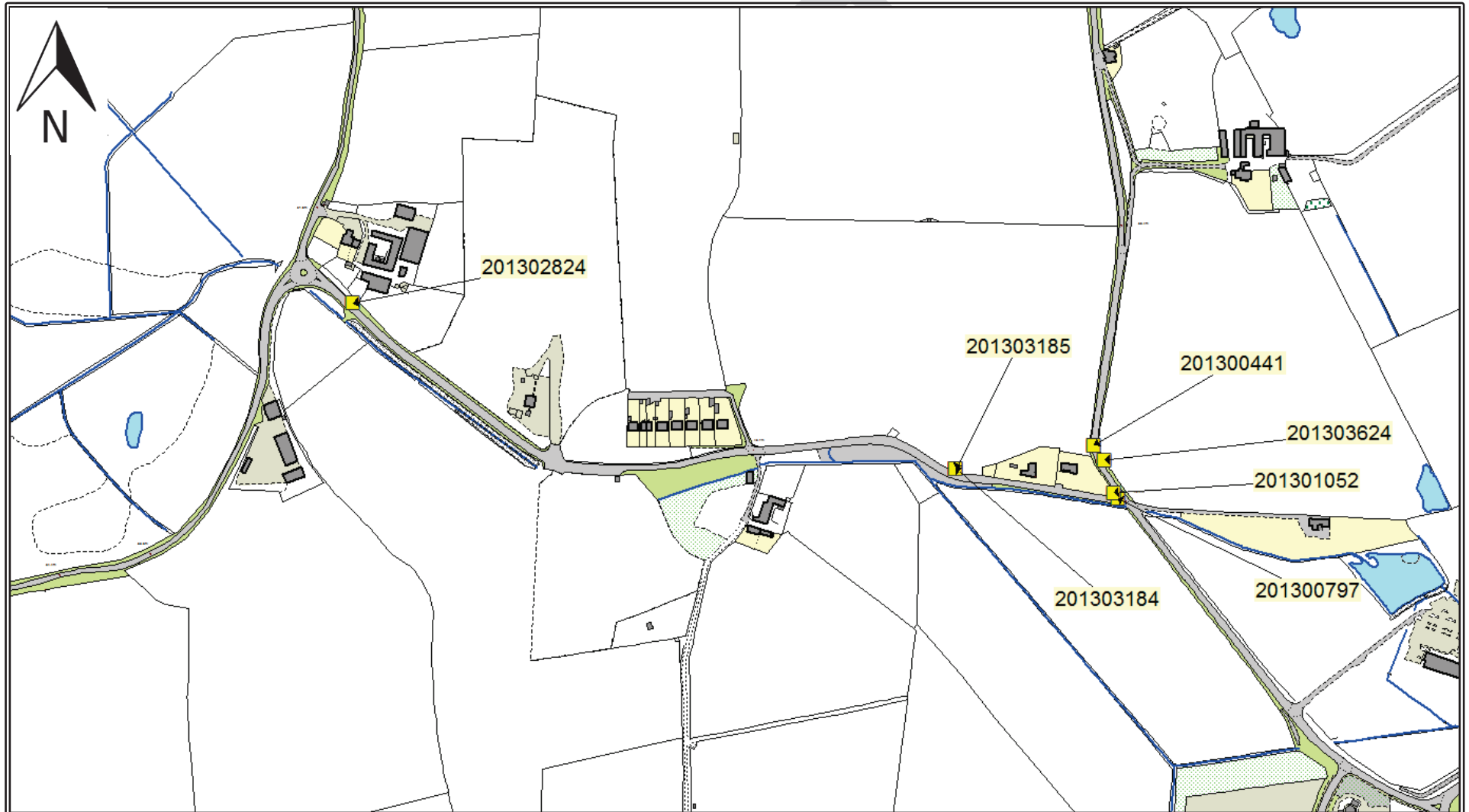
Standards. At this stage, the £300,000 contribution, necessary for the compulsory purchase of the required land and the commencement of a detailed junction design, will be claimed by Aberdeen City Council. To date (5 February 2016), Building Standards have issued a total of 199 completion certificates to the three developers – Scotia, Barratt and Cala. Subsequently a detailed design for this scheme has yet to be completed; therefore a draft plan of this junction improvement is supplied in Appendix 3, to offer an indication of the proposed improvements.

Speed Limit Proposals

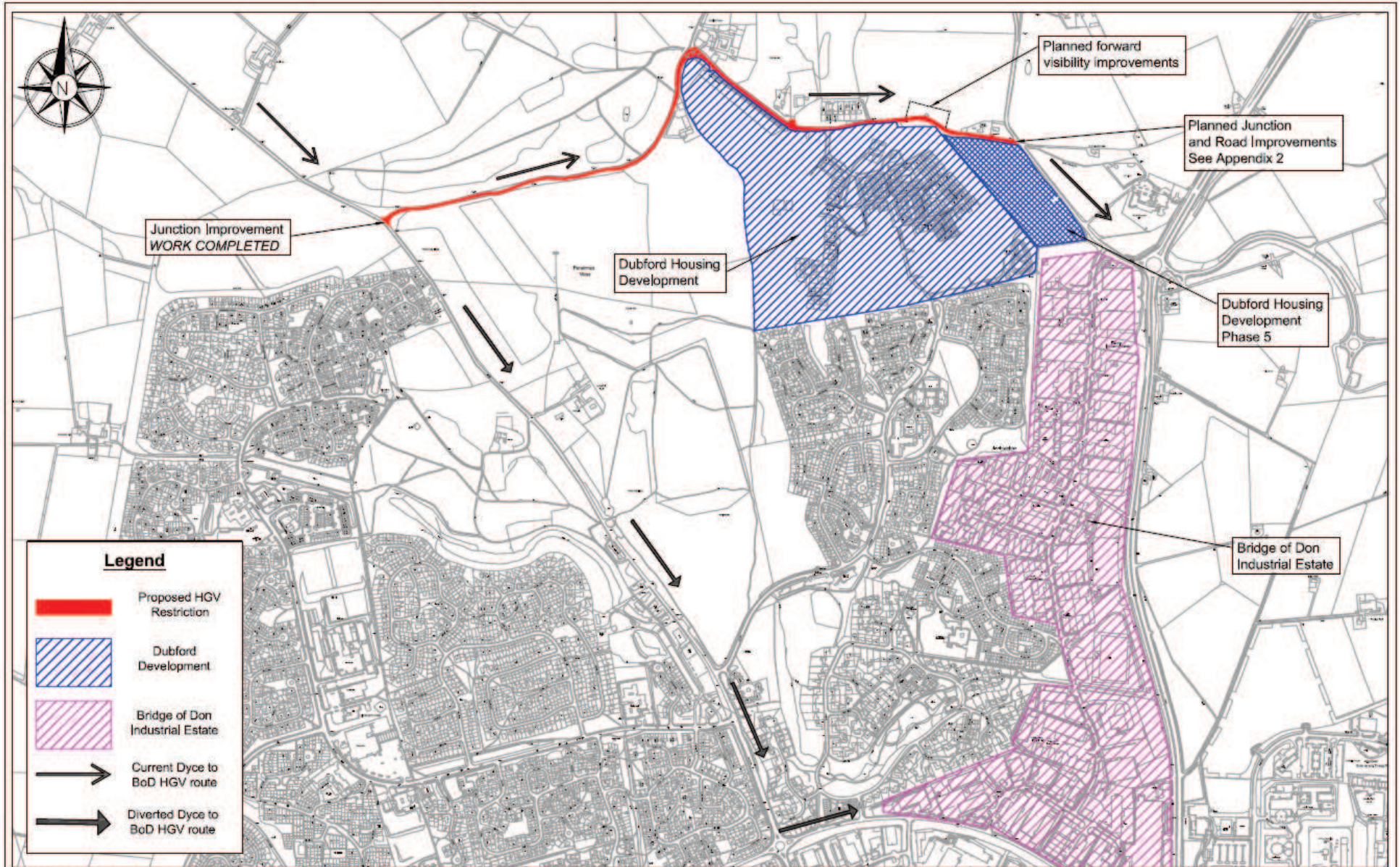
At the implementation of phase five of the Dubford Development a new access road, from the development onto the B999, will be installed. At this stage of the development it is proposed that a 40mph zone is introduced on the B999, extending northwards from its junction with Denmore Road to a point north of its junction with Shielhill Road. This will also extend westwards along Shielhill Road, from its junction with the B999, to link with the existing 40mph speed limit on Shielhill Road mentioned previously in this report. An indication of the extent of this new 40mph zone is illustrated in Appendix 3.

APPENDIX 1 – Shielhil Road Traffic Collision History


Map Showing Locations of Road Traffic Collisions (2013-2015) On Shielhill Road, Between B997 And B999.



APPENDIX 2 – HGV Route Overview

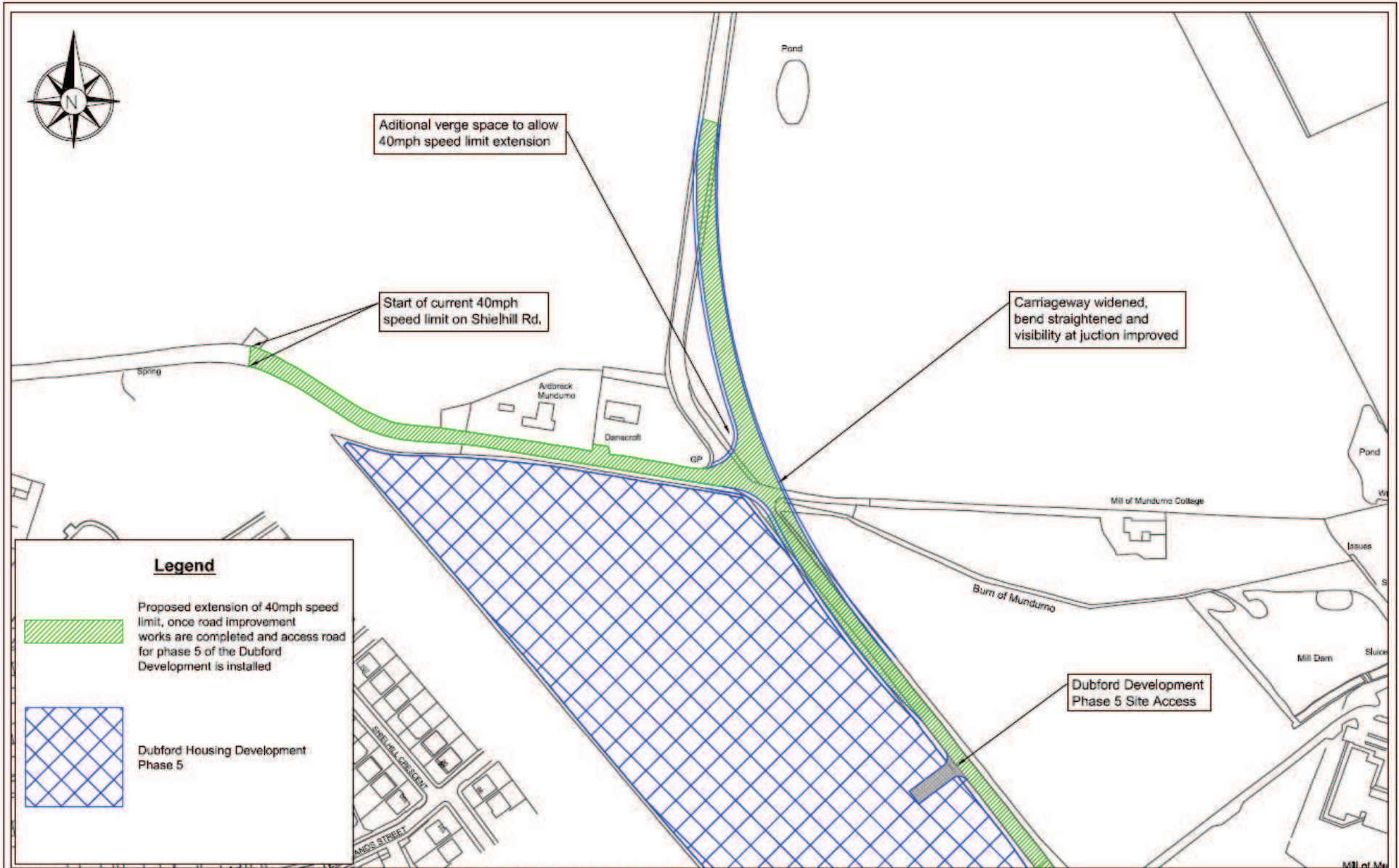


Reproduced by permission of the Ordnance Survey on behalf of HMSO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number 1000048668 (2013)


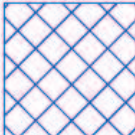
 <p>COMMUNITIES, HOUSING & INFRASTRUCTURE Traffic Management and Road Safety Team Basson Hill 11, Marischal College, Aberdeen, AB10 1BA Telephone 01224 598063</p>	Project	Title	Scale	Approved
	Shielhill Road HGV Ban	Area Overview	NTS	Date 05.02.2016
			Designed	JW
		Drawn	JW	

APPENDIX 3 – Shielhill Road/B999 Junction Improvement


Page 49



Legend

-  Proposed extension of 40mph speed limit, once road improvement works are completed and access road for phase 5 of the Dubford Development is installed
-  Dubford Housing Development Phase 5

Reproduced by permission of the Ordnance Survey on behalf of HMSO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number 1000048668 (2013)

 <p>COMMUNITIES, HOUSING & INFRASTRUCTURE Traffic Management and Road Safety Team Business Hub 11, Marischal College, Aberdeen, AB10 1BA Telephone (01224) 538051</p>	Project	Title	Scale	Approved
	Shielhill Road HGV Ban	B999 Junction/Road Improvements	NTS	Date 05.02.2016
			Designed JW	
		Drawn JW		

This page is intentionally left blank

BULLETIN REPORT

<u>Name of Committee:</u>	Communities, Housing and Infrastructure
<u>Date of Meeting:</u>	17 May 2016
<u>Title of Report:</u>	Background Report on Planning Obligations in relation to Motion by Councillor Nicoll
<u>Lead Officer:</u>	Pete Leonard
<u>Author of Report:</u>	Andrew Brownrigg

Summary of Purpose of Report

The motion is “That officers identify and implement a system of work whereby areas currently identified in the Local Development Plan for development are circulated to the Directorates of the Council with a view to them identifying and commenting on possible developer obligations those Directorates consider may be appropriate or may become appropriate should any request be received from a developer to progress a specific development.

Instruct senior officers in Aberdeen City Council Directorates to keep under review possible planning obligations that may be sought from a developer should an area identified in the Local Development Plan as suitable for development be progressed.”

National Policy on Planning Obligations

Circular 3/2012 sets out the circumstances in which developer obligations (generally known as planning obligations) can be used and how they can be concluded efficiently. By law, planning authorities should only seek obligations where they meet all of the following tests:

1. They are necessary to make the proposed development acceptable in planning terms
2. They serve a planning purpose and, where it is possible to identify infrastructure provision requirements in advance, should relate to development plans
3. They relate to the proposed development either as a direct consequence of the development or arising from the cumulative impact of development in the area
4. They fairly and reasonably relate in scale and kind to the proposed development, and
5. Be reasonable in all other respects.

It should be noted that developers/landowners can apply to planning authorities to have planning obligations modified or discharged and have a right of appeal to Scottish Ministers if the authority refuses the application.

Aberdeen Local Development Plan – current approach

As a general principle it is best to try and avoid the need for planning obligations by directing developments to areas where there is spare infrastructure capacity. In making land allocations in the 2012 LDP, we have tried to do this as much as possible. In practice however, all larger, and many smaller developments are likely to have impacts on infrastructure that need to be dealt with.

How do we decide what obligations to ask for in the LDP?

By meeting with those agencies who provide and run infrastructure. There are two main groups. The first is the Future Infrastructure Requirements for Services Group (FIRS). This includes both internal and external service providers such as ACC roads, public transport and education, Scottish Water, Transport Scotland, SEPA, NESTRANS and NHS Grampian. The second is the LDP Working Group which includes representation from services which have an interest in the LDP. This can include housing, waste management, environment, communities, recreation and so on and also includes services represented on FIRS. Both groups provide input and advice on what infrastructure we should be asking for in the LDP.

The FIRS Group has been cited as a good example of collaborative working in the draft Planning Delivery Advice note on Housing and Infrastructure recently published by the Scottish Government and considered at the last CH&I Committee.

What does the LDP say about Planning Obligations?

The LDP identifies larger scale infrastructure requirements arising from new developments. These are listed in Appendix 4 of the LDP and include new academies, primary schools, roads and junctions, health and dental centres, pharmacies and water needs. This can be seen here from page 94 of the pdf:

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&sID=9484>

Smaller scale developments will also impact on infrastructure and LDP Policy 11 Infrastructure Delivery and Developer Contributions explains that these will be captured at the planning application stage. This policy potentially applies to all proposals, including those that are not identified in the LDP.

How can we follow the delivery of infrastructure after the LDP is adopted?

We are required by statute to publish an LDP Action Programme within 3 months of adopting the LDP. This sets out how the Council proposes to implement the Aberdeen LDP and sets out, where possible:

- A list of actions needed to deliver each of the Plan's proposals and the policies to promote sustainable growth;
- The name of the person/organisation who is to carry out the action; and
- The broad timescale for carrying out each action.

This means that a large proportion of the Action Programme is concerned with the delivery of infrastructure and planning obligations. It goes into much more detail than the LDP and lists specific obligations required from each proposal with information on when they need to be delivered and who will do it.

What if infrastructure requirements change over time?

School rolls, bus routes and other things can change over time so we need to be aware of this and be able to respond to it. Statute dictates that the Action Programme has to be updated every two years. In doing so we consult the FIRS Group and LDP Working Group. However, we also keep a live working version of the Action Programme on the website which is updated around 4 times a year. Any changes to infrastructure delivery can therefore be updated regularly. The latest version of the Action Programme can be seen here;

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=69580&sID=18949>

Do we provide any further advice on planning obligations and infrastructure provision?

The Council has adopted Supplementary Guidance alongside the LDP which provides a considerable amount of guidance on what we would expect developers to provide as part of their proposals. The most relevant Supplementary Guidance is;

- Transport and Accessibility – standards on parking, public transport, roads development and sustainable transport.
- Waste Management – waste and recycling storage in new development and access for bin lorries.
- Open Space – open space and green infrastructure provision and maintenance in new development, including play areas.
- Affordable Housing – affordable and specialist housing provision.
- Infrastructure and Developer Contributions – details of what to provide in terms of transport, core paths, affordable housing, schools, water and

drainage, health, open space, green space network, libraries and community facilities.

Where we need to update the Supplementary Guidance, we would involve FIRS and the LDP Working Group or individual services where appropriate. A current example is that we will be working with the waste team to make sure that guidance on bin storage is updated so that it takes account of new collection services which will begin in the spring of 2017.

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Weight Restriction in Sc lattie Park and Kepplehills Drive, Bucksburn
REPORT NUMBER	CHI/16/024
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report was requested by the Petitions Committee of 10 November 2015 in response to a request made by local residents to place weight restrictions on Sc lattie Park and Kepplehills Drive, Bucksburn.

This report provides the Committee with the survey results and consultation outcomes relating to heavy goods vehicles (HGV) using Sc lattie Park and Kepplehills Drive.

2. RECOMMENDATION(S)

It is recommended this Committee

- i) note the content of the report; and
- ii) instruct officers to monitor the route and contact companies with a high HGV presence on the route to advise that Sc lattie Park and Kepplehills Drive are not appropriate for their use and suggesting alternative routes on both the short and longer terms.

3. FINANCIAL IMPLICATIONS

There would be cost implications should weight restrictions be enforced on Sc lattie Park and Kepplehills Drive. A Traffic Regulation Order (TRO) would be required to introduce measures to control traffic movements. The cost of a progressing a TRO would be in the region of £2000.

Regulatory signs would be erected on site to give effect to the TRO and to assist the police in carrying out its enforcement.

4. OTHER IMPLICATIONS

All enforcement relating to the TRO would be undertaken by Police Scotland as and when resources allowed. In order to permit HGV access to local shops, businesses, residential properties for deliveries and removals, it would be necessary to make the restriction no HGVs "except for access". This is essential for the shops and businesses operating on Sclattie Park.

Restrictions with "except for access" clauses can quickly fall into disrepute and are extremely difficult to enforce. For this reason, enforcement commands a low priority and therefore, where possible, physical measures should be introduced to prevent any abuse of the restrictions - the installation of signs alone are likely to be ineffective.

5. BACKGROUND/MAIN ISSUES

The Petitions Committee of 10 November 2015 heard a request for consideration to be given to the placement weight restriction on Sclattie Park, Bucksburn.

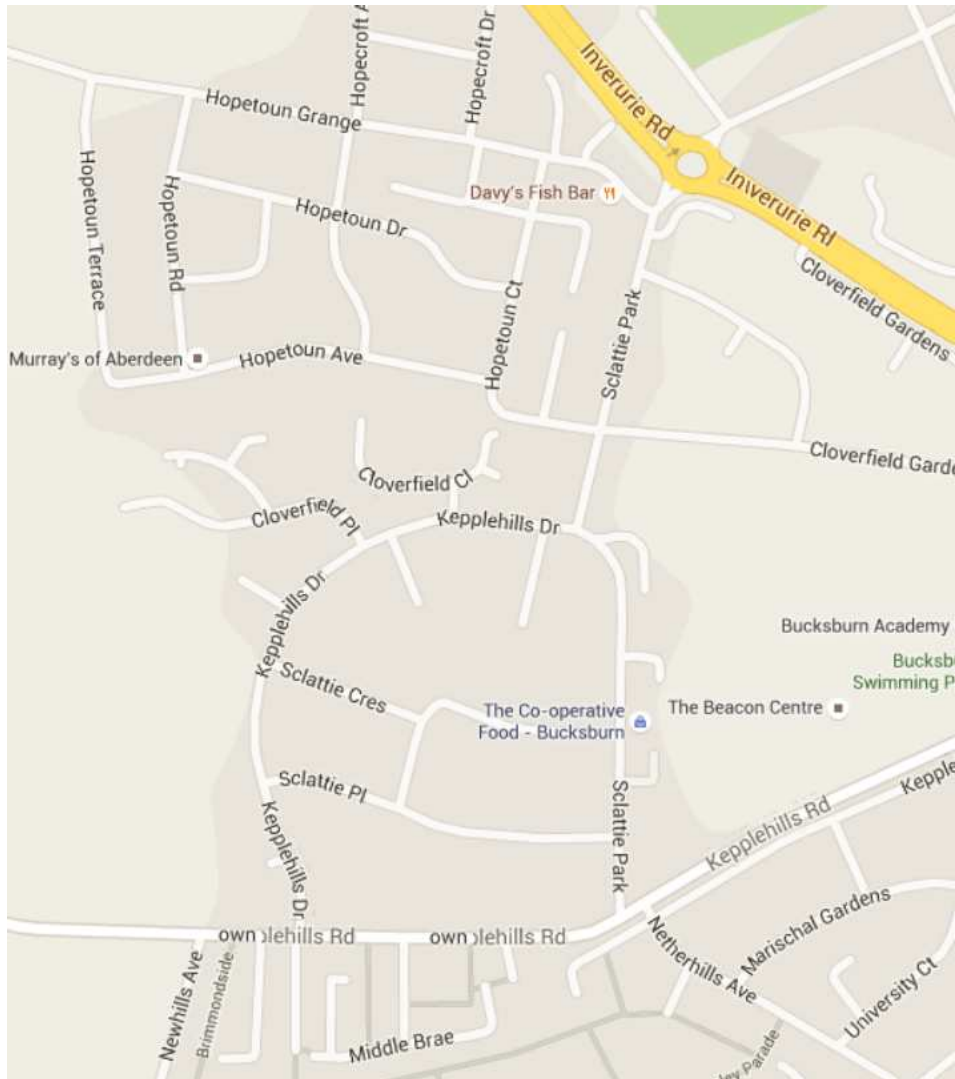
The petition reads "We the undersigned petition the Council to give serious consideration to placing a weight restriction on Sclattie Park.

In order to prevent dangerous heavy vehicles rat running down Kepplehills Drive and Sclattie Park. Note that Sclattie Park has two sheltered homes Fairley Den and Cloverfield Grove on either side. "

The Committee requested officers carry out relevant transport survey's in regards to Sclattie Park and Kepplehills Drive and to report to Communities, Housing and Infrastructure Committee with the results and any necessary action.

Investigation of the request

Location Plan



Heavy Goods Vehicles are classified by the Driver and Vehicle Standards Agency (DVSA) as vehicles over 7.5 tonnes gross.

Two digital traffic counters which determine the different classification of vehicles, based on length, were mounted on lighting columns on Sclattie Park and Kepplehills Drive between Tuesday, 2nd February and Wednesday, 10th February 2016.

After a week, the data was downloaded and analysed based on the volume of vehicles per hour and vehicle length. In this regard, all the data relating to vehicles greater than 6.5metres in length has been used to represent HGVs for the purpose of assessment. It has to be noted that there is a possibility that some vehicles weighing less than the required 7.5 tonnes, could have been classed as HGVs however vehicles in this category are in the minority. Officers discounted the number of bus trips along these routes from the overall number of HGV traffic.

Table 1(below) displays daily average of volume of vehicles and length on Sclattie Park.

Hour End	Total Vol.	Vehicle length				
		<=2.8m	2.8-<5.2	5.2-<6.5	6.5<11.5	>11.5
00:00	5	0	4	0	0	0
01:00	3	0	3	0	0	0
02:00	1	0	1	0	0	0
03:00	4	0	3	0	0	0
04:00	6	0	4	0	0	0
05:00	15	0	9	3	0	0
06:00	56	2	36	9	7	1
07:00	98	3	67	16	10	2
08:00	135	3	93	22	14	2
09:00	106	3	63	22	15	3
10:00	112	5	66	20	17	4
11:00	132	4	82	24	17	4
12:00	150	5	92	25	24	4
13:00	126	3	74	25	19	3
14:00	146	5	88	25	24	4
15:00	175	6	108	28	25	8
16:00	211	7	123	39	36	5
17:00	215	8	121	41	36	9
18:00	147	5	85	25	27	5
19:00	97	4	55	16	17	6
20:00	59	1	37	10	9	1
21:00	43	1	25	6	7	2
22:00	20	0	15	2	2	0
23:00	10	0	8	1	0	0

Table 1- Sclattie Park: Vehicle Classification data

The survey data shows HGV's moving along Sclattie Park as early as 6:00 and throughout the day till 22:00. The AM peak occurring 10:00 and PM peak occurring at 16:00.

After discounting the number of daily trips buses makes along this route from the overall volume of HGVs, it is evident that the volume of HGV represents 8.6% of the total volume of vehicles recorded moving along Sclattie Park. As mentioned previously, classifying HGVs as any vehicle greater than 6.5m in length will include some smaller vehicles that do not weigh over 7.5 tonnes, meaning the actual proportions of HGV traffic on this route is likely to be less than 8.6%.

Furthermore, the percentage volume of HGVs “rat running” down Sclattie Park is likely to be less than 8.6% if we take into account vehicles making deliveries or collections at premises within the neighbourhood, vehicles working on or near the roads in question, emergency service, coaches and other public service vehicles.

Officers consider HGV traffic volume to be problematic in cases where it is 10% to 15% of the overall traffic, depending on the total volume of vehicles on that particular route.

Table 2 (below) displays daily average of volume of vehicles and length on Kepplehills Drive.

Hour	Total Vol.	Vehicle length				
		<=2.8m	2.8-<5.2	5.2-<6.5	6.5<11.5	>11.5
End						
00:00	7	0	6	0	0	0
01:00	2	0	2	0	0	0
02:00	2	0	1	0	0	0
03:00	6	0	2	0	0	0
04:00	10	0	7	0	0	0
05:00	19	0	10	2	5	2
06:00	90	1	50	16	20	3
07:00	178	4	112	27	29	6
08:00	195	4	140	19	28	4
09:00	135	0	78	25	31	1
10:00	116	2	76	15	18	4
11:00	129	2	80	18	25	6
12:00	147	4	91	22	25	5
13:00	143	2	85	27	23	6
14:00	154	3	97	29	20	5
15:00	221	4	138	41	35	3
16:00	286	4	183	50	38	11
17:00	258	5	146	59	39	9
18:00	201	4	117	33	36	11
19:00	135	2	78	27	24	4
20:00	59	0	36	8	12	3
21:00	55	1	27	15	10	2
22:00	50	0	25	11	11	3
23:00	22	0	11	3	6	2

Table 1- Kepplehills Drive: Vehicle Classification data

The survey data shows HGV volumes moving along Kepplehills Drive as early as 5:00 and throughout the day till 23:00. The AM peak occurring 08:00 and PM peak occurring at 16:00.

Discounting the number of daily bus trips along this route from the overall volume of HGVs, the volume of HGV represents 13% of the total volume of vehicles recorded moving along Kepplehills Drive. Due to the reasons stated above, it is very likely the proportions of HGVs are less than the 13%. However, due to the high proportion of HGVs along this route, a second survey would have to be scheduled to provide greater clarity.

The survey results revealed the mean speed of HGVs on Sclattie Park and Kepplehills Drive (in both directions) to be 19mph and 18.5mph which are well within permitted limits.

Traffic Management Options

Weight restrictions “except for access” can be imposed for structural or for environmental reasons. It is a legal control on a specified vehicle weight or width, on certain roads and routes. This restriction prevents HGVs from using inappropriate roads, routes and areas in order to:

- reduce danger to pedestrians and other road users
- prevent damage to buildings, roads and bridges
- preserve the character, amenity and environment of an area
- reduce and manage congestion on the roads

Procedures for implementation:

- restrictions are subject to a Traffic Regulation Order (TRO) and the associated procedures; and
- regulatory signs are erected on site to give effect to the TRO and to assist the police in carrying out its enforcement.

Future of the City’s Road Network

As Members will be aware, one of the aims of the new Aberdeen Western Peripheral Route (AWPR) is to remove inappropriate HGV traffic from the city’s road network and the surrounding rural road network. The AWPR will provide a much needed alternative for HGVs travelling round the city and between the major industrial areas within the city.

In the interim, the construction process for the AWPR is having a negative impact on some areas of the city’s network. Vehicles are rerouting through less appropriate networks in order to avoid the traffic restrictions that are in place to assist in the construction process of the route. This is a short term situation which is, to a degree, compounded

in Bucksburn by the level of development ongoing in the area and the associated traffic that this generates.

The timescale to progress a TRO to support any weight restriction would take approximately 9 months. The proposed opening of the AWPR is end 2017.

Consultation with Community Council

A representative from the Traffic Management Team attended the Bucksburn and Newhills Community Council meeting on Thursday 31st March. The survey results, current and future situation, and options were discussed with the Community Council representatives.

The Community Council felt that the implementation of a TRO would be of limited value for the community due to the timescales involved with progressing the order and inherent difficulty of enforcing such an order.

The Community Council agreed with the officer that a monitoring exercise should take place whereby CCTV would be used to record vehicles using the route over the period of 5 working days. This information would be reviewed and the company names of HGVs using the route would be recorded. Companies judged not to have a legitimate business within the area and having a large volumes of journeys through the area will be written to, advising that this part of the network is not appropriate for their use and suggesting more appropriate routing on a short term and longer term basis.

Conclusion

Officers, in agreement with the Bucksburn and Newhills Community Council, feel that the most effective way forward is to record and correspond with vehicle owners who are using the route. This will enable officers to highlight the inappropriateness of this route for larger vehicles and suggest more suitable routes in the interim before the AWPR is in place.

In this instance, this is expected to provide a low cost and effective option without creating an extra burden on emergency services and the Council's maintenance budget.

6. IMPACT

Improving Customer Experience – This request came from residents within this neighbourhood. They feel there is a need for some form action to be taken by the council to prevent rat running of HGV's down Kepplehills Drive and Sclattie Park.

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 area.

7. MANAGEMENT OF RISK

The proposed recommendations appear to be the most appropriate measure to address the problem identified. In following this course of action the Committee will take suitable steps to mitigate the problem and reduce the risk of unnecessary damage to the road surface, complaints or adverse publicity.

8. BACKGROUND PAPERS

Minutes of the Petitions Committee

9. REPORT AUTHOR DETAILS

Vycki Ritson
Email: vritson@aberdeencity.gov.uk
Tel.: 01224 522704

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	17 May 2016
DIRECTOR:	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2015/16 TRADING SERVICES BUDGET MONITORING
REPORT NUMBER:	CHI/16/062

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 £13.4M. The forecast position indicates an under recovery of £695K.

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 under recovery of £695K on the total Communities Housing and Infrastructure Trading Services budget.

The major variances and risks arising in each service are

- Building Services – There is a significant risk that the £4.1m surplus will not be achieved this year. It is currently assumed that the shortfall is £955k, due to a reduction in planned work for Building Services however there is risk this could fluctuate due to varying levels of income and materials. Work in Progress as at 1 March is £6.4m, work is ongoing to reduce this figure by 31 March 2016.
- Property Letting – The favourable variance is a result of additional rent. The service are currently working on providing information on the repairs budget as actual spend is low compared to budget. There is a risk that the downturn in the economic position of Aberdeen may impact on the Property Letting 16/17 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 under recovery. There is a significant underspend in staff costs due to vacancies in the City Wardens & Car Parks teams however this is being offset by increased administration charges.

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
☎ 01224 346353

As at Period 11 2015/16	Year To Date			Forecast to Year End			
	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	(3,677)	(509)	3,168	(4,011)	(3,056)	955	0
Property Letting	(4,384)	(5,006)	(622)	(4,783)	(5,082)	(299)	(88)
Car Parks	(4,202)	(4,437)	(235)	(4,584)	(4,545)	39	52
Total	(12,264)	(9,953)	2,311	(13,378)	(12,683)	695	(36)

Earmarked Reserves

As at Period 11 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)	0	Earmarked sum was required to reinvestigate the Building Services LLP however this is no longer being taken forward.
Replacement of Handheld Devices	148	148	0	0	Delays had been experienced in the purchase of the handhelds for the tradesmen, issues have been resolved and purchases have now been made and spend complete.
Total	641	148	(493)	0	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	17 May 2016
DIRECTOR:	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2015/16 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
REPORT NUMBER:	CHI/16/063

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to
- i) bring to Committee Members notice the current year general fund revenue and capital budget performance to date for the Services which relate to this Committee; and
 - ii) advise on any areas of risk and management action.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- i) consider and note this report and the information on management action and risks that is contained herein; and
 - ii) instruct that officers report the year end position to the appropriate committee.

3. FINANCIAL IMPLICATIONS

General Fund Revenue

- 3.1. The total revenue budget amounts to £81.5M net expenditure, excluding the Housing Revenue Account (HRA) budget. The forecast position indicates an over spend of £64k. The pay award of 1.5% is assumed to be absorbed in full.

- 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

	£'000
Housing Access/Support	(137)
Private Sector Housing/ Other Housing	(466)
Neighbourhood Planning	(311)
Facilities	(926)
Fleet	1,756
Environmental	(344)
Waste	3,030
Roads Operational	(1,734)
Environmental Health & Trading Standards	(552)
Transport	(381)
Economic Development	767
PS&D Support	345
Directorate Support	(617)

- Housing Access/Support is forecast to be £137k lower than budget due to a increased rental income in Private Sector Leasing flats, lower staff costs, admin and management costs and an underspend on furniture spending.
- Other Housing administration costs is forecast to be under budget by £115k and income over-recovered by£402k which is offset in part by over-spends in factoring premises costs of £288k.
- 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.
- Facilities are anticipating an under spend as a result of under spends within School Catering mainly relating to free school meals, 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. Budget of £680k was vired from Building Standards planning applications income to Waste to fund the 2015/16 Communal Mixed Recycling project costs.
- The under spends within Neighbourhood Planning, Roads operational, Environmental Health & Trading Standards, Building Standards & Development Management reflects lower than budget spend on staffing.
- Economic Development is anticipating an over-spend of £767k mainly in relation to premises costs and the Hydrogen Bus Project resulting from higher transport expenditure to date and reduced income from charges to private parties.
- Directorate Admin Support is now forecasting a saving of £617K as a result of earmarked budgets not being required in full for 2014/15, reduced spend in staffing and transport.

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

Severe Weather and Flooding

The weather conditions experienced throughout December and January have had a significant cost pressure on the service. Roads anticipate the major expenditure is the repairing of the drainage at approximately £1.5m due to the pipework breaking due to the volume of water. £5m capital funding towards flood prevention measures was agreed at Council as part of the Non-Housing Capital Plan over 2016/17- 2020/21. Communities have been involved in the beach and park clear ups following the floods.

Communities & Housing

It is assumed within Housing Support that the shortfall in Bed & Breakfast income will be at the same level as 2014/15 and Housing Benefit subsidy shortfall will continue at similar levels to those experienced in October/November 2015.

Current forecasts indicate an underspend of £500k for Property repairs in the Homeless Flats however this is being investigated further with the service as this is historically low.

Land and Property Assets

It is assumed within Construction Consultancy that the high level of vacancies will continue within the section however the budgeted level of income will not be achieved. The service have reviewed the income likely to be generated by year end and have reduced the out-turn accordingly.

Current forecasts predict that the Hard Facilities Management repairs and maintenance budget will be fully spent. However there is a risk there could be an under spend of up to £500k based on the current Building Services work in progress.

Public Infrastructure & Environment

Cost pressures for Waste were identified during the budget process, reflecting the SITA contract review of £2.5m and the additional costs for the co mingled recycling collections of £2.5m. The SITA contract was signed in 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 has been a drop in the recycling income. A Budget virement of £680k from Building Standards Building Application fees to Waste & Recycling was approved at CH&I Committee on 20th January. This will allow the communal mixed recycling project to progress.

Fleet Services are currently forecasting an over spend of £1.7m. Additional spend on agency/consultancy staff spend has continued throughout the year therefore the over spend is unlikely to be reversed.

Previous forecasts for hires and repairs had been based on charges to Period 6. Period 11 forecasts have been updated to reflect actual Fleet charges and income to Period 11.

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.

There is a risk the Hydrogen buses could overspend as there was an over spend of £600k relating to expenditure which could not be recovered for the project in 2014/15. At Period 11 the project is expected to be overspent by £305k.

Due to attractive interest rates in January, €1m was transferred from the Euro account to Sterling, reducing the Euro account balance to €2.2m and reducing the exchange rate risk. This account is being closely monitored, further action may be taken if required to minimise the risk of restating the euro account into £ sterling at year end.

Planning & Sustainable Development

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

Building Standards applications have increased as new energy standards, effective from 1st October, introduce stricter regulations. While it is anticipated that this will lead to additional income recovery, income is forecast to be under recovered by £315k due to the £680k budget virement to Waste & Recycling.

Additionally reduced income is forecast in Development Management from planning applications to date which is expected to result in under recovery of income of £216k.

Overall

Throughout the Directorate it is likely there will be underspends 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
☎ 01224 346353

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

DIRECTORATE : Communities, Housing & Infrastructure

As at	February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HEAD OF COMMUNITIES AND HOUSING		13,188	11,565	10,100	(1,465)	12,114	(1,074)	(8)%	55
HEAD OF ECONOMIC DEVELOPMENT		1,999	1,806	2,861	1,055	2,766	767	38%	249
HEAD OF LAND & PROPERTY ASSETS		18,796	17,453	15,226	(2,227)	18,035	(760)	(4)%	295
HEAD OF PUBLIC INFRASTRUCTURE AND ENVIRONMENT		36,495	33,486	34,972	1,486	38,950	2,455	7%	(511)
HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT		8,942	8,086	7,357	(729)	8,235	(706)	(8)%	(401)
OPERATIONAL SUPPORT MANAGER		2,081	1,915	1,266	(649)	1,464	(617)	(30)%	(205)
TOTAL BUDGET		81,500	74,310	71,782	(2,528)	81,565	64	0	(520)

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

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

As at	February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		6,802	6,235	5,994	(241)	6,577	(225)	-3%	74
PROPERTY COSTS		3,590	3,295	3,424	128	4,519	930	26%	43
ADMINISTRATION COSTS		1,244	611	1,043	432	1,225	(19)	-2%	(116)
TRANSPORT COSTS		82	76	73	(2)	80	(2)	-3%	(4)
SUPPLIES & SERVICES		2,876	2,637	2,048	(589)	2,249	(627)	-22%	(86)
TRANSFER PAYMENTS		9,125	8,364	8,815	450	9,640	515	6%	276
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
GROSS EXPENDITURE		23,719	21,218	21,396	178	24,290	570	2%	188
LESS:									
INCOME		(10,531)	(9,653)	(11,296)	(1,643)	(12,176)	(1,645)	16%	(133)
TOTAL INCOME		(10,531)	(9,653)	(11,296)	(1,643)	(12,176)	(1,645)	16%	(133)
NET EXPENDITURE		13,188	11,565	10,100	(1,465)	12,114	(1,074)	-8%	55

VIREMENT PROPOSALS

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
<u>Overall Note</u>		
Employee Costs Vacancies are being managed across the service, resulting in favourable variances in a number of areas, principally in the Welfare Rights and Support teams.	(225)	74
Property Costs The over spend mainly relates to temporary homeless flats rent £449k and the factoring services £284k based on 2014-15 actuals.	930	43
Administration Costs Position relates to over spend in Homeless and Private Sector Leasing for doubtful debts provisions.	(19)	(116)
Transport Costs This budget is for travelling expenses and outturns have been reviewed based on spend to date.	(2)	(4)
Supplies and Services The under spend relates to Other Housing £199k, Furniture Service £166k and £105k Disability Equality Strategists.	(627)	(86)
Transfer Payments This position relates to an overspend of £282k in Private Sector Leasing, £128k in B&B accommodation & £120k in Welfare Rights with an underspend across payments to voluntary organisations £117k.	515	276
Capital Financing Costs Capital Financing Costs have now been removed from the budgets and will be treated corporately.	0	0
Income Income is expected to be over recovered by £553k from homeless flats, £408k for West North Street Hostel, £366K for Private Sector Leasing based on the actual for 2014-15 & £308k from Factoring.	(1,645)	(133)
	(1,074)	55

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

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

As at	February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		1,172	1,074	935	(139)	1,108	(63)	-5%	30
PROPERTY COSTS		(609)	(558)	310	869	395	1,004	-165%	185
ADMINISTRATION COSTS		83	76	126	50	150	67	81%	(20)
TRANSPORT COSTS		219	200	400	199	459	240	110%	208
SUPPLIES & SERVICES		829	759	280	(479)	203	(626)	-75%	(162)
TRANSFER PAYMENTS		1,190	1,091	922	(169)	1,178	(12)	-1%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
GROSS EXPENDITURE		2,884	2,643	2,974	331	3,494	610	21%	240
LESS:									
INCOME		(885)	(837)	(113)	724	(728)	157	-18%	9
TOTAL INCOME		(885)	(837)	(113)	724	(728)	157	-18%	9
NET EXPENDITURE		1,999	1,806	2,861	1,055	2,766	767	38%	249

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

Employee Costs

(63) 30

The anticipated outturn is based on the current level of staffing and the underspend is from Hydrogen Bus Project £56k & Enterprise Development £47k with an overspend of £44k in Hydrogen Strategy.

Property Costs

1,004 185

Savings of £200k for Renewable energy network and income generation of £413k are unlikely to be made plus an overspend of £389k in the Hydrogen Bus Project.

Administration Costs

67 (20)

The outturn is based on actual to date and previous years spend, £29k overspend within Renewables and £64k European Funding Projects.

Transport Costs

240 208

Over spend position relates to £219k from Hydrogen Bus Project.

Supplies and Services

(626) (162)

The under spend is within the Hydrogen Bus Project £301k, New Project Development £125k, European Funding Projects £118k and the Renewables team £67k based on current and future spend.

Transfer Payments

(12) 0

The under spend is within the Employment Skills & Community Enterprise team based on current and future spend.

Capital Financing Costs

0 0

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

Income

157 9

The main under recovery relates to the Hydrogen Bus Project £77k and Hytec £73k.

767	249
-----	-----

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

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

As at	February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		16,660	15,272	14,979	(293)	16,309	(351)	-2%	91
PROPERTY COSTS		8,043	7,553	6,429	(1,125)	8,033	(10)	0%	(1)
ADMINISTRATION COSTS		574	526	649	122	723	149	26%	50
TRANSPORT COSTS		204	187	100	(87)	119	(85)	-42%	(5)
SUPPLIES & SERVICES		6,336	5,808	7,305	1,497	5,447	(889)	-14%	149
TRANSFER PAYMENTS		0	0	0	0	0	0	0%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
GROSS EXPENDITURE		31,817	29,346	29,461	115	30,631	(1,186)	-4%	283
LESS:									
INCOME		(13,021)	(11,893)	(14,235)	(2,342)	(12,595)	426	-3%	11
TOTAL INCOME		(13,021)	(11,893)	(14,235)	(2,342)	(12,595)	426	-3%	11
NET EXPENDITURE		18,796	17,453	15,226	(2,227)	18,035	(760)	-4%	295

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

Employee Costs

The anticipated outturn is based on the current level of staffing and the underspend is Construction Consultancy £440k and Housing Repairs £104k and over spend in Cleaning £228k.

FORECAST VARIANCE £'000	CHANGE £'000
(351)	91

Property Costs

(10) (1)

The overspend relates to AECC £171k balanced partially with underpends of £178k Estates.

Administration Costs

149 50

Overspend is largely based on Distribution Services £144k which relates to postage and is based on 14/15 actual.

Transport Costs

(85) (5)

The main underspend is within Housing Repairs £43k & School Catering Support £27k based on actual and future spend.

Supplies and Services

(889) 149

The underspend is within Scool Catering £1.7m with an overpend of £676k in the Design Team based on actual and future spend.

Income

426 11

The forecast relates to under recovery of income of £728k on School Catering, £263k in Construction Consultancy and Housing Repairs £141k, the corresponding fall in expenditure is mainly within supplies & services, and over recovery of £441k in the Design Team.

(760)	295
-------	-----

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

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

As at	February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		23,336	21,391	21,295	(96)	23,400	65	0%	60
PROPERTY COSTS		3,925	3,630	3,122	(508)	3,236	(689)	-18%	(35)
ADMINISTRATION COSTS		390	357	288	(70)	476	86	22%	(109)
TRANSPORT COSTS		3,162	2,898	3,315	417	3,433	272	9%	(257)
SUPPLIES & SERVICES		12,685	11,628	17,831	6,203	20,311	7,626	60%	516
TRANSFER PAYMENTS		9,801	8,985	6,637	(2,348)	7,048	(2,753)	-28%	191
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
GROSS EXPENDITURE		53,298	48,889	52,487	3,598	57,905	4,606	9%	366
LESS:									
INCOME		(16,803)	(15,403)	(17,513)	(2,110)	(18,954)	(2,151)	13%	(878)
TOTAL INCOME		(16,803)	(15,403)	(17,513)	(2,110)	(18,954)	(2,151)	13%	(878)
NET EXPENDITURE		36,495	33,486	34,975	1,489	38,950	2,455	7%	(511)

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Staff costs are to date slightly below budget and an over spend of £65k is forecast over a very wide variety of services including Waste, Roads, Street Sweeping & Environmental Services.

FORECAST
VARIANCE
£'000
65

CHANGE
£'000
60

Property Costs

The main reason for the forecast under spend is £500k in Street Lighting as electricity charges to date are low. £90K underspend in Public Conveniences relating to reduced APC running costs and £46K Roads Maintenance.

(689)

(35)

Administration Costs

Overspend relates mainly to Roads courses £114k.

86

(109)

Transport Costs

This overspend relates largely to Fleet Services £483k and Grounds Maintenance £208k and under spend in Waste £339k.

272

(257)

Supplies and Services

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.

7,626

516

Transfer Payments

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

(2,753)

191

Capital Financing Costs

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

0

0

Income

The forecast relates to potential increases in income from Street Lighting £933k, Fleet £369k, Traffic Works £361k, Grounds £185K, Crematorium £118k, and an under recovery £481K within Waste.

(2,151)

(878)

2,455

(511)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2015 / 2016: HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

AS AT	February 2016	YEAR TO DATE			OUTTURN			Change from last report
		Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	
ACCOUNTING PERIOD 11	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	11,916	10,923	10,465	(458)	11,676	(240)	(2.0)%	10
PROPERTY COSTS	15,976	14,654	14,602	(52)	15,953	(23)	(0.1)%	7
ADMINISTRATION COSTS	344	207	296	89	378	35	10.1%	41
TRANSPORT COSTS	3,290	3,016	2,454	(562)	2,774	(516)	(15.7)%	(512)
SUPPLIES & SERVICES	15,662	14,357	18,832	4,476	15,877	215	1.4%	(470)
TRANSFER PAYMENTS	195	178	173	(5)	193	(1)	(0.7)%	0
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE	47,383	43,336	46,823	3,487	46,852	(530)	(1.1)%	(924)
LESS:								
INCOME	(38,441)	(35,250)	(39,468)	(4,217)	(38,617)	(176)	0.5%	523
TOTAL INCOME	(38,441)	(35,250)	(39,468)	(4,217)	(38,617)	(176)	0.5%	523
NET EXPENDITURE	8,942	8,086	7,355	(731)	8,235	(706)	(7.9)%	(401)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs	(240)	10
Mainly under spends in staffing within Transport £288k		
Property Costs	(23)	7
Under spend of £30k against Park and Ride.		
Administration Costs	35	41
Position mainly due to Recoverable works £26k		
Transport Costs	(516)	(512)
The favourable forecast movement is due to anticipated underspends in School Transport from hire of vehicles £502k as charges have been lower to date than indicated in the first half of the financial year.		
Supplies and Services	215	(470)
The main overspend is £212k for Transport recoverable works which is offset against over recovery in income.		
Transfer Payments	(1)	0
No significant variance from budget is forecast for this item.		
Income	(176)	523
The over recovery relates to Transport £591k, Building Standards £316k with an under recovery of £216k in Development Management. Budget of £680k was vired from Building Standards planning applications to Waste services to fund the 2015/16 Communal Mixed Recycling costs.		
	(706)	(401)

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2015 / 2016: DIRECTORATE SUPPORT**

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

AS AT	February 2016	Full year Revised Budget	YEAR TO DATE			OUTTURN			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 11									
STAFF COSTS		2,000	1,834	1,705	(129)	1,838	(162) (8.1)%	1	
PROPERTY COSTS		314	295	259	(36)	300	(13) (4.3)%	0	
ADMINISTRATION COSTS		110	101	86	(15)	69	(41) (37.6)%	(3)	
TRANSPORT COSTS		161	147	6	(141)	9	(152) (94.4)%	3	
SUPPLIES & SERVICES		244	224	161	(63)	275	31 12.6%	85	
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	2,601	2,217	(383)	2,492	(337) (11.9)%	86	
LESS:									
INCOME		(748)	(686)	(951)	(266)	(1,028)	(279) 37.3%	(291)	
TOTAL INCOME		(748)	(686)	(951)	(266)	(1,028)	(279) 37.3%	(291)	
NET EXPENDITURE		2,081	1,915	1,266	(649)	1,464	(617) (29.6)%	(205)	

VIREMENT PROPOSALS

None this cycle.

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Reflects under spends based on current vacancies.

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

(162)	1
-------	---

Property Costs

Largely relates to refuse collection.

(13)	0
------	---

Administration Costs

Relates mostly to stationery.

(41)	(3)
------	-----

Transport Costs

Relates to internal fleet charges non contract.

(152)	3
-------	---

Supplies and Services

Relates to other expenditure.

31	85
----	----

Transfer Payments

0	0
---	---

Income

Increased forecast underspend relates to the transfer of communities income held by Education and Children's Services £224k.

(279)	(291)
-------	-------

(617)	(205)
-------	-------

Appendix B

As at Period 11 2015/16 Communities Housing & Infrastructure Projects	Figures for Total Project			Pr	Cu
	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000		
City Centre Regeneration	29,450	811	29,450	G	G
CATI: South College Street	5,533	63	5,533	A	A
Duthie Park - HLF	455	82	455	G	G
Access From the North / 3rd Don Crossing	23,433	16,129	23,433	R	G
Western Peripheral Route	75,000	36,734	75,000	G	G
Corporate Office Accommodation	1,205	1,173	1,205	G	G
Strategic Land Acquisition	6,650	0	6,650	G	G
Hydrogen Buses	10,368	10,239	10,368	G	G
City Broadband (Accelerate Aberdeen)	6,880	3,823	6,880	G	G
Victoria House	2,609	2,622	2,629	G	G
CATI: Berryden Corridor	20,175	616	20,175	R	G
A96 Park & Choose / Dyce Drive Link Road	15,200	6,360	15,200	A	A
Waste: Ness Landfill Leachate & Gas Control Measures	132	34	33	G	G
Waste: Energy from Waste (EfW) Procurement & Land Acquisition	3,379	266	3,379	G	G
Waste: Investment in Waste Collection	3,300	0	3,300	G	G
Waste: Refused Derived Fuel Plant	1,497	16	1,497	A	A
Waste: Co-Mingled MRF & Depot	25,444	2,181	25,444	A	A
Waste: Investment in WTS and existing HWRCs	94	0	94	G	G
Waste: Bridge of Don HWRC	1,400	0	1,400	G	G
Energy from Waste (EfW) Construction	75,000	0	75,000		G
Tillydrone Community Hub	3,500	0	3,500	A	G
TNRP - Investment in Advance Factory Units	2,900	7	2,900	G	G
New Aberdeen Exhibition & Conference Centre	81,580	0	81,580		G
City Deal	297	163	297	G	G
Aberdeen City Hydrogen Energy Storage (ACHES)	2,937	2,532	2,937	A	A
SIP New Build Housing Programme	3,000	447	3,000	G	G
Middlefield Project Relocation / Henry Rae Community	1,945	93	1,945	R	G

As at Period 11 2015/16 Communities Housing & Infrastructure Projects	Figures for Total Project			Pr	Cu
	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000		
Centre Extension					
Street Lighting LED Lanterns (PACE 5 Year programme)	500	0	500		G
Flood Prevention Measures: Flood Guards Grant Scheme	500	0	500		G
Flood Prevention Measures: Riverside Drive at Bridge of Dee Court	3,000	0	3,000		G
Flood Prevention Measures: Millside & Paddock Peterculter	1,000	0	1,000		G
Flood Prevention Measures: Inchgarth Road	7,500	0	7,500		G
	415,863	84,393	415,784		

As at Period 11 2015/16 Communities Housing & Infrastructure Rolling Programmes	Approved Budget	Expenditure to Date	Forecast Expenditure	Pr	Cu
	£'000	£'000	£'000		
	Corp Property Condition & Suitability Programme	7,624	7,430		
Cycling Walking Safer Streets Grant	338	131	338	G	G
Nestrans - Capital Grant	1,505	273	1,000	G	G
Private Sector Housing Grant	700	699	800	G	G
Fleet Replacement Programme (including Zero Waste Strategy Fleet)	4,996	4,094	4,996	A	A
Planned Renewal & Replacement of Road Infrastructure	4,501	2,678	4,180	G	G
Planned Renewal & Replacement of Road Infrastructure (Street Lighting)	1,317	1,181	1,317	G	G
	20,981	16,486	20,521		

Appendix C
Earmarked Reserves

As at Period 11 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>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	37	0	125	Outstanding list of jobs still to be complete.
'The Green' Townscape Project	50	0	50	0	No further work anticipated so Council agreed to remove this from the 16/17 budget.
South of the City Regeneration	1,337	1,337	0	0	To be used for the ACHES project.
Windfarm Start-Up	93	0	93	0	PBB option is no longer going forward therefore no requirement for the money. Council agreed to remove from the 16/17 budget.
Business Plan Service Options	763	12	0	751	To be used for Fleet Service improvements.
Strategic Infrastructure Plan (City Dev)	178	178	0	0	Continued investment towards the delivery of the plan.
Property Transfer	155	0	0	155	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	0	350	0	Agreed at Council to be removed from the 16/17 budget as costs part of Fleet approved growth.
Mobile Working	97	0	97	0	Project now to be included as part of overall smarter working transformation. Agreed at Council to be removed from 16/17 budget.
Strategic Infrastructure Plan (Housing)	120	120	0	0	Continued investment towards the delivery of the plan.
Park Improvement Schemes	173	64	0	109	As approved by FP&R June 15 improvements at Seaton £100k, Auchmill Terrace £25k, Caincry Community Centre £45k and Halfield Road £3k.
Shopmobility	91	0	91	0	No current requirement for the funding. Agreed at Council to be removed from the 16/17 budget.
Fairer Aberdeen	36	0	0	36	Neil Hendry Northfield Academy spend on a climbing wall. Need to raise additional funds. Work expected to start in Summer.
City Deal	300	0	0	300	Funding to support the City Deal Scheme.
Men's Shed Dyce	10	5.5	0	4.5	As approved by FP&R June 15, contribution to Men's shed social club charity, Dyce. £2.5k through with another £2.2k committed. Potential VAT issue with current postings so they may increase.

As at Period 11 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)
Old Torry Community Centre	7	7	0	0	As approved by FP&R June 15, internal improvement scheme.
Hazlehead Pets Corner Renovation and Expansion	100	0	0	100	As approved by FP&R June 2015 renovation and expansion of Hazlehead Pets Corner. Not expecting spend within this financial year as the quote received for the work is higher than funding available. The service is in discussions to progress this.
Duthie Park, Winter Gardens Education Room	40	0	0	40	As approved by FP&R June 15, work on David Welch Winter Gardens Education Room and Duthie Park.
DEM Education Communication Centres	235	235	0	0	Reserve for annual DEM carry forward for education centres.
<i>Revenue Grants:</i>					
DWP Flexi grant	18	9	9	0	£9k spend this year, has been moved across to revenue. The other £9k being removed as agreed by Council.
Commercial- Dev Grant	30	0	0	30	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	0	65	0	Costs being absorbed. Agreed at Council to be removed for 16/17.
Duthie Park Bequest	128	84	0	44	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	250	280	0	This has been used for additional staffing and furniture at West North Street hostel. Unspent amounts were agreed at Council to be removed from the 16/17 budget.
Welfare Rights / SLAB 1	11	11	0	0	To be spent on staff costs, admin & travel.
Welfare Rights / SLAB 2	7	7	0	0	To be spent on staff costs, admin & travel.
Welfare Rights/NHS Grant	15	15	0	0	To be spent on staff costs, admin & travel.
Welfare Resilience Fund	38	32	6	0	To be spent on staff costs, admin & travel.
Total	14,053	5,727	1,041	7,286	

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	17 May 2016
DIRECTOR	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2015/16 Housing Revenue Account
REPORT NUMBER:	CHI/16/064

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 29 February 2016 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; and
- c) Approves the virements outlined in Appendix 3.

3. FINANCIAL IMPLICATIONS

3.1 The Housing Revenue Account (HRA) has a gross expenditure of £83M 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 for Capital Finance in Local Authorities ("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.

2015/16 Housing Revenue Account

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 £23M. 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	3,460
Gas/Electric	(1,155)
Office telephone	(70)
Management & Admin	(80)
General Consultancy	170
Benefits staff	(100)
Provision for meals	(80)
Integrated Housing System	(70)
Loss of rent council houses	150
Loss of rent garages, parking etc	190
Supporting People contribution	(100)
Capital Charges	(1,660)
Dwelling house rent income	(1,010)
Heat with rent income	(370)
Other service charges	(60)

- There is an over spend forecast in repairs and maintenance of £3.5m which based on billing up to January 2016 and known trends.
- Loss of Rent – Council Houses is currently forecast to be £150k over budget this is based on current trends.
- Dwelling House Rent Income is forecast to be £1m above budget based on actual income to date.
- Capital charges have been provided by the Corporate Accounting team based on the anticipated out-turn for 2015/16 and actual expenditure for 2014/15.
- The outturn for Supporting People at Period 11 reflects the phasing agreed from 5th October 2015 for the protected tenants for the Sheltered Housing charging policy.

- All other variances are based on actual expenditure/income for 2015-16.

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 29 February 2016.
- 5.7 The forecast under spend £2.8M from the funded budget of £35.3M. This is a result of potential under spends of £3.14M principally within 2.1.1 Structural Repairs (Multi Storeys).
- 5.8 Appendix 3 details the range of projects expected to be undertaken within the overall budget and spend to date.
- 5.9 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.
- 5.10 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
(34)6353

Appendix 1

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

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

As at	29 February 2016	Full year Revised Budget	YEAR TO DATE			FORECAST TO YEAR END			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 11	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000	
PROPERTY COSTS	32,114	29,438	32,431	2,993	34,308	2,194	7%	2,428	
ADMINISTRATION COSTS	12,042	11,039	10,055	(984)	11,811	(231)	-2%	58	
SUPPLIES & SERVICES	541	496	360	(136)	396	(145)	-27%	0	
TRANSFER PAYMENTS TOTAL	2,907	2,665	2,808	143	3,054	147	5%	102	
CAPITAL FINANCING COSTS	14,985	0	0	0	13,326	(1,659)	-11%	0	
GROSS EXPENDITURE	62,589	43,638	45,654	2,016	62,895	306	0%	2,588	
LESS: INCOME									
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0%	0	
INTEREST	(130)	(119)	0	119	(114)	16	-12%	0	
OTHER INCOME	(84,191)	(77,175)	(78,612)	(1,437)	(85,680)	(1,489)	2%	0	
TOTAL INCOME	(84,321)	(77,294)	(78,612)	(1,318)	(85,794)	(1,473)	2%	0	
NET EXPENDITURE	(21,732)	(33,656)	(32,958)	698	(22,899)	(1,167)	0%	2,588	

VIREMENT PROPOSALS

REVENUE MONITORING VARIANCE NOTES

Property Costs

The main reasons for the movement is a forecast over spend in repairs and maintenance of £3.5M based on billing up to January 2016 and known trends, and an anticipated reduction in Gas and Electric costs of £1.2M based on 2014-15 out-turn.

FORECAST VARIANCE £'000 CHANGE £'000

2,194 2,428

Administration Costs

The under spend is as a result of an under spend within Benefits Staff £100K ,telephones £70K, Management & Administration £80K and Environmental Health £41K based on actuals for 2014/15. Offset in part by an over spend in General consultancy of £170K.

(231) 58

Supplies & Services

The under spend is a result of reduced spend on meals £80K and Integrated Housing £70K.

(145) 0

Transfer Payments

The main reason for the over spend is the loss of rent for Council Houses £150K, loss of rent for Garages/parking £190K offset by £94K lower rental loss than budgeted due to modernisation. The loss of rent is resulting from a higher than anticipated volume of voids. This is offset by an underspend on Supporting People contribution £102K.

147 102

Capital Financing Costs

Capital Financing Costs are posted at the end of the financial year. It is forecast that capital financing costs are £1.6M under budget these are the latest forecasts from Corporate Accounting based on capital expenditure for 2014/15 and Outturn for 2015/16.

(1,659) 0

Income

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

(1,473) 0

(1,167) 2,588

APPENDIX 2

	Approved Budget £'000	Actual at 29/02/16 £'000	Estimated Out-turn £'000	Notes
Expenditure	39,758	24,351	32,545	1
Slippage	(4,373)			2
<u>Total Expenditure</u>	<u>35,385</u>	<u>24,351</u>	<u>32,545</u>	
<u>Funded by:</u>				
Borrowing	14,744	4,029	10,011	3
CFCR	20,641	20,074	21,899	4
Grant Income	0	248	635	
<u>Total Income</u>	<u>35,385</u>	<u>24,351</u>	<u>32,545</u>	

(Note 1) Expenditure

As at 29 February 2016 the Council has paid £24.3M 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 £21.9M 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.

Housing Capital 2015/16

Project	Original Approved Programme £'000	Actual As at 29 Feb £'000	
SCOTTISH HOUSING QUALITY STANDARDS			
1 Compliant with the tolerable standard			
1.1 Major Repairs			
Roofs Renewal/Gutters/RWP/Roughcast	1,733	1,428	1
Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast			
	<hr/>	<hr/>	
	1,733	1,428	
2 Free from Serious Disrepair			
2.1 <u>Primary Building Elements</u>			
Structural Repairs Multi Storey	7,679	5,120	5
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	1,143	714	6
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	39	7
Replacement of existing roof covering and upgrading of insulation to meet current building957 Regulations.			
2.3 Upgrade Flat Roofs Multi Storey	572	330	8
Full replacement of the flat roofs and also checking the replacement of roof ventilation as required			
2.5 Mono Pitched Types	750	590	
Replacement of the external render of the building, replacement of gutters and downpipes and environmental works			
2.6 Window Replace General	304	285	
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	90	10	
Replacement of existing balcony glazing on a cyclical basis			
	<hr/>	<hr/>	
	11,042	7,088	
3 Energy Efficient			
<u>Effective insulation</u>			
3.1 General Houses Loft Insulation	72	25	
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	8,160	5,570	
Replacement of boiler/whole system as deemed necessary.			
3.4 Medical Need Heating	0	0	
Installation of gas/electric heating depending on the medical assessment. This can be installing a completely new system, modifying or extending an existing system.			
3.5 Energy Efficiency Multi Blocks	1,500	260	
Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants			
3.6 Energy Efficiency Sheltered	295	181	
Introduction of energy efficiency measures in sheltered housing such as new or upgraded Systems.			

Original Actual

Project	Approved As at 29		
	Programme £'000	Feb £'000	
<u>Additional Energy Efficiency measures</u>			
3.7 S.C.A.R.F	0	0	
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.			
3.8 Solid Wall Insulation	500	0	
Installation of solid wall insulation where there was none previously.			
3.9 Vestibule Doors	0	0	
Installation of new doors where there were none before.			
	<hr/>	<hr/>	
	10,527	6,036	
4 Modern Facilities & Services			
<u>Bathroom and Kitchen Condition</u>			
4.1 Modernisation Programme	4,768	2,833	2
Replacement of bathrooms and kitchens.			
	<hr/>	<hr/>	
	4,768	2,833	
5 Healthy, Safe & Secure			
Healthy			
5.1 Condensation Measures	20	3	
Installation of heating systems and ventilation measures to combat condensation.			
Safe			
5.3 Rewiring	2,414	1,594	
Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis			
5.4 Lift Replacement Multi Storey/Major Blocks	980	949	3
Replacement of lifts where they are beyond economical repair. This can be full replacement replacement of specific parts of the lift.			
5.5 Smoke Detectors	187	172	
5.6 Services	56	12	
Cyclical maintenance/replacement of the following services Ventilation Systems, Water Tanks/Pipework, Refuse Chutes/Chamber Dry Riser Systems, Standby Generators			
5.7 Entrance Halls/Concierge	0	0	
Provision of security service			
5.8 Laundry Facilities	16	15	
Replacement of laundry equipment			
5.9 Upgrading of Lighting	84	80	
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.			
Secure			
5.11 Door Entry Systems	10	0	
Installation of door entry and replacement of existing doors where required			
5.12 Replace Door Entry Systems - Major Blocks	86	42	
Installation of door entry and replacement of existing doors where required			
5.13 Other Initiatives	290	9	
Upgrading of stairs and installation of security doors and door entry systems			
5.14 Crime Prevention /Safety Measures			
	<hr/>	<hr/>	
	4,143	2,876	

Original **Actual**
Approved **As at 29**
Programme **Feb**
£'000 **£'000**

Project

NON SCOTTISH HOUSING QUALITY STANDARDS

6 Community Plan & Single Outcome Agreement			
6.1 Housing For Varying Needs	761	376	4
New build including extra care housing.			
6.2 Community Initiatives	643	22	9
Refurbishment of properties or environmental improvements in designated areas.			
6.4 Regeneration/Affordable Housing	320	109	
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	148	6	
Provision of CCTV for the multi storey service			
6.7 Adaptations Disabled	1,345	756	
Installation of level access showers, ramps, stair lifts and kitchen adaptations			
6.8 Special Initiatives/Barrier Free Housing	612	216	10
Provision of specialist facilities or housing for tenants with particular needs i.e. extensions			
6.9 Housing For Varying Needs- Amenity/Adaptations	75	273	
Conversion of properties to Amenity Level standard			
6.10 Housing For Varying Needs- Extra Care/Adaptations	25	925	
Adaptations required to ensure existing sheltered housing stock meets current standards			
6.11/ Roads/Paths	200	52	
6.12			
Upgrade of Roads to an adoptable standard and the Formation or upgrading of paths			
6.13 Garages	0	102	
Upgrade of Garages			
6.14 New Affordable Housing	580	553	
6.15 Purchase of Police Houses	0	0	
	4,709	3,390	
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			
	0	30	
8 Service Expenditure			
Corporate Fees	2,836	671	
	2,836	671	
Total Budget	39,758	24,352	

ADDITIONS

Note 1- 1.1 Major Repairs

Sum to be vired £200,000

Continued additional spend for the Wales Street refurbishment.

Note 2- 4.1 Modernisation Programme

Sum to be vired £560,000

Increase in the level of kitchen and/or bathroom replacement in void properties.

Note 3 - 5.4 Lift Replacement Programme

Sum to be vired £420,000

Additional lifts added to programme following a recent conditions survey.

Note 4 – 6.1 Housing for varying Needs

Sum to be vired £150,000

Additional spend on provision of Telecare in sheltered Housing.

Sum to be vired.£720,000

Telecare Project amended coding.

REDUCTIONS

Note 5 - 2.1.1 Structural Repairs – Multi Storeys

Sum to be vired £1,450,000

Delays in Seaton 7 project due to dispute with contractor and in delays to the commencement of the re-rendering of Stewart Park and Hilton Courts.

Note 6 – 2.1.2 Structural Repairs – General Housing

Sum to be vired £150,000

Delays in commencement of low rise structural surveys due to additional pre-contract dialogue with consultant engineer.

Note 7 – 2.2 Upgrading Flat Roofs – General Housing

Sum to be vired £150,000

Delay in the tendering of works.

Note 8 – 2.3 Upgrading Flat Roofs – Multi Storey

Sum to be vired £100,000

Delay in roof replacement at Hazelhead multis due to the requirement for further Investigation and design work.

Note 9 – 6.2 Community Initiatives

Sum to be vired £100,000

Reduction in scope of work at Seaton Back Gardens project.

Note 10 – 6.8 Special Initiatives/Barrier Free Housing.

Sum to be vired £100,000

Delays in conversion of flats at 49 Beattie Avenue to supported accommodation.

Earmarked Reserves

As at Period 11 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>					
Welfare Reform	1,850	0	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	0	This is for the zero cost jobs in Building Services as at 31 March 2015. Jobs initiated at 31 st March 2015 but work has yet to commence.
Victoria House	305	305	0	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	0	0	245	Income from non Right to Buy sales to be set aside for new build.
Total	3,605	1,510	0	2,095	

This page is intentionally left blank

COMMITTEE: Communities, Housing & Infrastructure

DATE: 17 May 2016

DIRECTOR Pete Leonard & Richard Ellis

TITLE OF REPORT: Housing Service Charges Setting 2016/17

REPORT NUMBER: CHI/16/036

1. PURPOSE OF REPORT

The purpose of this report is to seek Committee's approval to set revised Housing Service Charges from 1st July 2016.

2. RECOMMENDATION(S)

It is recommended that the Committee agree to implement the new Housing Service Charge Structure for 2016/17 as detailed in the table below:-

	Current daily charge	Proposed daily charge
	2015/16	2016/17
	£	£
Private Sector Leasing	60	60
Temporary Flats	35.76	23.00
Supported Flats	1.08	5.00
Accommodation Unit - West North Street	6.22	6.22
Accommodation Unit - St Fitticks	6.22	6.94
Accommodation Unit - 165 Crown Street	6.22	6.66

3. FINANCIAL IMPLICATIONS

The Housing Service Charges will be managed within the existing overall budget for Communities, Housing & Infrastructure. Failure to review fees could result in Department of Work and Pensions potentially clawing back money from Aberdeen City Council Housing Benefit Subsidy should charges be found not to be accurate and eligible.

4. OTHER IMPLICATIONS

Delays in setting the fees would impact on the administration of the benefits to applicants.

5. BACKGROUND/MAIN ISSUES

Temporary Accommodation is provided via a number of methods these include Private Sector Leasing scheme, Accommodation Units, Flats rented from the Housing Revenue Account along with Hotels and Bed and Breakfast when required to fulfil the statutory homeless duty or to provide housing options for applicants.

Aberdeen City Council has significantly increased the number of dispersed temporary accommodation properties in recent years, from 12 in 2005 to 250 at present, 60 other properties are also leased as supported accommodation and there is in excess of a 100 properties being leased from the private sector.

Housing Support Service has undergone significant change over the past few years the proposed charges for 2016/17 reflect the new staffing structure and the property costs incurred to deliver these services.

The Service charges set will be paid by tenants who may require to meet these charges by claiming Housing Benefit therefore we must identify the costs to ensure that they are eligible for our tenants to claim within Housing Benefit. Communities, Housing and Infrastructure have worked with the Benefits team within Corporate Governance to ensure these costs continue to be eligible. The Service charge is added to the rent an element of which pays for the staffing.

Overall the charges have changed principally as a result of the restructure of the Housing Support team and the tasks now undertaken. The large increase in the Supported Flats reflects this charge has not been reviewed for a number of years.

6 IMPACT

Improving Customer Experience –

The review of housing service charges will improve customer experience as it will more appropriately align the charges to the service being provided.

Improving Staff Experience –

Regular reviews of the fees improves financial management and provides assurances to staff working with clients they are being charged for services they are receiving.

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.

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

Whilst a number of the charges are reducing it is not considered to present a risk to the overall Communities, Housing and Infrastructure budget.

8 BACKGROUND PAPERS

DWP guidance and financial ledger data extracted for the financial year 2014/15.

9 REPORT AUTHOR DETAILS

Helen Sherrit,
Finance Partner,
hsherrit@aberdeencity.gov.uk
(34)6353

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure – Performance Report
REPORT NUMBER:	CHI/16/065
CHECKLIST COMPLETED	Yes

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

Improving Customer Experience –

Effective performance monitoring allows us to plan, develop and improve services for the future. The information contained in this report regarding the services we currently deliver, where we are meeting our targets and where changes need to be made, allows us implement targeted customer service improvements.

Improving Staff Experience –

For the Council to provide an outstanding service to its customers, it needs confident, capable, engaged and committed staff. Thorough examination of staff indicators such as average sickness absence and training undertaken contributes to the knowledge we have of current staff experience and how this can be progressed.

Improving our use of Resources –

The Council operates in an environment which is constantly evolving with the demands on its services continuously changing. Close examination of our use of financial and asset based resources as well as environmental impacts allows us to ensure we are taking correct remedial action if and when necessary.

Corporate -

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

Public –

Information relating to how the Council performs may be of interest to our customers, the people of Aberdeen and should be made available to them where possible. No EHRIA or PIA was necessary in relation to this report.

7. MANAGEMENT OF RISK
N/A
8. BACKGROUND PAPERS
N/A
9. REPORT AUTHOR DETAILS

Louise Fox
Development Officer
01224 522666
lfox@aberdeencity.gov.uk

Chief Executive Progress Report 3 March to 11 May 2016

Communities, Housing & Infrastructure

Keep Scotland Beautiful 2016 Local Environmental Quality Award

Aberdeen City Council Environmental Services celebrated their success at the annual awards ceremony on Tuesday 15 March, hosted by Keep Scotland Beautiful's Local Environmental Quality Network (The LEQ Network) which aims to improve the cleanliness and quality of the environment on publicly accessible land in Scotland. The team was recognised for its commitment and enthusiasm in involving local people in improving local environmental quality at the ceremony and was shortlisted for the 2016 Community Participation Award.

Britain in Bloom

Aberdeen has been selected from more than 600 entrants to take part in the Royal Horticultural Society (RHS) Britain in Bloom UK Finals 2016. Aberdeen is one of 72 finalists and is in the City category selected for our outstanding commitment to environmental responsibility, community participation and gardening achievement. In light of recent floods, the RHS has created a new award to honour those who have battled against adversity, and Aberdeen has also been selected for this category.

Countryside Rangers

The Countryside Rangers have been using camera traps in Hazlehead Woods to monitor roe deer and red squirrels along with any other wildlife that may go past. These devices are triggered by the movement of animals. At the end of March they were very surprised to record a pine marten. Pine martens are relatively rare across Scotland, mainly found in the highland and west coast areas. It is estimated that there is a population of around 3000-4000 individuals in Scotland. This has led to local and national media interest.

RSPB Dolphinwatch

The RSPB Dolphinwatch Project has started again for 2016. Based at the Torry Battery, two members of RSPB staff along with a number of volunteers are present to engage with visitors about the dolphins and other wildlife seen around this area from Thursday to Sunday each week throughout the summer period. This project has been running for a number of years and has been very successful in raising the profile of Aberdeen's dolphins and other wildlife. The project is a partnership involving the RSPB, Aberdeen City Council, Scottish Natural Heritage, Visit Aberdeen, Whale and Dolphin Conservation and Aberdeen Harbour Board.

Tullos Learning Centre Coffee Bar and Corridor Makeover

Christine Reid, Learning Centre Supervisor, was contacted by Nicky Donelan from the Prince's Trust – Community Project Team who was working with a group of young people aged 16 to 25 years guiding them through an employability and confidence building course. The group were looking for a community venue in need of some refurbishment, Barclays donated £100 to the project and all the rest of the funds for the makeover were raised by the team. They arranged and hosted a fun Quiz Night at Ma Cameron's which raised a further £280. The team came along to the centre with ideas and worked very hard over a two week period to transform the venue. The coffee bar was painted magnolia and is now a lovely bright airy welcoming space with some creative art work, food information, origami butterflies, child friendly book corner and a display of art work from the crèche children, a real transformation.

Harlaw Learning Partnership Youth Conversation

On 23 March 2016, Harlaw Learning Partnership held an event to find out young people's opinions on a range of subjects and provide an opportunity to talk to some of the agencies working in the area, with the aim of providing direction for future work. One hundred and eighty young people from Harlaw Academy and feeder primaries took part, with 15 agencies involved including NHS Grampian, City Wardens, Uniformed Organisations, Community Association representatives, Youth Team representatives, StreetSport, Transition Extreme, Adventure Aberdeen, Aberdeen Snow Sports Centre and Active Schools. They all helped in making the event a hive of activity.

The Partnerships Team, Youth Team and teaching staff plus young volunteers worked very hard throughout the event encouraging participants to have a conversation based around four themes: Safety, Getting About, Things I do/Places I go and What's Good. The agencies played a fantastic role in engaging with the participants, sharing what they do, involving the young people in activities and providing a positive atmosphere. Once the results are written up they will be fed back to everyone who took part, work will then start, informed by the results of the conversation.

Aberdeen Housing

A landmark deal was signed on Tuesday 22 March by Aberdeen City Council and Places for People (PfP) with the setting up of the new "Shaping Aberdeen Housing LLP" (this name is still to be decided). The LLP is equally owned by the Council and PfP on a full 50:50 partnership and is the vehicle which will deliver an additional 1,000 new affordable houses for Aberdeen with the prospect of a further 2,000 homes. The £300million partnership deal is a Scottish first, and will help to deliver a "step change" in the supply of affordable housing in Aberdeen and address the shortage of affordable housing in the city. Examples of delivery partnerships for affordable housing are widespread but the Council believes that this initiative to set up a new joint venture vehicle to both develop and own affordable housing for rent over the long term whilst delivering capital receipts to the Council for its own land assets and without recourse to public subsidy is unique.

Places for People Group Limited is an organisation which has assets in excess of £3.3billion and is one of the largest property, leisure management, development and regeneration companies in the UK. It owns or manages more than 150,000 homes across all housing markets and tenures, of which 10,000 are in Scotland. Castle Rock Edinvar is part of the Places for People Group and is one of Scotland's largest social landlords with more than 7,600 properties across eight local authority areas.

The deal follows a commitment in the local authority's Strategic Infrastructure Plan (SIP) to build 2,030 homes by 2017 and is additional to the Council's own building programme and that of Registered Social Landlords and low cost home ownership which has already delivered 1,081 affordable properties in the last four years. The LLP will build, own and manage housing for rent targeted at a range of needs, which include key workers on modest incomes.

The new homes will help to address a shortage of housing in Aberdeen, which has become a barrier to the continued economic growth of the region and provide mainly mid-market rent properties on a range of sites across the City with the first being at Summerhill, East Woodcroft, Tillydrone and Craighill.

The LLP will purchase council-owned sites and develop these for both affordable housing and private development for market sale and low cost home ownership (LCHO). The Council will receive a land value for each site and, through its 50% ownership of the partnership company receive a 50% share of any development profits. Places for People will provide the LLP with finance, development and housing management expertise to minimise costs and increase the speed of build.

During the process of selecting a partner for the LLP, the Council has been progressing due diligence on the development sites and taking forward design proposals to ensure that the LLP can carry out site viability exercises and make the earliest possible site start once sites are transferred. To the end, planning permission has been granted for the site at East Woodcroft (56 units) and more recently a planning application has been submitted for the proposed development on the Summerhill site (369 units) and applications for Tillydrone and Craighill are scheduled for May.

Syrian Refugee Crisis Response

Since the expansion of the scheme in September, 30 Syrian refugees have been settled in the local area. Two flights arrived in Aberdeen on 2 and 3 March 2016 bringing 15 Syrian refugees on each. This included 9 households made up of 7 families, two siblings and one single adult. Community Planning Aberdeen continues to lead Aberdeen's response to the Syrian Refugee Crisis. Following evaluation and implementation of any recommendations, we are looking to commence phase 2 of resettlement planning. Community Planning Aberdeen previously arranged for an overarching taskforce to be put in place dealing with the initial planning stage and to ensure that appropriate groups were put in place to deal with complex needs including specific sub-groups to look at Support, Public Health, Accommodation and Community Integration. The need for sub-groups and the role of the taskforce will need to be reviewed and amended to reflect the specific needs of phase two resettlement planning.

Representatives of Community Planning Aberdeen continue to attend national meetings, led by CoSLA, outlining case studies, ongoing progress and potential issues.

Further meeting, with the International Organisation for Migration, has been scheduled for May to discuss the orientation work that they do with the refugees before they arrive in the UK. We are keen to feedback our learning to them regarding refugee experiences in Aberdeen. We are currently in the middle of evaluation of phase 1 of resettlement. A meeting with ACC staff involved in welcoming and resettlement in the first few weeks has already taken place and further meetings with the NHS and partners are scheduled over the next few weeks.

Public support continues to be positive and supportive. Families have reported that neighbours are warm and helpful and we've seen a positive response to our community engagement activities being delivered by Montgomery Development Education Centre. All offers of assistance are being collated and responded to and a volunteer strategy is being developed in conjunction with ACVO. An event has been organised for 27 April in order to develop the strategy and match goodwill with opportunities. The Church of Scotland in conjunction with NESCU has just opened a donations account so that financial contributions can be received on behalf of Syrian refugees in Aberdeen to aid resettlement and integration. A donations strategy is still to be agreed by partners but should prove to be relatively straightforward and no impediments or further delays are anticipated. A meeting to progress this is scheduled for 21 April 2016.

£1.2million invested in smart technology for sheltered housing

Land and Property Assets have completed a £1.2million investment project in sheltered housing properties. Some 1700 properties in 36 sheltered, very sheltered and amenity complexes have had their community alarm systems upgraded to telecare-enabled systems, which will allow individuals to have a personalised telecare solution to meet their needs.

Telecare systems can provide reassurance to anyone but are particularly helpful for people who are older, at risk of falls, have poor mobility, memory problems, long term health or care needs or who are simply worried about living alone.

The equipment available to sheltered housing tenants includes pull cords, smoke detectors, PIR movement sensors, heat sensors, pendant and a wall mounted speech module, which enables two-way voice contact with carers.

Moving On Recruitment Fair

The 4th annual "Moving On" youth recruitment fair aimed at Summer School leavers and jobseekers aged up to age 24 was held on Wednesday 30 March 2016. The Town House event, which attracted 34 exhibitors offering live employment opportunities and skill development advice, attracted over 450 individuals. 100% of participating companies

stated that they felt they had met suitable candidates during the day and that they would certainly consider attending future events.

Business Booster and Positive Procurement workshops

The workshops are still heavily supported by the local business community, and viewed not only as a medium to update skills, but also to make vitally important business connections through networking. For the period 3 March to 11 May, 8 workshops have been held including “Company Directors – Does the ‘buck’ stop with you?” and “Is your business ready to move to the Cloud?” The Business Booster session on 21 April was delivered under the North East Business Week Banner and promoted the benefits of companies working together under framework agreements.

Economic Development Newsletter

The first two editions of the economic development newsletter were distributed to approximately 1000 local businesses and received positive feedback. They covered a variety of current topics including updates on the City Region Deal, Regional Economic Strategy, Business Development Support, Project bank accounts and diary dates for upcoming events.

Aberdeen-Houston Gateway

An inward delegation of Houston business representatives, led by H.M. Consul General to Houston, Karen Bell, visited Aberdeen to take part in the fourth meeting of the Aberdeen-Houston Gateway. Despite the current challenges of the lower oil price, companies in both locations continue to look for, and benefit from opportunities to work together. The Gateway exists to build on the long-standing relationships between Aberdeen and Houston, and to facilitate networking and knowledge sharing between Aberdeen and Houston organisations. The team attended the annual Aberdeen-Houston Gateway lunch at Aberdeen’s Norwood Hall Hotel on Tuesday 22 March, hosting a variety of business guests with interests in the US market. This was followed later that evening with a civic dinner for key business people.

Trade Links

An international delegation from Halifax, Nova Scotia led by Mayor Michael Savage visited Aberdeen, on Monday 18 and Tuesday 19 of April, looking to strengthen trade links and explore opportunities to work together with local companies. Canadian companies participating in the delegation belonged to the marine sector and were involved in: transportation; port services; acoustic telemetry equipment for fishery monitoring; design and manufacture of deck equipment; and software for monitoring and control applications.




H2 Aberdeen Hydrogen Showcase

On Friday 18 March, the Council hosted the first H2 Aberdeen Hydrogen Showcase in Scotland. The event at the Aberdeen Exhibition and Conference Centre featured presentations from industry leaders in hydrogen transport technology and was attended by around 100 delegates from public and private sector organisations. The conference had a display of hydrogen vehicles and test drives in the Council's hydrogen fleet including two Hyundai ix35 fuel cell cars, which are being integrated into the city’s Co-wheels car club.











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)	3,071.53
Number In Post (FTEs)	2461.75
Number of Vacancies (FTEs)	609.78
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 our statutory target	
8 % of New Tenant Visits and recorded outcomes completed within 28 day local target	
9 Percentage of new tenancies sustained for more than a year	
21 Percentage of Tenant Groups which are registered	
29 Percentage of households requiring emergency/temp. accom. to whom offer was made in the year	
31 YTD average length of time taken to complete emergency repairs	
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	









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	
18 Percentage of tenancy offers refused during the year - Charter Indicator	
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 Charter Indicator - YTD Percentage of new tenancies sustained for more than a year - Statutory Homeless	

Improving Customer Experience	
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	
55 High Priority Public Health – 30 days	
56 Low Priority Public Health – 5 days	
57 Low Priority Public Health – 30 days	







Responsible Resource Stewardship	
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 Void Properties off charge for major works as a % all voids (excluding NTBR properties)	
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.	
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	

Improving Customer Experience	
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)	

Improving Customer Experience continued	
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	£593,461	
2 The overall monetary value of payments received for former tenants arrears for the year to date.	£160,000	£170,904	
The number of current residential tenants with rent arrears at the end of each rent period		6,649	
The monetary value of current residential tenants arrears at the end of each rent period	£3,200,000	£2,639,395	
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%	34.1%	
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	11.9	
Analysis			Date Updated
<p>Performance in respect of Rent Management continues to be strong with targets being exceeded in respect of Current and Former Arrears. It's important to recognise this strong improvement has been achieved alongside a near 40% reduction in repossessions of council properties in 2015/16.</p> <p>Figures are positive given the challenges we have all faced during the last year including the local economic impact of the Oil & Gas downturn and the increasing pressures from Welfare Reform including the local introduction of Universal Credit.</p> <p>Current Arrears: At year end current tenants arrears stood at £2,639,395 this is comparable to same year end period in 2015 where arrears stood at £2,555,783. 6,649 tenants had outstanding balances on their rent accounts at the end of March. This is largely unchanged from the 6,351 tenants recorded at the same period in 2015.</p> <p>The level of arrears cases can be broken down as follows:</p> <p>1134 (0.88%) tenants owing £50 or less 2440 (12.44 %) tenants owing between £50.01 - £250 2409 (46.25 %) tenants owing between £250.01 - £1000 653 (38.76 %) tenants owing between £1000.01 - £3000 13 (1.68 %) tenants owing more than £3000.01</p> <p>Arrears Actions: 8459 first and second warning letters were issued in 15/16. In this same time period 1869 Notice of Proceedings were issued, a significant decrease of 15.3% from 2014/15 where 2207 notices were issued. This equates to almost 350 less Notice of Proceedings issued in 15/16.</p> <p>There were 132 repossessions of Council Tenancies in 2015/16; this is a significant decrease of 36.5% or 76 repossessions from the 208 recorded in</p>			22-Apr-2016

2014/15.

Terminations:

The year to date average % of tenants terminating their tenancy with more than 1 week of rent arrears was 34.1% in 15/16. This is largely unchanged from the 34.2% recorded in 14/15 but is not within our 29% target. The year to date average amount of debt owed by tenants leaving in arrears amounts to 11.09 weeks in 15/16. This meets the Council's 14.6 week target and is significantly lower than the 15.7 week average figure recorded in 14/15.

Former Arrears:

The total value of former tenant arrears at year end stood at £593,461 a significant decrease of 52.6% from the £1,253,154 recorded at the end of the 14/15. This is well below our 15/16 target of £1,000,000. £170,904 of former tenant arrears has been collected in 2015/16. This is 5.7% increase from the £161,750 collected in 14/15 and meets the £170,000 Cash Collected Target. The year to date value of former tenant arrears written off in 15/16 was £1,113,492.30.

FTA Benchmarking:

Aberdeen City Council complete Quarterly Benchmarking Indicators with the Scottish Housing Network and other Participating Local Authorities which includes the FTA indicator "**Former Tenant Arrears at end of quarter as % of the annual gross rent due.**"

This calculation is Cumulative FTA as a % of the Annual Rent charge.

The latest Quarterly Benchmarking Data available is from December 15/16. Figures are as follows:

- The Moray Council - 0.68
- North Ayrshire Council - 0.73
- Aberdeenshire Council - 1.39
- South Ayrshire Council - 1.41
- Fife Council - 1.43
- The Highland Council - 1.63
- Easthall Park Housing Cooperative - 1.71

Aberdeen City Council - 2.01

Aberdeen City Council Year-end 15/16 - 2.01

- Renfrewshire Council - 2.15
- South Lanarkshire Council - 2.32
- Angus Council - 2.6
- East Dunbartonshire Council - 3
- North Lanarkshire Council - 3.05
- Orkney Islands Council - 3.94
- Clackmannanshire Council - 3.97

Group Average - 2.13

Of the 15 Social Landlords participating the average Former Tenant Arrears as a % of the Annual Gross Rent Due was 2.13%. Aberdeen City Councils performance figure was 2.01% which is better than the group average.








It's important to note that several of the higher performing LA's (including our near neighbours Aberdeenshire) have dedicated teams working on their FTA debt - we in comparison have 1 FTE post with responsibility for FTAs/Legal Expenses and some Court work.


Our latest year-end figure for 15/16 remains unchanged at 2.01%. Further Year-end benchmarking data will be available in the coming months.







Universal Credit:

Universal Credit went live in Aberdeen City in November 2015. There have been 169 Universal Credit Claims made YTD.

<p>76 Alternate Payment Arrangement applications were made; this is where an application has been made for the Housing Element of UC to be paid directly to Aberdeen City Council.</p> <p>21 Direct Payment Applications have been made; this is where Aberdeen City council apply for a portion of a UC award to be paid to towards an outstanding arrears balance.</p> <p>Actions:</p> <p>Although the end of year figures are really good, we recognise that there is more that can be done to improve the service and make it more customer focused. As a result we are planning to hold a workshop with officers from across the Housing Service as well as independent agencies and organisations such as the Citizens Advice Bureau, Aberdeenshire Council, Langstane HA, CLAO and Shelter attending. The aim will be to discuss how we can make improvements on the rent management service. The workshop is due to take place mid May.</p> <p>Given the increase in Universal Credit claims, and the work associated with this new benefit, we have now gone through the recruitment exercise to appoint a second officer dedicated to working with tenants making their first claim for Universal Credit as well as monitoring payments from those tenants in receipt of the benefit.</p> <p>Training has continued with front line staff to ensure the promotion in the use of the Payment Arrangement Module. This module allows us to increase our ability to closely monitor expected payments towards rent and any arrears. We continue to encourage tenants to pay their rent by direct debit, however we recognise that a large number of tenants still prefer to make payments direct. Colleagues within Corporate Governance are therefore installing three new payment kiosks, one at Tillydrone Housing Office, one at the Mastrick Customer Access Point and one at the Kincorth Access Point. This will enable customers to pay by cash should they so wish.</p> <p>We will continue to promote the uptake of our self-serve Rent Online service and hope to develop this facility further for our tenants to create a modern, transparent rent system for our customers.</p> <p>A major redesign exercise of our recovery letters is underway to make them more focused and easier to understand.</p>	
--	--

Tenancy Management			
	Current Target	Current Value	Traffic Light Icon
5 Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	80%	79.5%	
6 Satisfaction of new tenants with the overall service received by the Estates Service (Year to Date)	90%	96.33%	
7 The year to date % 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%	91.78%	
8 % of New Tenant Visits and recorded outcomes completed within 28 day local target	100%	72.9%	
The total number of instances of mobile device usage by Housing Officers citywide in the quarter		13,848	
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		48.9%	
The year to date number of legal repossessions following decree.		132	

9 YTD Percentage of all new tenancies sustained for more than a year	94%	91.67%	
Analysis			Date Updated
<p>Tenant Satisfaction: The percentage of tenants satisfied with the standard of their home when moving in 2015/16 was 79.5%. This is a significant improvement from the 73.2% satisfaction recorded in 2014/15 and is close to the Council's target of 80%. The YTD percentage of new tenants that were satisfied with the overall service they received in 2015/16 was 96.3%. This exceeds the Council's target of 90% customer satisfaction.</p> <p>New Tenant Visits: The Council endeavours to complete a New Tenant Visit within 28 days and record an outcome; this indicator has a local target of 100%. The percentage of completed visits with an outcome recorded year to date in 2015/16 was 72.9%. This is a significant improvement from the 47.9% of visits recorded with an outcome in 2014/15.</p> <p>Customer Service Actions: In 2015/16 the 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 91.8%. This is slightly lower than the year end figure in 2014/15 where 93.7% of actions were completed on target.</p> <p>Tenancy Sustainment: The percentage of new tenancies sustained for more than 12 months in 2015/16 was 91.67%. This is marginally lower than the Council target of 94% and is comparable to the 92.8% recorded in 2014/15.</p> <p>There were 132 repossessions of Council Tenancies in 2015/16; this is a significant decrease of 36.5% or 76 repossessions from the 208 recorded in 2014/15.</p> <p>Estate Management: The number of instances of mobile device usage by housing staff in Q4 of 2015/16 was 13,848 of this number 48.9% of these actions related to rent and arrears management.</p> <p>Actions: The satisfaction levels continue to show promising results, however Managers have now reviewed the questions posed and 2016-17 will see a revised approach with telephone surveys being carried out which should see an increased return from new tenants.</p> <p>Senior Officers are monitoring performance in New Tenancy Visits and Customer Service Actions. There was a recording issue and contrasting approaches to when a process should be closed off so Managers have introduced a revised and streamlined process which should simplify matters. A review of the system has been completed with new outcome codes for staff to use which should assist with more accurate recording.</p> <p>Specific actions to improve performance now include the introduction of a weekly tracking report so that Managers can pinpoint any gaps in recording and a 21 day warning report for 28 day customer service action decisions. The Mastrick Housing Team were piloting the automation of a routine visit following tenancy creation. Given the success of this approach, it has now been rolled out to all teams.</p>			27-Apr-2016

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%	1.66%	
11 The year to date average number of days taken to re-let all properties - Charter Indicator	50	104.3	
18 Percentage of tenancy offers refused during the year - Charter Indicator	30%	48.5%	
The number of tenancy offers that were refused (cumulative)		1,707	
19 The overall percentage of void properties as a percentage of stock as at the end of each month	2.3%	1.6%	
20 The percentage of all void properties relet within (0-4 weeks) - Citywide YTD	35.5%	17%	
Analysis			Date Updated
<p>Analysis: Void management performance has been transformed since the introduction of the Performance Management Group and the implementation of the Voids Transformation Plan in October 2016.</p> <p>The void rent loss figure for the year 2015-16 was £1,360,149.82. This equates to 1.66% of the gross debit and significant improvement from last year's outcome 1.92%. This figure is calculated over the entire year and a better indicator if current performance is the void rent loss for the most recent month which for March 2016 is 1.23%. We are confident that this improving trend will be sustained and improved on through 2016/17 with revised targets of 0.94% and £804,283 set.</p> <p>For the year to date 2015-16 there were 1717 properties re-let an increase of 8.8% on the 2014-15 year to date figure.</p> <p>One of the areas where we have achieved considerable success is in letting low demand and long term voids. A total of 126 low demand properties were let during 2015-16 an increase of 168% on the previous year when just 47 low demands were re-let. Our success in letting long term impacts on the year to date average time to re-let all properties which was 104.35 days. This final high figure was as a result of a number of low demand properties that had been void for some considerable time, in some cases for 2 - 3 years, being let. Having now let the long term voids we shall see have greatly improved average relets performance reported from now.</p> <p>Further evidence of our improved performance can be demonstrated by our year-end saw a gross void figure of 354 properties. This is a 27% decrease on the previous year's figure of 484. This gross void figure equates to 1.64% of our total lettable stock. Of the 354 properties, 214 were available for re-let, with 122 off charge for the Haudagain project and 18 uninhabitable due to major works.</p> <p>The year to date figure for all void properties let within 4 weeks stood at 16.95%, an increase on last year's figure which stood at 13.6%, but still way below the 35.% target. The year to date figure for non-low demand and low demand let within 4 weeks was 18.3% and 0.8% respectively.</p>			26-Apr-2016

Action:

A comprehensive update paper is on the agenda which outlines the progress made since the implementation of the Voids Transformation Improvement Plan. The actual number of void properties has reduced by 47%. The year end 4 week turnaround figure was skewed by the successful letting of various long term sheltered multi voids. By clearing these outstanding properties, we should see a revised accurate indication of our improving journey and should be able to measure the success of some of the radical aspects of the improvement plan i.e. minimal works and deferring major work post tenancy, which is still in its infancy.

Officers are currently examining various incentives to maximise the number of accepted offers and to reduce the number of refusals. A similar approach was adopted for the Low Demand Initiative pilot and this should be implemented in early course.







At the time of preparing this action note, Officers are scheduled to meet later this week to set the various targets in respect of Voids for the new financial year. Significant progress has been made and staff are committed to continuing this improvement trend further.

Tenant Participation

	Current Target	Current Value	Traffic Light Icon
The current number of Tenant Groups		50	
21 Percentage of Tenant Groups which are registered	35%	34%	
The number of tenants in the financial year to date who have attended or are attending training (Tenant Participation). Types of training could include TPAS, TIS, CIH conferences, RTO training or more specialised training such as computer skills.		144	
Analysis			Date Updated
<p>Tenant Groups: Currently we have 50 Tenant Participation groups throughout the city. This is unchanged from the previous reporting cycle. Of these 50 groups, 34% are Registered Tenant Organisations (RTO's), which are independent groups with their own constitutions and committees. These groups have a statutory right to be kept abreast of all important decisions relating to the Housing service. Aberdeen City Council has set a target of 35% of its groups becoming RTO's and this information is recorded on iWorld our tenancy management system and monitored monthly.</p> <p>Actions: There has been a delay with the revised Tenant Participation Strategy due to the ongoing restructure which should be completed in June. Thereafter the new TP indicators will be developed which will give more meaningful information on the impact of tenant participation within the Council. The Scottish Social Housing Charter sets out the standards and outcomes which every social landlord must achieve with their tenants and other customers. The review of this Charter is taking place this year with a Charter Review Event taking place on 26 May in Aberdeen. Aberdeen City Council continues to be seen as market leaders in tenant and customer engagement.</p>			15-Apr-2016

Project	Progress To Date	Latest Note Date
Housing for Varying Needs Review	See Report CHI/16/066	04-May-2016

Housing Access Service

Allocations			
	Current Target	Current Value	Traffic Light Icon
22 Applications processed within 28 days %	84%	96.8%	
The current number of applicants' shortlisted on the housing urgent list as at the last day of the month		533	
The current number of applicants' shortlisted on the housing discretionary list as at the last day of the month		94	
The current number of applicants' shortlisted on the housing support list as at the last day of the month		739	
The current number of applicants' shortlisted on the housing waiting list as at the last day of the month		4,891	
The current number of applicants' shortlisted on the housing transfer list as at the last day of the month		1,682	
Analysis			Date Updated
<p>At year end the number of applicants on the register awaiting housing fell by 11% from 7686 at 31st March 2015 to 6840 at 31st March 2016. Application turnover data for the year reveals that;</p> <ul style="list-style-type: none"> . 3536 new applications were received, 5% more than the 3369 received the previous year. . 2249 applications were cancelled, 136% more than the 953 cancelled the previous year . 1717 applicants' have been housed into permanent council accommodation, up 9% on the 1577 applicants' accommodated the previous year. . 247 applicants' have been housed through nomination to a housing association, up 40% on the 177 applicants' nominated the previous year <p>A significant upturn in the number of applications cancelled during the year, alongside an increase in lettings is driving the number of applicants' on the register down.</p> <p>As applicants' can be on more than one list the number of applications across all lists has also reduced by 11% to 7060. Of the applications across the lists;</p> <ul style="list-style-type: none"> . 566 are on the Urgent List . 86 are on the Discretionary List . 869 are on the Support List 			28-Apr-2016

- . 3848 are on the Waiting List
- . 1691 are on the Transfer List

The biggest changes affecting the housing register in 2015/16 were;

- . 21% fall in the number of applications on the Waiting List
- . 18% increase in the number of applications on the support list

The significant change to the Waiting List is largely influenced by the introduction of the re-registration team who are providing housing options advice to applicants' on the register that have not received any housing options advice. The increase of applicants' on the support list is most likely attributable to the widening of criteria brought about by the special lettings initiative.

There continues to be a large proportion of applicants on the housing register that have no housing need and unless there is a change in circumstance will never be selected for housing. Currently 1324 (34%) applicants on the waiting list and 762 (45%) on the transfer list have 0 points representative of no housing need.

The time taken to process applications this year has improved significantly with 88% of applications processed within the 28 day target time-scale. This is up 12% 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 November where processing levels dipped to 74% and 76% respectively.

While we have seen a reduction of applicants on the register this year, current demands still greatly exceed supply. Given that on average this year, there has been 356 properties available to re-let at any given time, the Council only has the capacity/supply to accommodate approximately 5% of the applicants' on the register at this time.

In 2015/16 there were a total of 1577 applicants' housed off the lists, an average of 131 allocations per month. A further breakdown of allocations reveals;

- . 613 have been housed off the Urgent list
- . 99 have been housed off the Discretionary List
- . 516 have been housed off the Support List
- . 361 have been housed off the Waiting List
- . 128 have been housed off the Transfer List










Of the allocations made in the year there was a 76% increase in lettings to the support list with 21% (107) of lets permitted under the special lettings initiative.

Year to date analysis of the quota for allocations indicates that 712 (59%) lets have been awarded to applicants under the Urgent Quota. Of the remaining 489 lets that are included in the quotas 74% have been allocated to the Waiting List and 16% to the Transfer List.

Action

The Allocations Team are working towards achieving the 100% of applications processed within 28 day target which has been detailed in the Housing Access Service Plan for 2016/17.

The Service Plan target of a 50% reduction in the number of low demand voids by April 2016 has been achieved. Work is ongoing in trying to build up a list of people who are interested in the low demand vacancies in order to try and reduce the time these properties are void.

Homelessness			
	Current Target	Current Value	Traffic Light Icon
23 Charter Indicator - YTD Percentage of new tenancies sustained for more than a year - Statutory Homeless	90%	91.3%	
24 The average length of homeless journey (Days) for cases completed YTD (Unintentional)	150	197	
The average length of homeless journey (Days) for cases completed YTD (Intentional)	250	236	
The number of statutory homeless applications received in the month		142	
The number of households assessed as homeless or potentially homeless within each month		100	
25 YTD % of decisions reached within 28 days	80%	80.3%	
26 The % of homeless cases in the month where contact has been lost with applicant either pre- or post- statutory decision	14%	1%	
27 % of unintentionally homeless cases closed in the month where the applicant maintained contact and secured permanent accommodation	80%	89.23%	
28 The year to date % of all general need relets (all excluding sheltered, very sheltered and amenity housing) allocated to statutory homeless applicants	50%	46.75%	
Analysis			Date Updated
<p>At year end records indicate that 1286 formal homeless applications have been received, 231(15%)less than the same period the previous year. Analysis reveals a sharp fall in applications received during the 2nd half of the year where a 28%reduction has been recorded when compared with the same period in 2014/15.</p> <p>The primary reason for presentation this year is 'Asked to Leave' with 21% (270) of applications falling into this category a 4% rise upon the same period last year. Those applicants' that fall into this category are among a higher risk group of applicants likely to be found intentionally homeless.</p> <p>Overall the applicant reason profile has remained somewhat comparative with last year with the exception of;</p> <ul style="list-style-type: none"> . The number of applicants discharged from prison/hospital/care etc has risen by 59% from 83 last year to 132 this year. . The number of applicants' losing accommodation due to other action by landlord has fallen by 67% from 184 last year to 60 this year <p>Of the applications received this year 92% have been recorded on the system in real time a marked improvement upon the 71% achieved last year. Enhancements in the recording of applications this year have led to better case management which has driven improvements at assessment stage. During the year 1376 assessment decisions were reached where key findings reveal;</p> <ul style="list-style-type: none"> . 1156 (84%) applicants' were found to be statutory homeless a 6% increase upon last year. Of these 178 (15%) were determined to be intentionally homeless, down 4% on last year. . 1104 applicants (80%) received their decision within the 28 day target set a 30% increase upon the 50% achieved in 2014/15. During the second half of the year 98% of all decisions were reached within 28 days. . The average time to reach all decisions fell to 27 days, 22 less than the 49 day average achieved in 2014/15. For applicants' assessed as statutory homeless the 			28-Apr-2016

average time fell from 42 to 29 days.

During the 2nd half of the year focus shifted from tackling performance at application and assessment stage to securing outcomes for longer standing homeless cases. Early indications are positive with progress evident in the following areas’;

- . 1456 cases have been closed, up 17% on last year when 1249 cases were closed.
- . 12% (179) of all case closures measured a journey time of a year or longer, up 6% on last year where only 79 (6%) cases fell into this category.
- . 52% (753) of all closures included cases where the applicant presented in previous years a 15% increase on last year when 468 (37%) cases fell into this category.

As a consequence of the work being carried out under this initiative the time-bound homeless journey indicators have suffered with key trend data for 2015/16 revealing;

- . The average journey time for all cases closed stands at 186 days, 40 more than the 146 days recorded last year.
- . 68% (984) of cases closed consisted of applicants found to be unintentionally homeless comprising an average journey time of 197 days, 33 more than the previous year and 47 days over target.
- . 16% (234) of cases closed consisted of applicants found to be unintentionally homeless comprising an average journey time of 236 days, 65 more than the previous year yet still 16 days under target.

For those former homeless applicant’s re-housed into ACC permanent accommodation the tenancy sustainment rate remains high. Figures reveal a 91.1% level of tenancy sustainment a 1.5% increase upon the 89.6% recorded at year end 2014/15.

Actions

Presentations:



There are several reasons for the decrease in homeless presentations including increased in-depth prevention work in the Housing Access Service as well as the downturn in the Oil & Gas sector which has locally improved the affordability of private sector rents and increased pressure on private landlords to retain their existing tenants. We are expecting some filtering down of the crisis into those more at risk of homelessness through lower income and insecure employment may happen, however to date there has not been any notable effect. In anticipation that this may change we are working very closely with the Financial Inclusion and other services to prevent homelessness for those affected by the Oil & Gas downturn and continue to improve wider homelessness prevention practices.

Asked to leave: Regarding the proportion of those presenting who have been asked to leave their existing accommodation, a dedicated visiting officer provides an outreach service to young people who are asked to leave the parental home, a particularly big group, in order to mediate and facilitate either continued living in the parental home or a planned move and thereby prevent the need for a crisis response from our service. Her work has been very successful with only a small proportion of individuals for whom homelessness has not been prevented. We will continue to develop this service as well as improve working with schools and Children’s services to ensure homelessness is prevented whenever possible. Outwith this particular demographic, prevention work aimed at facilitating planned moves in cases of family breakdown continues to be developed and we are developing close working relationships with Estate Management for cases where the tenants in question are ACC tenants.

Discharge from hospital/prison: Starting last year a dedicated officer has been providing an outreach service to HMP Grampian in order to both provide wider housing advice as well as to assess individuals under homeless legislation anticipation where there is a risk of homelessness upon liberation. For this reason individuals are now recorded as being homeless as a result of being discharged from prison/hospital, where they would previously have often been recorded as being homeless as a result of other reasons, such as being asked to leave accommodation by friends with whom they had temporarily been staying following their release from prison. A further focus of this outreach provision has is now to increase work on admission to prevent homelessness upon release.

Other action by landlord: A dedicated officer in the service has been working with individuals who are at risk of homelessness due to rent arrears and has been very successful by liaising with both internal and external services and well as supporting individuals to keep to payment arrangements. In view of recent economic struggles we are monitoring closely whether increased numbers of individuals present as a result of rent arrears.

Intentionally Homeless: The number of individuals found to be intentionally homeless has been steadily decreasing and has been under 15% every month in the past half year. For those found to be intentionally homeless a case officer remains available to them and makes focussed efforts to find alternative accommodation.

Housing Advice			
	Current Target	Current Value	Traffic Light Icon
Number of housing advice cases registered in the year (YTD)		5,647	
Number of housing advice cases closed in the reporting year (YTD)		3,000	
Analysis			Date Updated
<p>During the year 5647 applicants' have been provided with advice and assistance to help meet their housing needs down 9% on 2014/15. Of the approaches this year 95% have been recorded on the mandatory Scottish government PREVENT 1 dataset.</p> <p>While we have seen a fall in advice cases during the year the principal reasons for requiring housing options remain the same, where asked to leave, want own 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 29% fall and want own accommodation a 10% rise.</p> <p>Of the approaches above, the majority (89%) 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 only 709 (24%) definitive housing/accommodation results have been achieved. Records indicate that of the 3000 cases closed in the year;</p> <ul style="list-style-type: none"> . 47% of applicants have made a homeless presentation . 22% of applicants have lost contact . 7% of applicants secured a permanent social tenancy . 3% of applicants secured a private tenancy . 12% of applicants were assisted to remain in their current accommodation . 9% of applicants secured other outcomes <p>The average length of time taken to secure all outcomes (excluding homeless) during the year was 155 days, just out-with the 150 day target set. For those applicants being assessed under homeless legislation the average length of time is 80 days, 50 more than the 30 day target set.</p> <p>To date there still remains a large number of cases open (6090) approximately 51% of all cases that have approached since the service commenced operations in April 2015. Of these unresolved cases 4245 (70%) have been open for longer than the 150 day target set.</p> <p>A review of recording and performance is currently being undertaken where agreement has been reached that monitoring of outcomes will be applied to those applicants approaching the service post 1st April 2016. This should provide a more representative account of outcomes achieved and provide a clearer picture of the prevention landscape.</p>			28-Apr-2016

Actions








Following the publication of the national Housing Options Guidance the service is attending various national forums to establish best practice in conjunction with the published guidance and align recording mechanisms with the work being undertaken. Work also continues with the Shelter Aberdeen Project and the council's Financial Inclusion Team to reflect the multi-agency work being carried out with service users in the Housing Advice data collection.




The team are taking a lead role in the North & Islands Housing Options Hub group with the aim of sharing best practice within the local authorities and procuring joint projects that will benefit all parties. A series of shared training and conference events has already been funded through this and further work is to be planned over the coming months.

The decline in the oil industry has had a marked effect on the housing market within the city with a reduction of around twenty percent in privately rent levels. The service has had increased success with assisting households in finding affordable options within this market where previously this was not possible and is having increased success building relationships in the private rented sector generally. A review of this work is underway with a view to maximising the available properties in the sector for service users and promoting joint working between the service and private landlords.

At present the economic downturn in the city has had little effect on the demands of the service or registered a noticeable change in the profile of service users. We continue to monitor this and are expanding our outreach work with partner agencies and services to promote our service and advertise assistance for anyone who may require it.

Housing Support Service

Homelessness Temporary Accommodation			
	Current Target	Current Value	Traffic Light Icon
29 Percentage of households requiring emergency or temporary accommodation to whom an offer was made in the year	100%	98.43%	
Number of households where the Council was required to make an offer of temporary or emergency accommodation during the reporting year (YTD)		1,130	
The number of offers of temporary or emergency accommodation made during the reporting year		1,148	
Percentage of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		3.98%	
Number of temporary or emergency accommodation offers refused in the reporting year for all types of accommodation		45	
The YTD % of users' who completed the homeless questionnaire and were satisfied with the overall quality of temporary accommodation provided.		85.5%	
The total number of homeless households staying in temporary accommodation of all types above the aggregate target period (6 months) within each month		111	

Current tenancy arrears for homeless households accommodated in ACC temporary furnished flats (excluding resettlement properties)		£351,461	
30 Current arrears as a percentage of GROSS potential rental and service charge income for homeless households accommodated in ACC temporary furnished flats.	10%	6.3%	
Total value of former tenancy arrears for temporary homeless flats excluding resettlement properties		£2,228,079	
Analysis			Date Updated
<p>Temp Analysis</p> <p>At the 1st of April 2015 the housing support service maintained a temporary stock portfolio of 566 units. During the year the portfolio has grown by 7% where at year end the number of units held is 605, comprising of the following placement types;</p> <ul style="list-style-type: none"> . 353 Temporary Furnished Flats . 133 PSL Units . 63 Hostel Rooms . 30 B&Bs . 26 Hotels <p>At year end an 86% occupancy rate was recorded across all placement types with 524 units occupied. Of those households occupying temporary accommodation;</p> <ul style="list-style-type: none"> . 461 were accommodated under homeless legislation . 42 were accommodated following a discharge of homeless duties. . 8 were accommodated under local decant/discretion policies . 6 were accommodated under the winter shelter arrangements . 7 were accommodated under the vulnerable persons relocation scheme <p>The increase in stock has occurred during a period where the demand for temp through the homeless route has reduced. Data compiled from the HL-1 homeless data set shows that the number of homeless presentations received in 2015/16 fell by 15% upon that recorded the previous year. The number of applicants' found to be statutory homeless where a duty to provide temporary accommodation exists also fell by 7%. The lack of movement through temporary accommodation continues to create pressures on the temporary accommodation stock. Currently there exists 4 key areas' where the primary challenges present.</p> <ol style="list-style-type: none"> 1. Low level of applicants' available for selection delaying the transitional period from temporary accommodation to permanent accommodation. Of the 410 unintentionally homeless households currently owe a rehouse duty only 153 (37%) are available for selection. 225 (55%) are currently deferred and unavailable for offer where the average length of deferment is running at 199 days. Across all placement types, the average length of time households have spent in their current accommodation to date is approximately 6 months. Of the households occupying temp under homeless legislation the average length of current placement is approximately 4.5 months where 24% (111) of households have been accommodated for over the 6 month target time. 2. Lack of applicants with a current housing application form. Approximately 23% of all current homeless applicants at stage 2 are not on a relevant shortlist. The majority of households with no application are determined to be intentionally homeless. Currently only 25 of the 100 intentionally homeless households are shortlisted with 15 of these deferred for an average of 307 days 3. Higher than average levels of households found to be not homeless or intentionally homeless occupying temp. Currently 78 (19%) applicants at STG2 occupying B&B, Hostel, Hotel or ACC Furnished Accommodation fall within this group. It has always proved difficult to secure affordable housing options for this group. As a consequence of the economic downturn within the oil and gas sector average rents (private) within the city have fallen by 16% over the last year and might now 			20-Apr-2016

provide greater opportunities to secure alternative housing outcomes for this group.

4. The average time to re-let a permanent property to a homeless applicant during the year was 75 days. Progress is being made under the voids transformational programme where given time greater improvements should be witnessed in this area.

Rents Analysis

At 31st March 2016, 70% of households accommodated in temporary A.C.C flats were in arrears, with 12% (36) of households due over £2500. The total value of arrears stands at £351,461 a 26% increase upon the £278,555 recorded at the same time the previous year.

Council tax records indicate that at the end of March there were 70 households in an ACC temporary flat under-occupying their accommodation of which 14 were not in receipt of discretionary housing payments (DHP) to assist with payment of the shortfall in rent.

The average weekly rent (including service charge) for a temporary flat is £317, further analysis reveals that for those households with arrears the average amount owe is £1098, 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 flat accommodation continue to rise and currently sit at £2,228,079. During 2015/16 460 households have terminated with arrears (19% of total households with FTA's) worth a value of £562,827 (25% of the total value) an average of £1223 per household and equivalent to approximately four weeks rent and service charge for this type of property.

Action





The increase in PSL properties has been achieved with the down turn in the oil industry with more properties in the city being made available to the PSL/Temp Accommodation team. The team continue to take on new properties as the opportunities arise, this may provide a move on for intentionality households with limited options for housing with Aberdeen City, from temporary accommodation to PSL interim accommodation. In relation to the household occupancy rate there are figures missing from the data, which would also provide statistics for the number of young people leaving care who are in accommodated within the stock of temporary accommodation. The process to code this client group is a manual process and the service is reviewing how accurate this data is with the aim to improve the data capture process. Although the number of homeless presentations is reduced, it is pertinent to highlight the temporary accommodation stock including PSL is not only used to house homeless households, and is used to meet other urgent accommodation needs e.g. decanted households. At the same time the accommodation is available with support for vulnerable groups via joint working protocols e.g. young people leaving care and on occasion for prisoners preparation prior to being released, home leaves. The increase in use of Hotels from the beginning of this calendar year has been partly due to winter care arrangements, a higher than usual use of temp for decants and the temporary closure of a 6 unit accommodation block which required an urgent upgrade of the fire system.

A new rent management system for Temporary Accommodation and Accommodation Units was launched on the 11th of January 2016. This process is identical to the process for mainstream housing tenants therefore follows the same escalation process. The responses to the action taken with letters to households in temporary accommodation has been greater than anticipated and households who are in contact with the service are making positive responses to address their arrears. Initial indications since reporting to last committee are that the overall arrears for households in temporary accommodation are reducing.



The service have reviewed the service charge following the restructure in June 2014 this has resulted in a proposed reduction to the service charge due at committee for approval.




The service have formed a working group to look at former tenancy arrears, the group has various representatives from Finance, Housing Benefit, temporary accommodation teams, financial inclusion team, support team and housing access. The aim of this review is to identify a potential 'write off' procedure for arrears where the debt would be 'bad debt' and unlikely to be recovered, or debt that the household have no control over due to the cost of the temporary accommodation service charge.




Private Sector Housing

HMO and Landlord Registration			
	Current Target	Current Value	Traffic Light Icon
HMO Licenses in force		1,186	
HMO License Applications Pending		180	
Number of Current Landlord Registrations Approved		19,166	
Number of Rental Properties Approved		22,311	
Analysis			Date Updated
<p>HMO licensing - we obtained data from Council Tax concerning student exemptions which identified 125 potential unlicensed HMOs. We visited each property to establish whether the property was being occupied as an HMO and this either resulted in confirmation that 70 properties were not unlicensed HMOs, and 25 retrospective HMO licence application being submitted to the Council. We are currently pursuing 30 landlords who have not responded to our enquiries.</p> <p>Landlord Registration - we continue to apply £110 Late Application Fees where landlords fail to renew their Registrations prior to expiry, which has highlighted the ongoing problem of landlords failing to keep their contact details up to date, especially when they move to a new address and do not receive our expiry reminder letters. Landlords are reminded that it is an offence under the Registration legislation not to keep their contact details up to date. We are also continuing to serve Rent Penalty Notices on landlords and their tenants, where the landlords either refuse to register for the first time, or refuse to renew their expired Registrations.</p>			27-Apr-2016

Property Management

Repairs Management			
	Current Target	Current Value	Traffic Light Icon
31 The year to date average length of time taken to complete emergency repairs (hours)	24	5.19	
32 The year to date average length of time taken to complete non emergency repairs (days)	10.1	6.53	
33 Percentage of repairs appointments kept	90.6%		N/A










34 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%	95.16%	
35 Void Properties off charge for major works as a % all voids (excluding NTBR properties)	5%	7.8%	
The number of offers of accommodation refused for property reasons YTD		181	
Analysis			Date Updated
<p>Action: As of the end of March 2016 19,092 emergency repairs had been carried out, 98.82% of these were within target.</p> <p>The 2015-2016 year to date average time taken to complete an emergency repair was 5.19 hours, well within the 24 hour target set.</p> <p>As of the end of March 2016 44,811 non-emergency repairs were carried out; 83.09% of these were in target.</p> <p>The year to date average time to complete a non-emergency repair was 6.53 days, well within the 10 day target set.</p> <p>Out of the 63,903 repairs carried out up to the end of March 2016, 29.9% of these jobs were carried out as emergencies. This is a slight improvement on the last reported figure. Work is still continuing to be done around improving customer service and at the same time reducing the number of jobs being carried out as emergencies.</p> <p>The performance measure in respect of the average time to complete non-emergency repairs includes public holidays as the system is unable to exclude these from the report.</p> <p>During the 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> <p>Percentage of reactive repairs completed right fist time during the reporting year and percentage of repairs appointments kept reports during the reporting year are still under development, so we are unable to report on this indicator at this time.</p> <p>Throughout 2015-2016, 661 tenants were surveyed to determine their satisfaction with the Repairs and Maintenance Service. Of those, 607 tenants were 'very satisfied', and a further 22 'fairly satisfied'. Satisfaction at 95.2% is significantly ahead of the 80% target set and last years' performance of 92.9%. However, there were 200 less satisfaction phone calls carried out in 2015-2016 compared with the previous financial year.</p> <p>The percentage of voids off charge has reduced from 15.9% at the end of last financial year to 7.8% this year. This reduction is in part due to the return to stock of the high number of off charge properties at Smithfield Court. At year end, there were just 18 properties off charge undergoing major works compared with 67 at the same point the previous year. The numbers of properties off charge pending demolition continues to increase as the Haudigan project evolves.</p> <p>The pattern of refusal reasons has not differed between the years with around a fifth of all refusals still made for Property related reasons. The primary reasons given within the Property category are; Rooms Too Small (46 refusals this financial year), Not Interested in House Type for this Area (28), Wants Different Size of Property (26) and Location E.g. View, Relatives (25). Compared to a low of 9 refusals in the previous year based on the Poor Condition of the Property, there were 23 refusals with this reason given this financial year.</p>			22-Apr-2016

Property Management			
	Current Target	Current Value	Traffic Light Icon
36 The percentage of Council properties with current gas safety certificates	100%	100%	
37 The percentage of Council properties where current gas safety check was carried out within 12 months of the previous check	100%	100%	
38 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>As at 31st March 2016, 16,872 council properties had gas appliances or flues, all of which had gas safety certificates. Of those, every property had a gas safety certificate renewed within a year of their previous. Aberdeen City Council now fully meets it's statutory duty in respect of this indicator.</p> <p>Performance in respect of gas safety has improved considerably on the position at the end of the previous financial year when 100% of council properties had gas certificates, but just 97% had certificates within 12 months of the previous certificate being renewed. At the end of January 2016, 98% of certificates had been renewed within a year of their previous, so the work done in the previous two months has been considerable in achieving our statutory duty.</p> <p>18% of all gas safety inspections have been post inspected together with 18% of gas repairs and new installations.</p> <p>Action: To achieve the 100%, the Gas Team introduced a number of initiatives. The realignment of the annual service visit to the summer months and the Team taking responsibility and full control of the Hard to Access Process has had the biggest effect. Further works still need to be done on the monitoring and recording of the processes and procedures used in this area. An Action Plan has been formulated and instigated to focus the Team on this area.</p>			22-Apr-2016

Project	Progress To Date	Latest Note Date
Delivery of new affordable housing	<p>Completions 2015/16 = 214</p> <p>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 & June 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 = 3 Scotia Aug 15 Dubford = 8 LCHO Scotia Aug 15</p>	25-Apr-2016

	Froghall = 16 Mid market rent - Grampian HA Sept 15 Dubford = 16 Barratt Homes 16 Dec 15 Mugiemoos = 7 NHT Dec 15 Cove = 12 LCHO Scotia Dec 15 Balgownie Home Farm = 9 LCHO CALA February 16 Completions 2016/17 = 0 Anticipated Completions 2016/17 = 390	
--	---	--




Street Scene

Street Scene			
	Current Target	Current Value	Traffic Light Icon
39 S Street Cleansing - LEAMS (Local Authority Environmental Audit Management System). Statutory performance indicator that measures street cleanliness.	80	77.9	
40 Street Cleansing - Vandalism (% of streets with presence of vandalism)	5	0.8	
41 Street Cleansing - Graffiti (% of streets with presence of graffiti)	10	6.1	
42 Street Cleansing - Weed Growth (% of streets with presence of weed growth)	20	29.8	
43 Street Cleansing - Detritus (% of streets with presence of detritus))	20	67.9	
44 Street Cleansing - Staining (% of streets with presence of staining)	20	29.8	
45 Street Cleansing - Flytipping (% of streets with presence of flytipping)	10	9.2	
46 Street Cleansing - Flyposting (% of streets with presence of flyposting)	5	2.3	
47 Grounds - LAMS (Land Audit Management System) measures the cleanliness and maintenance quality of green spaces.	80	93	
Analysis			Date Updated
Environment KPIs are undertaken using the LEAMS (Local Environment Audit Management System) programme developed by Keep Scotland Beautiful. This is a nationally used programme. The street surveys are randomly selected by Keep Scotland Beautiful who manage and audit the LEAMS system across Scotland. A composite report detailing the average performance across the year is produced at the end of the year by KSB. There have been a few changes to the way that street cleanliness is surveyed and reported.			29-Apr-2016

<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 February survey just failed to meet this scoring 77.9%.</p> <p>Performance within Street Scene achieved good levels across all PIs with the most targets being met but weeds and detritus failed to meet the challenging target set. With weed spraying now underway and new street sweeping equipment employed the service is confident that performance will improve through 2016.</p>	
--	--

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%	
48 Percentage of total waste recycled/composted (monthly figure)	27%	31.3%	
Refuse Complaints received per 1000 households (Annual figure)		25.34	
Analysis			Date Updated
<p>In the year to date (April 2015 to March 2016) the % of Total Waste Recycled/Composted is 36.4%</p> <p>In this period 95,457 tonnes of waste has been collected, 34,714 (36.4%) was either Recycled or Composted while 60,743 tonnes (63.6%) went to Landfill.</p>			29-Apr-2016

Project	Progress To Date	Latest Note Date
Zero Waste Project	<p>Work commenced on the Altens East Materials Recycling Facility (MRF) on 5 January 2016. By end of April most of the main building structure has been erected and roofing and cladding commenced. The work programme is on schedule with building completion on programme for November 2016. Bulk Handling Solutions has been appointed as contractor for the construction of the MRF and associated Refuse Derived Fuel facility. Full design is underway and on schedule for the installation to be complete by March 2017 when commissioning will commence. Full operation is on expected in June 2017.</p> <p>The Council will commence mixed kerbside recycling collections in March 2017 and move its collection</p>	03-May-2016










	<p>operations from Kittybrewster on 1 March 2017. A planning application for the proposed Energy from Waste (EfW) facility was submitted in early March after extensive public consultation events. The consultation period for representations closed on 27 April. The Stakeholder Group has met monthly and discussed issues of concern/interest to to Group. Two visits have been undertaken to EfW plants in Lincoln and Lerwick; the latter included visits to the successful local District Heating scheme.</p> <p>Since entering into an Inter-Authority Agreement, Aberdeen City, Aberdeenshire and Moray Council officers have been engaged in extensive work to develop a further detailed agreement in advance of commencing procurement of the EfW facility. Legal, financial and technical advisors have been selected and Linda Ovens appointed as Project Director. Detailed updates on these projects are provided to the Zero Waste Management Sub-committee.</p>	
Project	Progress To Date	Latest Note Date
Attain efficiency savings in the domestic waste collection services	Over 90% of properties in Aberdeen now have a food waste collection; the remaining households will receive food collections along with new communal mixed recycling services that are being rolled out across the city this year. The first phase of 5 is now complete and the project is on schedule. Preparation is underway for the introduction of new mixed recycling collections in suburban areas in early 2017. Further work is being undertaken on utilising software to optimise routing of vehicles and thereby minimise the cost of collections. A new service management system, Bartec Collective, is being introduced that will enhance communication between front line staff, offices and customers. In addition, office processes will be streamlined to reduce administrative costs and improve customer service.	03-May-2016

Trading Standards and Environmental Health

Trading Standards and Environmental Health			
	Current Target	Current Value	Traffic Light Icon
49 Non Domestic Noise % responded to within 2 days – Year to Date	100%	98.1%	
50 High Priority Pest Control - % responded to within 2 days – Year to Date	100%	98.7%	
51 High Priority Pest Control - % completed within 30 days – Year to Date	100%	90.4%	
52 Low priority Pest Control % responded to within 5 days – Year to Date	100%	100%	

53 Low priority Pest Control % completed within 30 days – Year to Date	100%	98.9%	
54 High Priority Public Health - % responded to within 2 days – Year to Date	100%	99.1%	
55 High Priority Public Health - % completed within 30 days – Year to Date	100%	91.6%	
56 Low Priority Public Health - % responded to within 5 days – Year to Date	100%	98.7%	
57 Low Priority Public Health - % completed within 30 days – Year to Date	100%	96%	
58 Dog Fouling - % responded to within 2 days – Year to Date	100%	96.9%	
59 Dog Fouling - % completed within 30 days – Year to Date	100%	98.8%	
60 All Other Dog Complaints - % responded to within 5 days – Year to Date	100%	99.6%	
61 All Other Dog Complaints - % completed within 30 days – Year to Date	100%	99.1%	
62 Food Safety Hygiene Inspections % premises inspected 6 monthly	100%	100%	
63 Food Safety Hygiene Inspections % premises inspected 12 monthly	100%	97.9%	
64 Food Safety Hygiene Inspections % premises inspected more than 12 monthly	100%	98.9%	
Analysis			Date Updated
<p>49 553 of 564 complaints responded to within 2 days 50-51 914 of 926 complaints responded to within 2 days, 837 completed within 30 days 52-53 740 of 740 complaints responded to within 2 days, 732 completed within 30 days 54-55 745 of 752 complaints responded to within 5 days, 689 completed within 30 days 56-57 907 of 919 complaints responded to within 5 days, 882 completed within 30 days 58-59 492 of 508 complaints responded to within 2 days, 502 completed within 30 days 60-61 957 of 961 complaints responded to within 5 days, 951 completed within 30 days 62 37 inspections due, 37 carried out 63 182 inspections due, 186 carried out 64 243 inspections due, 246 carried out</p>			29-Apr-2016

Community Safety

Community Safety			
	Current Target	Current Value	Traffic Light Icon
65 Serious Assault (cumulative total)	133	160	
66 Assault with less serious injury (cumulative total YTD)	2,640	2,857	
67 Wilful secondary fires (wheelie bin/grass/refuse) (cumulative total YTD)	200	290	
68 Accidental dwelling fires (cumulative total YTD)	240	308	
69 Domestic abuse (cumulative total YTD)	2,400	2,207	
70 Noise related/tenancy related complaints (cumulative total YTD)	1,920	1,859	
71 Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets - Charter Indicator	98%	98.37%	
72 % of calls attended that were attended to by the ASBIT Team within one hour (YTD)	95%	98.2%	
73 Customer Satisfaction with the service received from the Anti Social Behaviour Investigation Team (YTD)	80%	83.72%	
Analysis			Date Updated
<p>2015/16 has seen a 6% increase in the number of serious assaults within the city with a figure of 160 compared with 151. The figure also shows a 20% increase on the 5 year average. While the number of serious assaults has risen, there has been a 7.2% decrease in recorded common assaults with 2857 in 2015/16 compared with 3078 in 2014/15. When measured against the 5 year average, common assault has dropped in 2015/16 by 16.6%. 1 in 4 common assaults occurred within the city centre and the link between night time weekend economy and violence is further demonstrated by a marked increase in assaults within associated hours.</p> <p>Secondary wilful fires saw an increase in 2015/16 of 21 (7.8%) on the figure of 269 reported for the previous year. The 290 reported is also a 6.2% increase when compared with the 5 year average. The Torry neighbourhood has seen the vast majority of these secondary wilful fires during 2015/16. Accidental dwelling fires also saw an increase from 276 in 2014/15 to 308 in 2015/16.</p> <p>The number of incidents of domestic abuse, taken from the Police Scotland database IKAP, has seen 2207 incidents reported in this year compared with 2345 reported in 14/15 – a 6% decrease.</p>			26-Apr-2016

Noise related/tenancy related complaints have continued to decrease with 1859 reported this year compared with 2144 reported in 2014/15. This figure is 10% lower than the last 5 year average and is an encouraging indication that antisocial behaviour in Aberdeen is on the decrease.

The percentage of antisocial behaviour cases reported in 2015/16 which were resolved within locally agreed targets was 98.37%, an increase on the 97.3% resolved within target in the previous year. This figure is above our internal target of 98% and must be considered an impressive result for the ASBIT team. This particular indicator is reported to the Scottish Housing Regulator as part of their yearly Charter return and it is expected that Aberdeen City Council will perform favourably against other Council's in this particular area.

Internal expectation is that 95% of calls made to the ASBIT team will be attended within one hour and performance shows that the team have met and exceeded this target with 98.2% of calls attended within an hour. This again compares favourably with last years figure of 97.4%.

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 2015/16, 83.7% 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 figure is a slight increase on the year-end figure for 2014/15 and is above our internal target.

Action




Through the community safety partnership we use systematic analysis to identify emerging trends and apply a problem solving approach when particular trends are identified. The 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. Schemes such as the Taxi Marshal initiative also helps to reduce disorder in the City Centre at night and impact positively on crime statistics.



The Home Fire Safety group meets on a regular basis and consists of partners from SFRS, ACC, Bon Accord Care etc. and aims to address home and fire safety issues in the city through a strategic process. One of the main aims of the group is to proactively target those most vulnerable from accidental dwelling fires and arrange Home Safety visits carried out by Bon Accord Care and the Council which incorporate elements of fire safety. This partnership approach will go some way to hopefully seeing the amount of accidental dwelling fires decrease as people become more aware of dangers around the home.

A key strategic priority for Community Safety is to see a concerted attempt at tackling domestic violence and abuse in the city. The Violence Against Women group consists of various partner agencies from the third sector, Police and within the Council and a key priority of the partnership 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.


2016 will see a wholesale ASBIT review of processes, systems and associated targets. It's hoped that this review will further add to the already impressive performance and allow for tighter working practices.



Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	74 Overtime - Spend to Date	March 2016	£2,381,800	£652,679 (27%)	£817,128 (34%)	£1,009,180 (42%)	£1,220,114 (50%)	£1,385,646 (58%)	£1,601,048 (67%)	£1,717,850 (72%)	£1,911,317 (80.2%)	£2,101,212 (88.2%)
	Communities and Housing		£82,690	£21,120	£27,013	£32,028	£40,575	£48,473	£53,341	£60,453	£67,888	£71,430
	Land and Property Assets		£480,370	£215,868	£256,765	£321,703	£405,102	£466,682	£555,030	£602,792	£660,695	£730,010
	Public Infrastructure and Environment		£1,655,653	£388,854	£497,344	£611,760	£721,759	£809,432	£920,693	£976,825	£1,094,580	£1,203,669
	Planning and Sustainable Development		£150,431	£26,837	£35,990	£43,529	£52,518	£60,756	£71,681	£77,273	£87,647	£95,596
	Economic Development		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Business Support		£0	£0	£16	£160	£160	£303	£303	£507	£507	£507
	75 Agency Staff - FTE's	March 2016	N/A	251.92	252.17	247	253.03	243.87	236.05	207.95	247.45	223.91
	Communities and Housing		N/A	11.00	11.59	11.59	12.59	13.59	11.59	10.00	5.00	4.50
	Land and Property Assets		N/A	124.48	116.14	120.81	130.26	134.48	127.72	104.65	148.64	129.67
	Public Infrastructure and Environment		N/A	105.74	111.74	101.74	96.32	82.53	85.55	82.51	83.29	81.22
	Planning and Sustainable Development		N/A	7.89	8.89	10.05	11.05	10.46	8.38	7.98	7.57	4.57
	Economic Development		N/A	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.95	0.95
	Business Support		N/A	2.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00
	76 Total Payments to Staff (% of Budget)	March 2016	£63,526,279	£18,625,068 (29%)	£23,370,256 (37%)	£28,167,937 (44%)	£33,503,394 (53%)	£38,323,348 (60%)	£43,204,206 (68%)	£48,318,401 (76%)	£53,258,816 (83.8%)	£58,221,907 (91.7%)
	Communities and Housing		£7,002,901	£2,043,980	£2,578,838	£3,118,287	£3,730,722	£4,273,991	£4,869,182	£5,431,283	£5,977,771	£6,522,188


	Land and Property Assets		£18,043,759	£5,127,942	£6,410,621	£7,735,013	£9,271,720	£10,621,722	£12,024,192	£13,492,674	£14,863,230	£16,265,757
	Public Infrastructure and Environment		£23,825,991	£7,368,544	£9,258,028	£11,115,277	£13,176,353	£15,056,839	£16,940,093	£18,929,099	£20,878,083	£22,845,849
	Planning and Sustainable Development		£11,342,693	£3,164,831	£3,981,522	£4,782,089	£5,676,319	£6,490,829	£7,307,003	£8,126,881	£8,965,830	£9,820,189
	Economic Development		£1,241,173	£337,203	£415,967	£493,955	£579,862	£655,307	£736,325	£809,864	£896,406	£981,684
	Business Support		£2,059,843	£582,567	£725,279	£923,315	£1,068,418	£1,224,660	£1,363,411	£1,528,600	£1,677,495	£1,786,241
Analysis												Date Updated
<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. For the financial year 2015/16, as can be seen from above our Managers have held Overtime expenditure to 88% of budget while, when taking into account all payments made to Staff, our overall spend is 91.7% of budget, both of which are well within target range.</p> <p>The level of FTE agency staff employed throughout the Directorate continues to remain a concern, despite dropping sharply in the past month. Since the beginning of the financial year this indicator has now fallen by almost 30, mainly due to a decrease of 25 in Land and Property Assets. The number of FTE Agency Staff has fluctuated throughout the year and can be expect to continue in the same vein, as it responds to local demand in services and unforeseen circumstances.</p>												03-May-2016


Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	77 Percentage of Invoices issued to External Customers within 28 days of work being carried out	March 2016	90%	93.5%	94%	95%	96%	97%	94%	92%	93%	93%
	78 Percentage of Invoices issued to External Customers within 56 days of work being carried out	March 2016	100%	97%	97%	98%	100%	100%	97%	95%	94%	95%
Analysis												Date Updated


<p>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.</p> <p>77. Number of Invoices issued within timescale – May 164 of 174, June 162 of 178, July 73 of 78, August 163 of 173, September 253 of 266, October 44 of 46, November 107 of 110, December 83 of 88, January 181 of 197, February 140 of 151 and March 271 of 292</p> <p>78. Number of Invoices issued within timescale – May 170 of 174, June 172 of 178, July 76 of 78, August 168 of 173, September 262 of 266, October 46 of 46, November 110 of 110, December 85 of 88, January 187 of 197, February 142 of 151 and March 277 of 292</p>	04-May-2016
---	-------------



Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	79 Score for compliance with Health & Safety Matrix	March 2016	100%	96.6%	96.6%	97.4%	97.2%	97.2%	95%	94.8%	95.8%	95.7%
Analysis												Date Updated
The Health and Safety Matrix is a tool designed to assist within the Service to measure and monitor compliance across a range of Health & Safety issues in the workplace.												03-May-2016




Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	80 Percentage of householder and non-householder planning applications dealt with within two months (monthly)	March 2016	70%	57.4%	59.7%	62.8%	57.7%	55%	53%	55%	51.4%	58.2%
	81 Percentage Income Received -	March 2016	100%	41.2%	50.7%	102.8%	107.5%	109.7%	113%	118.1%	123.6%	128.5%

Building Warrants												
	82 Percentage Income Received - Planning Application Fees	March 2016	100%	33.6%	45.5%	52.8%	59.8%	71.6%	77.9%	83.1%	86.7%	97.6%
Analysis												Date Updated
<p>80. Although continuing to fall well short of the 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 which remains well over 100 with a 2015/16 monthly average of 129. This indicator has failed to reach target at any point in 2015/16. % Analysis - May 84 of 136 applications dealt with, June 85 of 125, July 93 of 162, August 92 of 154, September 71 of 113, October 64 of 111, November 61 of 111, December 59 of 111, January 51 of 93, February 57 of 111 and March 71 of 122.</p> <p>81. Full Year Budgeted Income figure £1,820,000 – Monthly analysis of income received is as follows: May £216,000, June £346,000, July £512,000, August £750,000, September £923,000, October £1,870,000, November £1,997,000, December £2,056,000, January £2,150,000, February £2,250,300 and March £2,338,000</p> <p>82. Full Year Budgeted Income figure £1,300,000 – Monthly analysis of income received is as follows: May £205,000, June £275,000, July £437,000, August £592,000, September £687,000, October £777,000, November £931,000, December £1,013,000, January £1,080,000, February £1,127,000 and March £1,269,000</p>												03-May-2016



Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	83 Percentage of all traffic light repairs completed within 48 hours	March 2016	97%	96.5%	96.7%	94.3%	97%	99%	95%	94%	95.2%	98.7%
	Number of Traffic Light Repairs completed within 48 hours	March 2016	N/A	83	87	82	97	95	94	109	80	80
	Total number of traffic light repairs to be completed within 48 hours	March 2016	N/A	86	90	87	100	96	99	116	84	81
Analysis												Date Updated
Performance for this indicator continues to remain comfortably within target range, again returning a result well over 90%. Performance for the financial year in total is 96.5%, or 1009 of 1046 completed within the 28 hour target time.												03-May-2016


Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	84 Percentage of all street light repairs completed within 7 days	February 2016	90%	62.8%	71.9%	56.3%	66.1%	61.9%	59.1%	50.6%	49.4%	48.6%
	Number of Street Light Repairs completed within 7 days	February 2016	N/A	147	238	227	285	461	365	324	379	311
	Total number of street light repairs to be completed within 7 days	February 2016	N/A	234	331	403	431	745	618	641	767	640
Analysis												Date Updated
Although we employed a sub-contractor for the last 3 months of the year, most of the faults passed to the contractor were out with the 7 day repair period so although the repairs were carried out, the deadline of repairing within 7 days was not achieved for half the total number repaired. We have now entered a new year but have retained the services of the sub-contractor with a view to increasing performance.												03-May-2016



Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	
	85 Percentage of Pothole repairs carried out within target time (Category 1 & 2)	March 2016	92%	96.7%	97.7%	100%	100%	98.7%	85.6%	92.4%	75.2%	98.6%
	Number of Pothole repairs carried out within target time (Category 1 & 2)	March 2016	N/A	948	592	385	622	538	172	1,474	1,706	1,761
	86 Percentage of Road Category 1 defects repaired within 2 working days	March 2016	92%	95.7%	100%	100%	100%	100%	83.3%	97.8%	87.2%	98.8%

	87 Percentage of Potholes Category 1 defects repaired within 2 working days	March 2016	92%	95.5%	100%	100%	100%	100%	79.3%	98.6%	87.3%	100%
	Number of Potholes Category 1 defects repaired within 2 working days	March 2016	N/A	64	45	27	29	24	69	344	550	321
	88 Percentage of Gulley Category 1 defects repaired within 2 working days	March 2016	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Number of Gullies Category 1 defects repaired within 2 working days	March 2016	N/A	0	0	0	0	0	0	0	0	0
	89 Percentage of Slabs Category 1 defects repaired within 2 working days	March 2016	92%	100%	100%	100%	100%	100%	100%	66.7%	84.6%	60%
	Number of Slabs Category 1 defects repaired within 2 working days	March 2016	N/A	3	6	3	4	1	21	6	11	6


Analysis												Date Updated
This range of indicators continues to perform exceptionally and achieve target in most categories. The 60% percentage for Category 1 Slab defects repaired within 2 working days has been impacted negatively by the low number in this category overall. Overall in 2015/16, 92.2% of all Category 1 and 2 defects were repaired within timescale.												03-May-2016

Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	
	90 Delivery – CH&I staff did what they said they would do	Q4 2015/16	80%			72.25%			77.67%			79.8%
	91 Professionalism - How well did CH&I staff do their jobs	Q4 2015/16	80%			79.53%			86.06%			82.8%

	92 Satisfaction with the overall service that was received from CH&I	Q4 2015/16	80%			73.58%			80.83%			78.3%
Analysis												Date Updated
<p>This information is reported quarterly, pooled from the 15 Customer Surveys which are currently live for former EPI services. At the end of the financial year all indicators were in the target range showing satisfactory performance. Examples of Q4 performance for satisfaction with service are: Roads Maintenance: 69% Cleaning (Schools): 89% Facilities Management (Admin & Distribution): 94% Aberdeen Scientific Services Laboratory: 100%</p> <p>Over the Directorate as a whole, the 2015/16 scores were: Delivery – 77.1% Staffing - 80.1% Satisfaction with service – 77.3%.</p> <p>In the coming months, the reporting will be extended to include Housing satisfaction information and will reflect the new Corporate metrics of Access and Customer Experience, in addition to Satisfaction.</p>												03-May-2016

Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	93 Percentage of Freedom of Information requests cleared in Month	February 2016	100%	95%	91%	95%	89%	98%	80%	93%	97%	
Analysis												Date Updated
<p>% Analysis - May 18 of 18 Freedom of Information requests cleared, June 37 of 39, July 39 of 41, August 40 of 44, September 38 of 40, October 51 of 57, November 57 of 58, December 16 of 20, January 55 of 59 and February 57 of 59. March data is not yet available.</p>												03-May-2016
Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	94 Average sickness absence	January 2016	10	13.9	14.0	14.2	14.3	14.3	14.4	14.3	14.1	14.5
Analysis												Date Updated
This indicator continues to increase, primarily due to Long Term absences which are currently being reviewed on a case by case basis.												03-May-

Short Term : May 4.8, June 4.8, July 4.8, August 4.9, September 5.0, October 4.8, November 4.8, December 4.8, January 4.7, February 4.7, March 4.8 Long Term : May 8.8, June 9.0, July 9.1, August 9.1, September 9.2, October 9.5, November 9.5, December 9.6, January 9.6, February 9.4, March 9.7	2016
---	------

Traffic Light Icon	Indicator	Last Update	Current Target	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016
				Value	Value	Value	Value	Value	Value	Value	Value	Value
	95 Number of Staff who have undertaken Training Workshops/Online Modules	February 2016	N/A	119	242	366	317	217	163	315	463	266
	Communities and Housing		N/A	42	122	168	167	105	107	125	249	164
	Land and Property Assets		N/A	39	81	121	61	58	27	101	134	34
	Public Infrastructure and Environment		N/A	29	21	62	37	23	12	54	33	24
	Planning and Sustainable Development		N/A	8	18	13	47	16	15	29	45	37
	Economic Development		N/A	1	0	0	5	1	0	1	0	3
	Business Support		N/A	0	0	2	0	14	2	5	2	4
Analysis												Date Updated
												03-May-2016

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure Committee
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Corporate Fleet Management Performance and Compliance - Update
REPORT NUMBER	CHI/16/080
CHECKLIST COMPLETED	YES

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 continues to develop 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.

Reports to both this and the Corporate Health and Safety Committees are still 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 in 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.
- (ii) The Committee agrees to the frequency of this report to move to every 6 months.

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 Licence" and all other associated vehicle and health and safety legislation.

The main purpose of goods vehicle operator licencing 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, Chief Executive, placed the Fleet Service into special measures under the direction of Mark Reilly and 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, or any other licence changes, is lodged DVSA are likely to inspect the levels of compliance of the service and report those findings to the Traffic Commissioner prior to the Commissioner giving considering whether to grant the licence increase or change.

The current number of vehicles on the "O" Licence is 105

During and following the Inquiry, work has continued to improve service compliance, delivery and performance. Special measures are no longer in place and although compliance has improved considerably there is still a significant amount of work required to improve service performance.

5.2 Progress Update

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 and ongoing improvements led by the Fleet Services Manager. The main current issues under review are Accident / Insurance claims and External Hire procedures. The information in this section provides a summary of the key work completed to date.

5.2.1 Developing the Fleet Team

Following a successful recruitment campaign, three new members of staff have joined Fleet Services. With the aim of creating a new level of management capacity and capability which will shape future operating structures the new Fleet Manager (Senior Service Manager Level) began work on 1st March 2016; the new Fleet Compliance Manager started on 18th April 2016 and the Fleet Business Support Officer who started on the 8th February 2016 are both currently working on stage 2 of the new staff structure for Fleet delivery.

Fleet Manager has currently started the recruitment process to replace mechanics for staff that have left the service; which will reduce the current supply of agency mechanics.

Once the full Team is in post, the Fleet Programme will be redefined in order to build on the work that has taken place so far and to maximise the efficiency and effectiveness of the Service as a whole. Implementation of new procedures are ongoing with the new Fleet Manager and Business Support Officer who are currently reviewing past and present systems and procedures with a view to making the service more efficient.

5.2.2 Training and Development

The Fleet Training and Development Programme for staff operating Council vehicles continues to be delivered. Since the start of 2016, the following training courses have been made available and carried out:

- Operators Licence Awareness training courses 2015 / 2016 –Trained 262
- First Use Check courses Jan / Feb / March 2016 – Trained 71
- Drivers licence course Jan 2016 – Trained 16
- LGV drivers CPC courses arranged Jan / Feb / March 2016 - Trained 49
- Loads & Loading July 2015– Trained 4
- Faun / Zoeller – Bin Lifting equipment 2016 – Trained 12 Workshops
- Jet Patcher April 2016 – Trained 1 Mechanic

During November and December 2015, a team of Service Managers and Team Leaders from across different operational areas of the Council undertook the Certificate of Professional Competence for Transport Managers (Road Haulage) (CPC). This CPC qualification is a legal requirement of the operator licensing system. The examination is notoriously difficult to pass with average a pass rate of between 40% - 50% being the norm. The exam is made up off two parts. Following an intensive course of learning seven officers sat the exam with three being successful on both parts and subsequently achieving their CPC. The remaining officers are being offered resits on one or both papers. One candidate is currently challenging their result.

It is intended that the council will have between seven and eleven officers with a CPC to give a level of business continuity and demonstrate understanding of the council's statutory obligations. Previously there was only one CPC holder on the councils licence; there should have been three to satisfy the terms of the licence (one qualified member of staff for every 50 "O" Licence vehicles).

After completing this training, the team will be better equipped with the understanding required to minimise risk and assist the council in managing future risks associated in compliance and safety across the operation of Council fleet in their service areas.

The ongoing checking of drivers licences continues across the Council and training undertaken with Service Managers in the use of reports and follow-up action.

The driver's handbook for minibuses has been distributed to the Public Transport Unit, Adventure Aberdeen and is being distributed to all schools within this remit.

5.2.3 Workshop Highlights

Engaging and involving staff in making improvements to how the workshop operates continues to be a priority. Regular meetings are held with the staff to get their feedback and suggestions and to look at how the workshop can be further improved.

To date there have been 3 meetings, progress is being made and employee participation is improving.

Vehicle Workshops refurbishment is to commence week 02.05.16. This work will include painting within the garage area; improved flooring; improved lighting; and improved electrics; and herringbone parking arrangement. The work will take 32 weeks to complete.

5.2.4 Fleet Compliance

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.

The current OCRS to date 10.04.16 is Roadworthiness band Green 00 (MOT) and Traffic band Amber A05 (Roadside checks)

5.2.5 Procurement

The implementation of the fleet replacement and disposal programme continues. As part of this programme of work, robust service level agreements are being negotiated with suppliers. The initial procurement phase is going well for vehicles with a clear budget/strategy in place for each vehicle in service up to 2020 this includes the following:

Delivered:

- All Small Plant Items
- 25 Small Vans

Completed:

- Grounds plant tender all lots awarded during April - approx. £496k
- Compact sweeper tender pre-conditional awarded - approx. £360k
- Five vans purchased for fleet, pest control and play area staff - approx. £70k
- Six electric vans tendered and awarded in conjunction with a Scottish Government grant - 3 year lease - £52k

Planned:

- 6 mini buses across different departments
- 1 Telehandler
- 1 Saloon Car
- 1 White Lining Vehicle
- 4 RCV'S (Trade Lifts)
- 5 Precinct Sweepers
- 1 Minibus
- 2 Luton Vans

5.2.6 Fleet Finance

The review of the fleet budget continues with the Programme Management Office (PMO) 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. The PMO are merging the Fleet programme of work into one project.

A fleet life costing / budget model has been developed and approved by the Service and work is now focussed on using this model for building the budget across different service areas. Waste is the first area with the Team currently completing life costings against all classes of vehicles. It is expected for this work to be completed in mid-March.

5.2.7 Infrastructure Developments

Plans have been developed to make alterations to the office space utilised by the Fleet Service in order to improve the working environment for staff and to provide a more welcoming environment for customers.

The entrance hallway, canteen and office facility within workshop building have been decorated and a key fob entry system installed.

The refurbishment of the CPU area will commence May 23rd and completed by July 1st

5.3 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)

The YTD 2015-2016 there was a failure on three tests to date there has been 105 tests and 102 passes. The failures have been due to an internal failure in a break chamber and the other was due to the aim of the headlight. The break chamber failure occurred at the time of test and could not have been predicted. Both failures have been investigated and neither could have been detected prior to the test.

The break chamber failure attracted a prohibition notice.

The 3rd failure (PRS) was due to the Conspicuity markings / Tape being fitted too close to the stop lights, this was an original fitting by the supplier but not picked up at inspection.

The YTD (April) 2016-2017 there has been 5 tests with one failure for a fuel leak. This has been investigated and Additional items / checks have been added to the Quality control sheet to prevent further failures of this type and also improve the presentation of the vehicle at MOT Test.

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 Q3	95.00%
2015/16 Q4	95.46%
2015/16	97.14%
2015/16 National Average	84.70%
2016/17 Year to date	80.00%
2016/17 National Average	Not Available

Table 1: O' Licence MOT Test - % First Time Pass Rate

An YTD figure for Pass Rates is now included

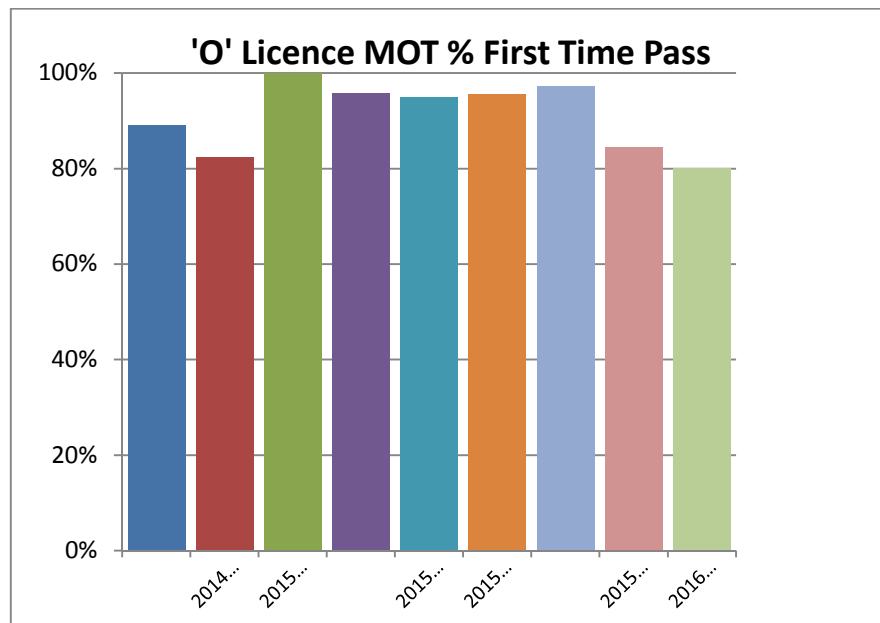


Chart1: O' Licence MOT Test - % First Time Pass Rate

- 2) Roadside inspections / resulting prohibitions. Roadside prohibition rate 2014/15 = 33%. 2015/16 = 12½%. There has been one further prohibition which resulted from the test failure caused by the brake chamber (which is in 15/16 figures). One Incident in March 2016

involved a Building Services vehicle (3.5Ton) being stopped by the police for over-loading, a prohibition was issued.

Roadside Inspections & Prohibitions	
2014/15	
Inspections	3
Prohibitions	1
2015/16	
Inspections	16
Prohibitions	2
2016/17 (to date)	
Inspections	1
Prohibitions	1

Table 2: Roadside Inspections & Prohibitions

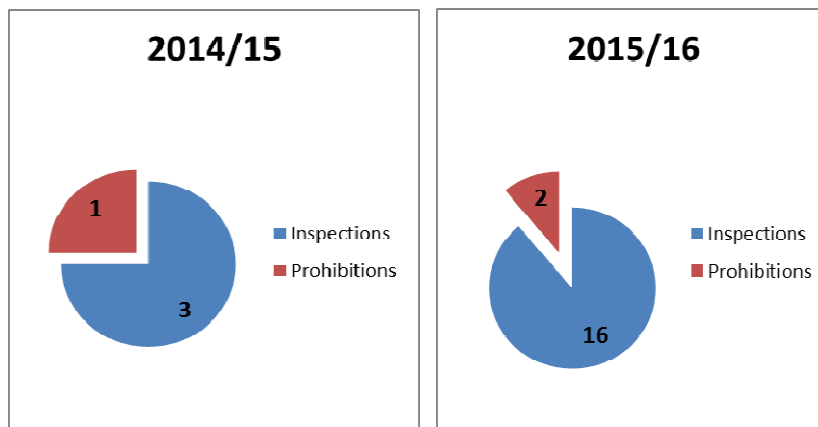


Chart 2a: Roadside Inspections & Prohibitions 2015/16

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 half way through the year. The figure at year to date is still reducing from £42,601 to £41,423. This reduction is mainly by the introduction of impress stock and removal of obsolete stock. The current stock is the same as the year end £41,423.

Spare parts held as Stock	
2014/15	£48,766
2015/16	£41,423
2016/17	£41,423

Table 3: Spare parts held as Stock

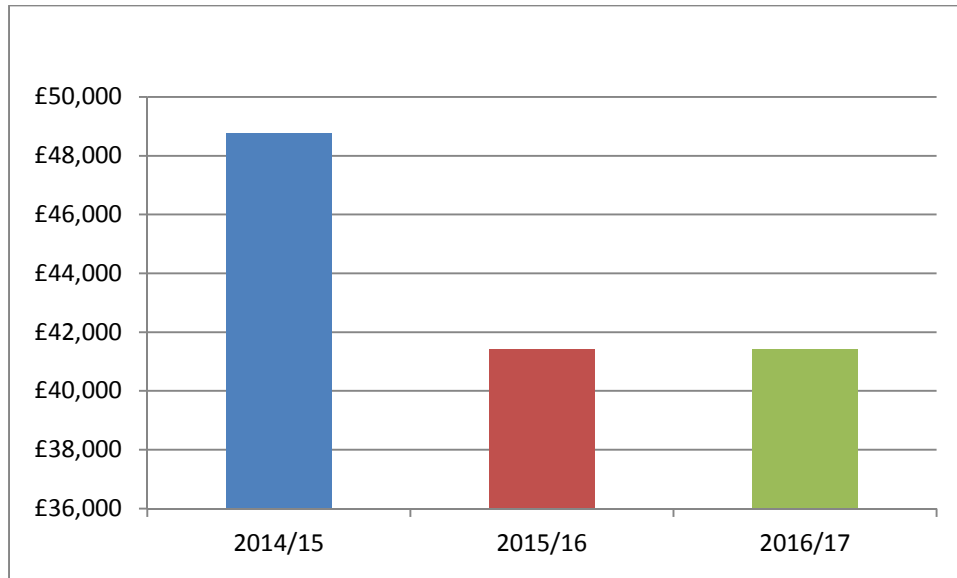


Chart 3: Spare parts held as Stock

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. The one outstanding for March is a vehicle currently VOR away for a body repair at an external supplier (Jet Patcher)

Outstanding O Licence MOT & Service Inspections	
Apr-15	5
May-15	5
Jun-15	8
Jul-15	9
Aug-15	3
Sept-15	1
Oct-15	5

Nov-15	2
Dec-15	0
Jan-16	0
Feb-16	0
Mar-16	1
Apr-16	1

Table 4: Outstanding O Licence MOT & Service Inspections

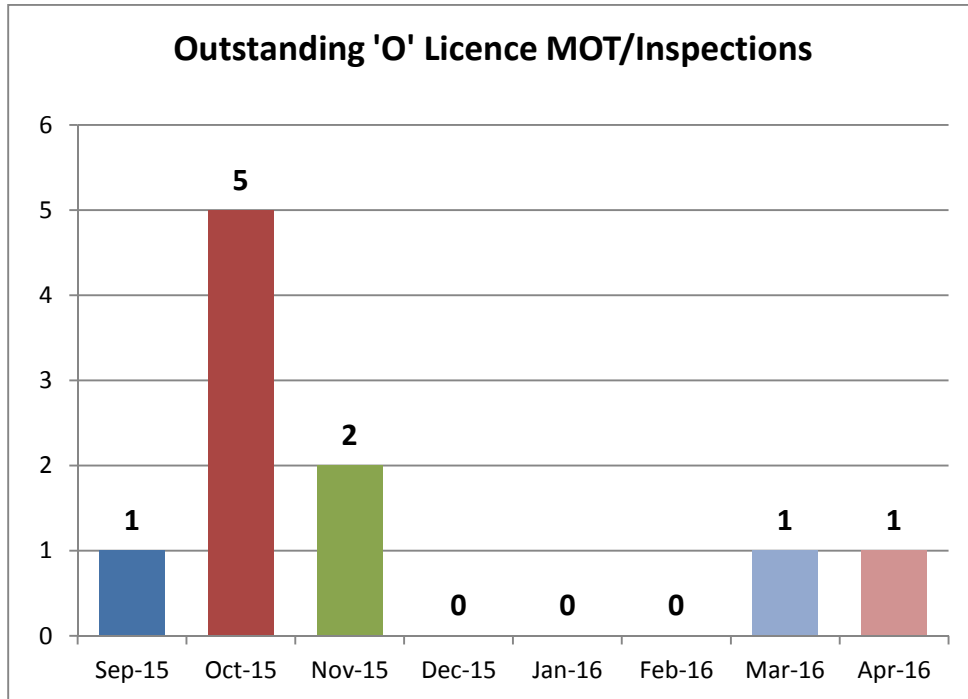


Chart 4: Outstanding O Licence MOT & Service Inspections

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.

The age profile of the fleet continues to improve as end of life vehicles are replaced. The improvement is from 54.4% to 47.62%.

Vehicles over 5 years old - current	
Total Vehicles	504
Total over 5 yrs	240
Total not known	0
Total less than 5 yrs	264
% over 5 years	47.62%

Table 5: Vehicles over 5 years old – current

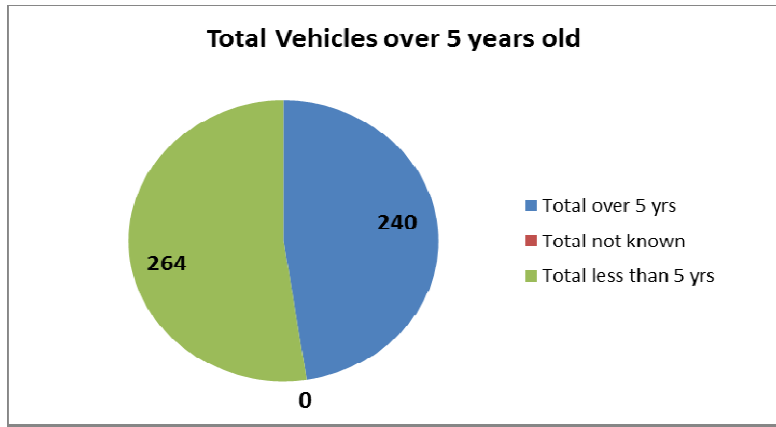


Chart 5: Vehicles over 5 years old - current

6) Number of Vehicles per Service

Number of Vehicles per Service		
Service	No	%
Building Services	144	28.57
Grounds	72	14.28
PTU	25	4.96
Waste	76	15.08
Roads	90	17.86
Facilities	5	0.99
Education	20	3.97
Other	62	12.30
Hydrogen Bus	10	1.98
Total	504	100

Table 6: Number of Vehicles per Service

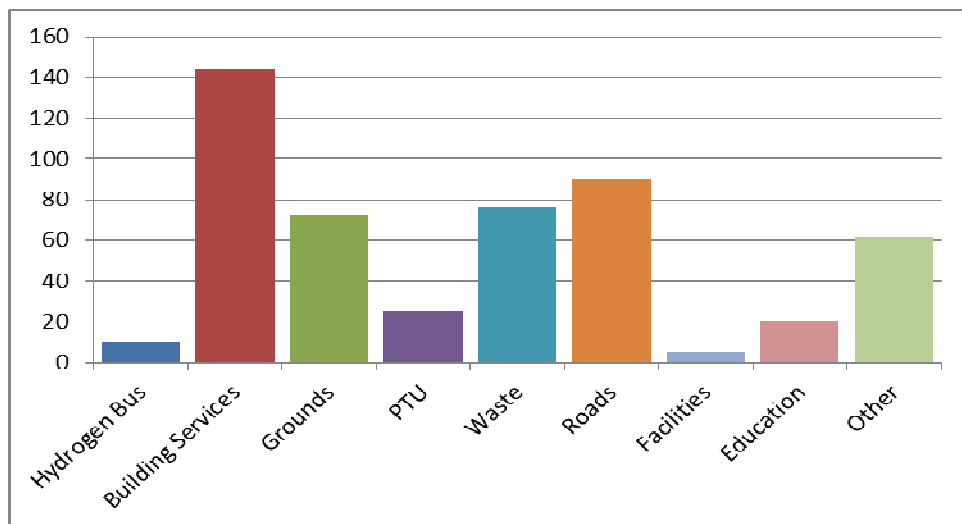


Chart 6: Number of Vehicles per Service

7) Licence Issues as % of Licence Checks

Drivers Licence Checks 2015/16	
No. of Drivers (4 Checks/driver/year)	715
% Drivers Checked	96.22%
Licence Issues as % of Checks	0.73

Table 7: Drivers Licence Checks 2015/16

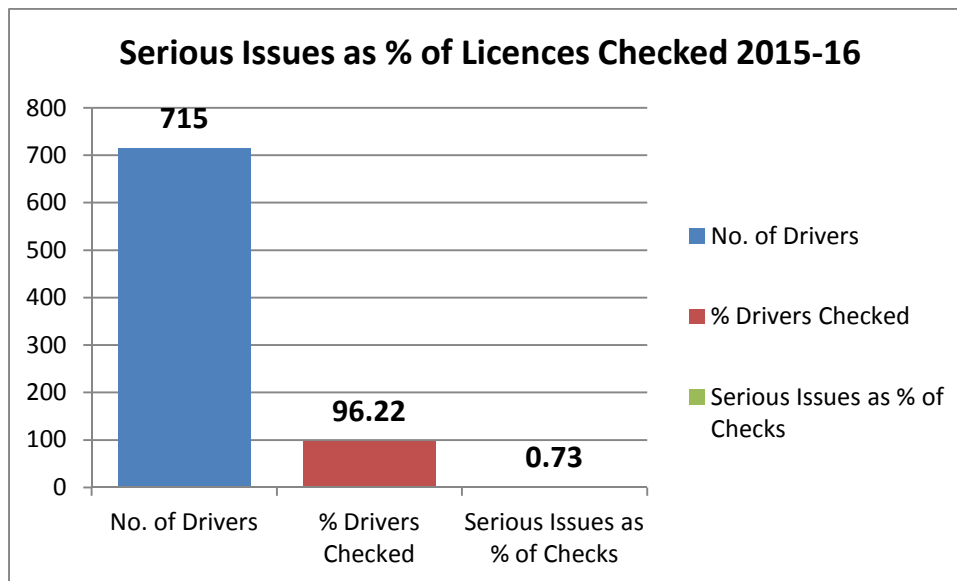


Chart 7: Drivers Licence Checks

Number of LGV drivers checked (4 times per year) for 2015/16 is 715, 0.73% issues are minor and not of a serious nature and are being monitored.

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 reported.

5.4 Vehicle Accidents / Incidents recording.

The service commenced recording vehicle, 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. One Incident in March 2016 involved a Building Services vehicle (3.5Ton) being stopped by the police for over-

loading, a Prohibition was issued, the line manager was cautioned and the driver has a court appearance on the 9th May 2016. Since the incident Fleet with discussions with the service have advised the service will regularly weigh their vehicles on mobile scales and target the potential over - loads for vehicles near the border line and take the appropriate action to prevent further failures.

	Q1	Q2	Q3	Q4	2015/16	2016/17 Q1 to Date
Building Services	1	16	11	17	58	1
Grounds	8	37	21	20	99	23
PTU	2	5	4	3	16	0
Waste	18	39	32	27	141	3
Roads	3	9	7	5	27	1
Other	1	5	9	14	37	6
Total	33	111	84	86	378	34

Table 8: Accidents / Incidents per Service

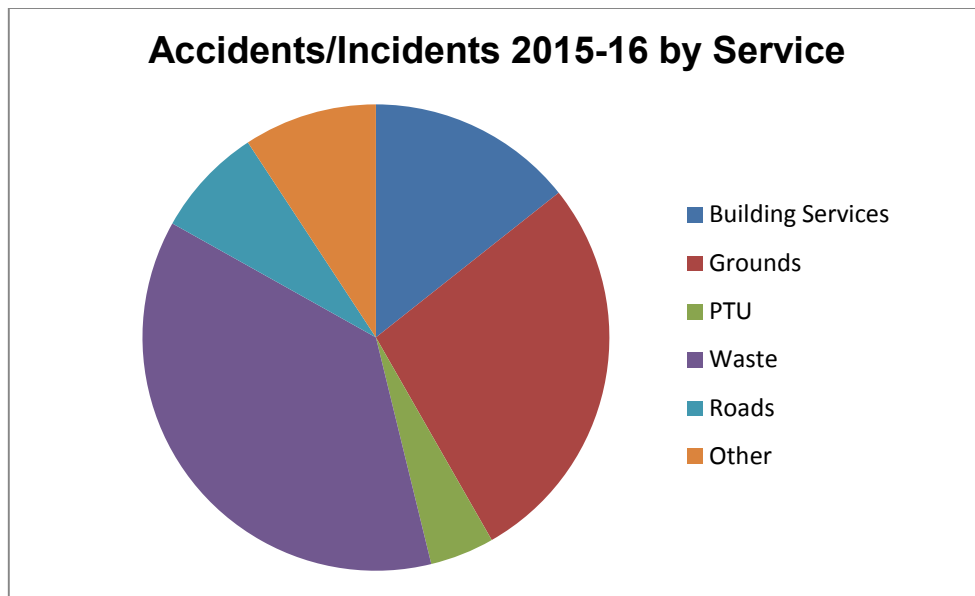


Chart 8: Accidents / Incidents per Service – 2015/16

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. All incident reports are dated when sent out to the user department, if not returned by a certain time a reminder is sent out. On return the report will highlight any action taken if required by the user department.

Late Reports 2015/16 per Service

Building Services	23
Grounds	39
Waste	37
Roads	9
Other	10

Table 8a: Late Reports per Service – 2015/16

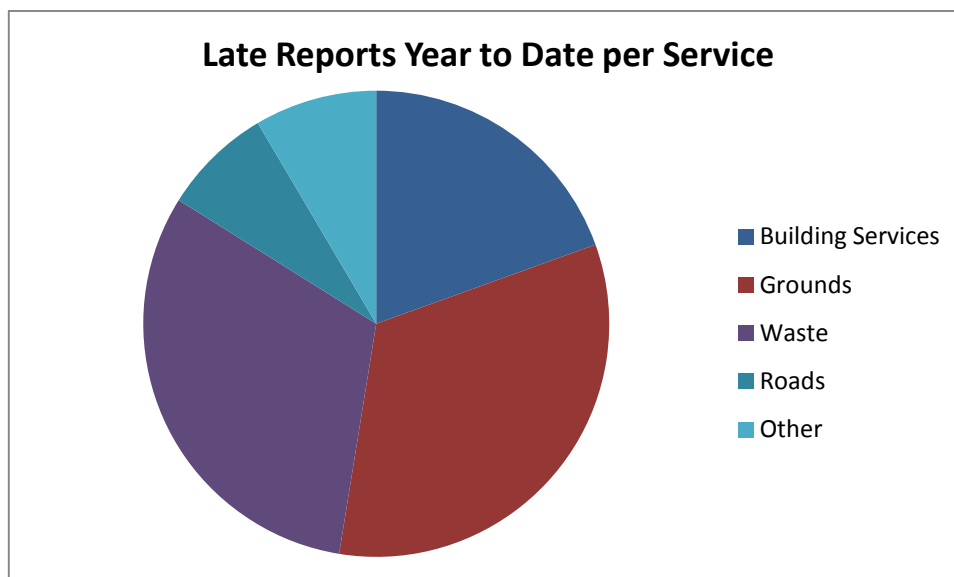


Chart 8a: Late Reports per Service – Year to Date

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.

5.5 Vehicle Accidents - Motor Claims Experience

Following discussions 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 days (2010/11) to 9 days (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.
- The top 3 cost of claims come under the following departments: Street Cleansing, Refuse collection and Housing, making up 54% of the cost of claims
- The top 3 counts of claims falls to Refuse Collection, Housing and then Street Cleansing, accounting for 46% of the overall number of claims reported
- The top cause, representing 49% of registered claims and 39% of the cost of claims is hitting a parked vehicle or property

Number of Claims by Financial Year

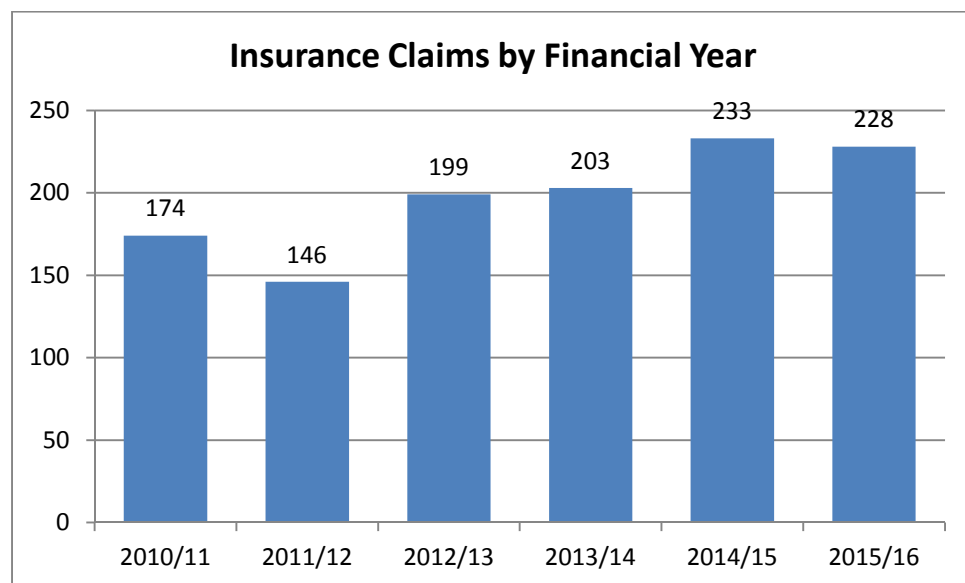


Chart 9: Number of claims by Financial Year

5.6 Summary

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 all aspects of Fleet Services and of Corporate Vehicle Compliance. The work focus has mainly been about ensuring that the Council was compliant and there has been a number of service initiatives commenced and implemented to assure compliance. This work is not complete and is on-going although

the focus on compliance is now about imbedding the procedures into day to day operations and ensuring that what is required from the services and employees is being met.

Other work has now commenced reviewing the efficiency of Fleet Services and how services utilise the fleet assets. The first part of this efficiency reviewed was a review of the organisational structure of Fleet Services. This has been carried out and recruitment to three of the main managerial posts has been completed with work being commenced to recruit to the remaining vacant posts. There is a need to implement these structural changes as swiftly as possible 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
01224 523096

W Whyte
Fleet Services Manager
wilwhyte@aberdeencity.gov.uk
01224 489312

ABERDEEN CITY COUNCIL

COMMITTEE: Communities, Housing and Infrastructure
DATE: 6 May 2016
TITLE OF REPORT: Thematic Report - Policing of Aberdeen City Centre

1. PURPOSE OF REPORT

This report seeks to provide members with information on how Police Scotland delivers the Policing Plan in Aberdeen City Centre and how we work in collaboration with key partners to achieve and deliver our objectives to ensure the City remains a safe and welcoming place to live, work and visit.

2. RECOMMENDATION(S)

Members are asked to note the paper.

3. BACKGROUND

The local City Centre Community Policing Team (CPT) is based at Divisional Headquarters, Queen Street, Aberdeen, and is led by Chief Inspector Graeme Mackie, Local Area Commander for Aberdeen City South.

Operation Oak is the long term strategy within the City Centre, developed and led by Police Scotland but involving the support and collaboration of local partners to deliver the following key objectives:

- Prevent and reduce violent crime;
- Prevent and reduce retail crime;
- Prevent and reduce antisocial behaviour and alcohol related disorder.

The success of policing Aberdeen City Centre is a result of strong and visible joint working between key partners, all of whom have invested significantly in terms of time and effort to ensure the City Centre continues to be a safe and enjoyable place to frequent. This partnership approach has seen Aberdeen City awarded the coveted Purple Flag for excellence in the management of the weekend night time economy; an accolade that has been retained for the past three consecutive years. The partnership structures currently in place have been specifically and positively commented upon by the Purple Flag assessors who regard Aberdeen as the 'lead example' in Scotland.

4. STRUCTURES

With a high concentration of licensed premises within the City Centre, one of the key issues for the local Community Policing Team is the management of the night time economy and ensuring those who live, work and visit the City Centre can do so safely and with confidence in the services provided by Police Scotland and its partners.

Strategic

The night time economy is managed from a strategic perspective through the Weekend Planning Partnership. This group works collaboratively to address local issues and ensure combined resources are targeted efficiently and effectively. This partnership also provides a direct link to the Aberdeen Community Safety Partnership.

The Weekend Planning Partnership is chaired by Chief Inspector Graeme Mackie and consists of senior members from Aberdeen City Council, Aberdeen Community Safety Partnership, Safer Aberdeen, Robert Gordon University (RGU), Aberdeen University, Scottish Ambulance Service, Scottish Fire and Rescue Service, Aberdeen City Alcohol and Drugs Partnership (ADP), First Group, Street Pastors, Aberdeen Taxi Group, Aberdeen Inspired, Unite Students, Unight (Licensing Trade) and Alcohol and Drugs Action Aberdeen.

The Weekend Planning Partnership has three strategic aims which are:

1. **Prevent and reduce violent crime** - led by Police Scotland;
2. **Create a culture of responsible drinking** - led jointly between ADP and Safer Aberdeen;
3. **Strengthening and promoting Purple Flag** - led by Aberdeen Inspired.

Recent collaboration by members of this group, namely Police Scotland together with Aberdeen University and RGU, has seen the implementation of projects to create responsible drinking and reduce incidents of violent crime involving their student community.

NOT PROTECTIVELY MARKED

A recent media project undertaken by RGU students on behalf of the Weekend Planning Partnership saw a series of short safety videos delivered during the festive period and screened within Cineworld, Union Square, Aberdeen. These efforts attained national media coverage and have subsequently been nominated for a National Community Safety Award which, in turn, has further promoted joint working between the Weekend Planning Partnership and the City's Universities.

An invitation has recently been extended to members of the Aberdeen City Council Licensing Committee to view the work undertaken by Police Scotland and partners regarding Weekend Policing. It is hoped that this invitation will provide the Licensing Committee with an opportunity to experience, first-hand, the policing of licensed premises in the City of Aberdeen.

Tactical

The Aberdeen City Centre Weekend Policing operation runs every Friday and Saturday night, in addition to other designated evenings for particular events or occasions, as well as on Wednesday evenings during University term-time. The operation is overseen by a dedicated Police Inspector who is responsible for the event as well as the briefing and deployment of all staff. For the purposes of the operation, the City is split into sectors, with each being managed by a Sergeant. Officers are deployed on foot or as part of a mobile unit in marked Police vehicles. The number of staff deployed on a given night is co-ordinated by an ongoing planning process.

A weekly planning meeting held every Tuesday to review the previous deployment and to prepare for the upcoming weekend. This meeting is chaired by one of the City Centre Inspectors or the Inspector responsible for the forthcoming weekend operation and is attended by representatives from the local Police Scotland Corporate Communications (Media) Team, CCTV Suite, Community Safety Analyst, Local Intelligence Office and Police Licensing Department.

This meeting follows a set agenda and tasks are allocated as appropriate. Any local or national events which may impact on footfall within the City Centre will also be discussed and the proposed staffing numbers and deployment for the oncoming weekend agreed.

The meeting initially discusses any matters arising from the previous weekend, including volume and types of crime committed. With analytical support, this information can be used to ensure Officers are deployed to the right areas at the right times so as to have the maximum effect in reducing crime. This also allows for the identification of persistent or serious offenders and prevention plans to be implemented to address specific offending behaviour. CCTV operators contribute extensively in this area given their knowledge of offenders and their unique perspective on the City Centre environment. A further benefit of this process is that once persistent or serious offenders have been identified, a number of control measures can be considered to counter their behaviour, including the use of bail conditions and antisocial behaviour legislation.

Licensing issues are also discussed as are particular incidents of note so that Officers can be briefed and thus support local licensees in tackling crime or disorder within, or associated with their premises. Visits to licensed premises carried out in the course of Weekend Policing duties are a cornerstone of the operation and the input of the Licensing Team ensures that inspections are as focused and effective as possible.

Representatives of the local Police Media Team also attend the meeting to highlight any particular areas of media interest regarding the upcoming weekend/event. This meeting is also a forum to discuss any planned media releases highlighting specific safety messages or local /national campaigns. Increasingly, social media is being utilised as an effective way of promoting the Weekend Policing operation and sharing key messages in an accessible and engaging way with the wider general public.

Operational

The output of this tactical meeting is utilised to inform the operational briefing delivered to staff involved in the Weekend Policing operation prior to staff being deployed on a Friday and Saturday night. As well as covering the fundamental elements of the operation, this briefing includes specific information regarding persistent offenders, areas of concern, licensing issues and current intelligence related to the operation.

It is recognised, however, that Police Scotland do not perform this function in isolation and there is a diverse and well-established partnership of agencies involved at an operational level within the City.

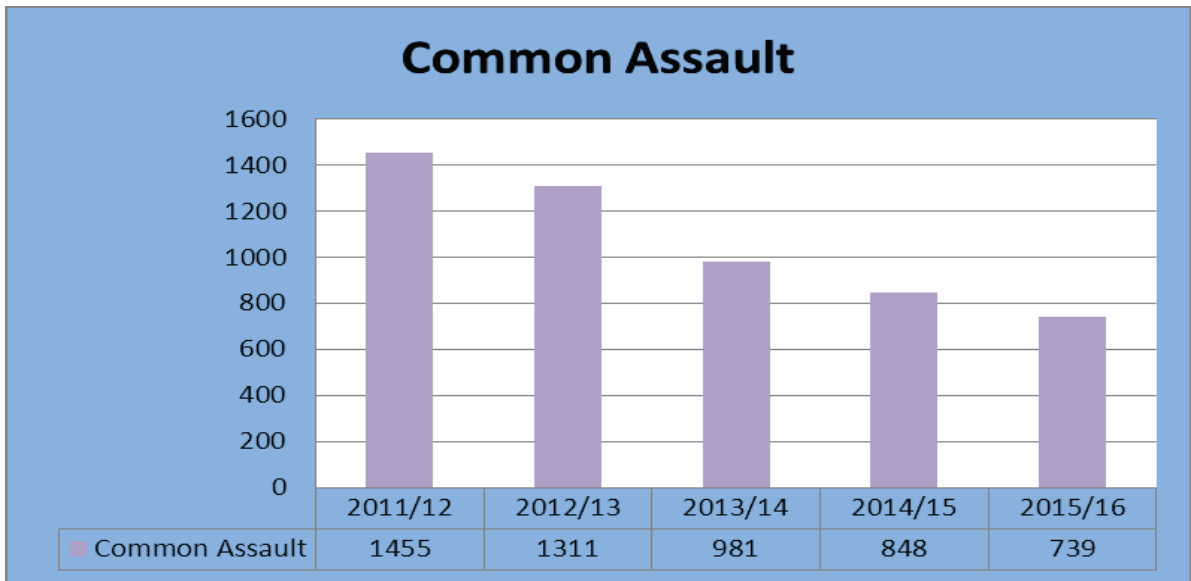
The operational briefing process has developed over the past 18 months and mechanisms are now in place to facilitate the passing of information to key agencies involved in managing the night time economy along with Police Scotland such as Door Stewards, Street Pastors and Taxi Marshals. Additionally, information gleaned from these partners can assist greatly in the efficacy of the policing operation. A dedicated radio network is also utilised and this allows Police Scotland, Door Stewards, Street Pastors, Taxi Marshals and CCTV Operators to speak directly with one another and seek support or pass information as required.

At the conclusion of each operation, staff are de-briefed and the output of this process informs the subsequent tactical meeting held on the following Tuesday.

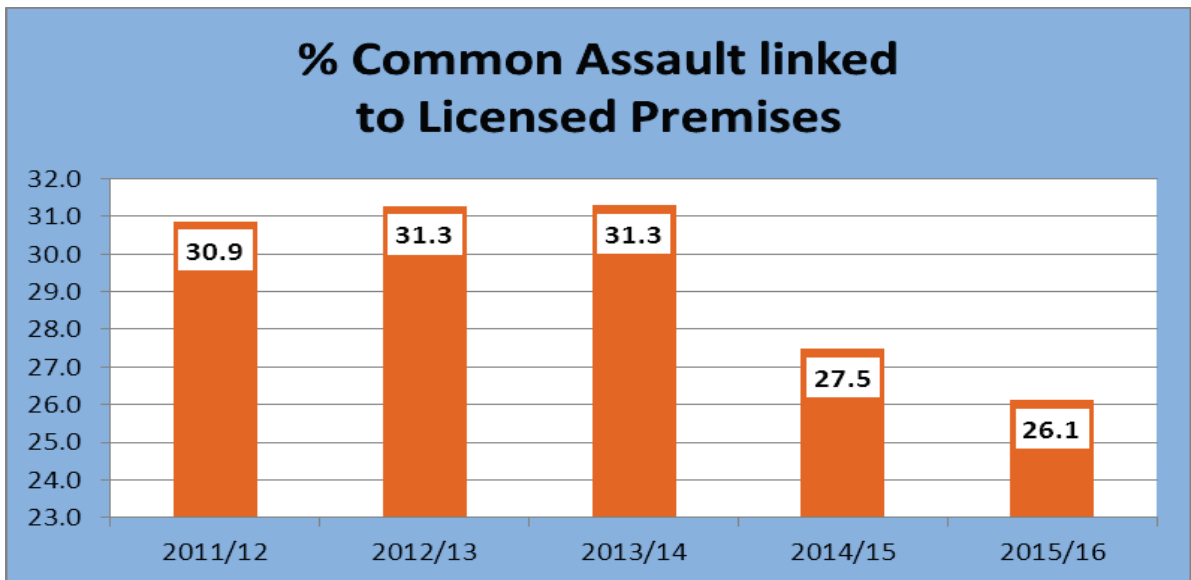
5. KEY CITY CENTRE POLICING PRIORITIES

Violence

Preventing and reducing violent crime within the City Centre is an absolute priority and where such crimes do occur, specific and robust processes are in place to ensure that thorough investigations are instigated to bring offenders to justice.

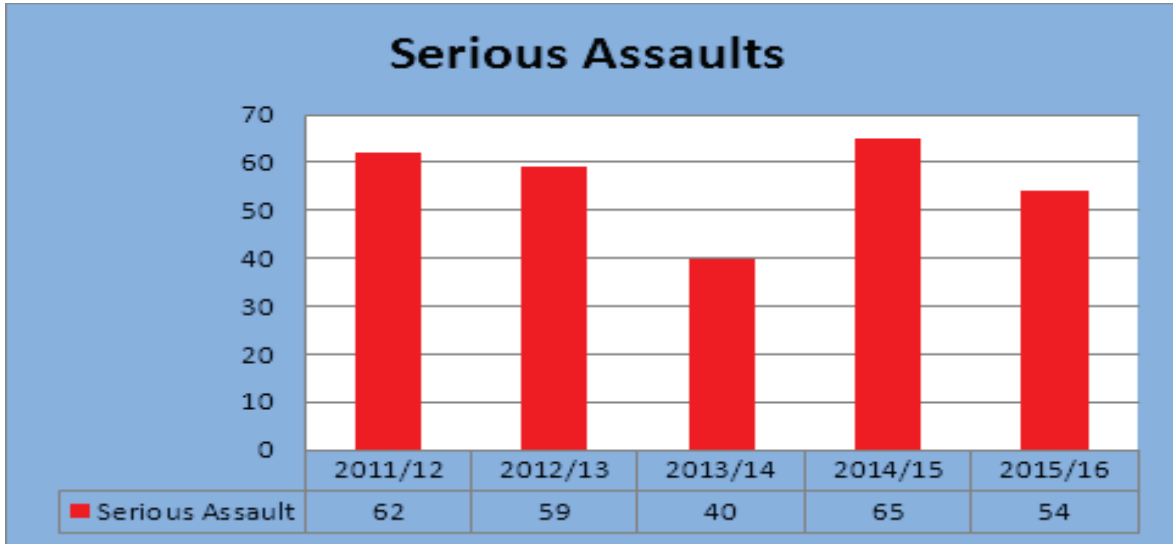


The graph above shows a downward trend in Common Assaults with fewer recorded incidents year on year. The 739 offences recorded in 2015/16, is 328 (30.7%) fewer than the five year average.

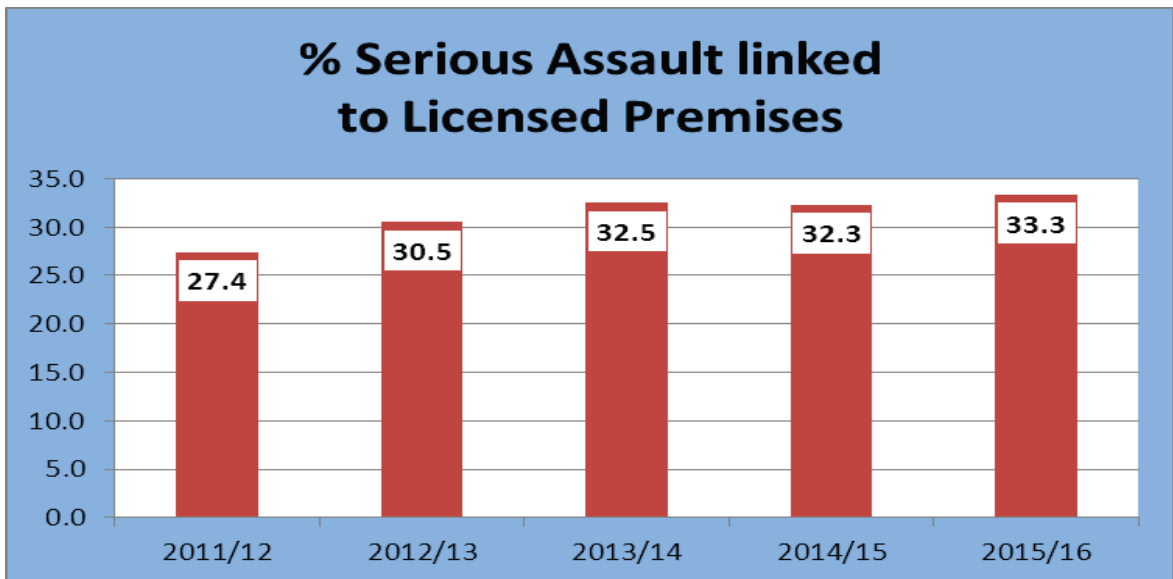


The graph above shows the percentage of Common Assaults recorded at Licensed Premises during each fiscal year.

After rising slightly in terms of overall share in 2011/12, the ratio of Common Assaults recorded in licensed premises has fallen to approximately one in every four in 2015/16.



The graph above shows the number of Serious Assaults in Aberdeen City Centre during each fiscal year.



In contrast to Common Assaults, the number of Serious Assaults linked to licensed premises has continued to increase. In 2011/12, just over one quarter of Serious Assaults recorded were linked to licensed premises, however by 2015/16 this had increased to one third.

NOT PROTECTIVELY MARKED

Violent crime within the City Centre is, in the main, linked to the weekend night time economy. Persons from different areas of the City converge on a relatively small area and when combined with increased consumption of alcohol and other substances the potential for violent offending is significantly increased.

The majority of violent crimes within the City Centre involve the perpetrator and/or the victim being under the influence of alcohol (as shown in the following tables). The strategic priority for the City Centre Weekend Planning Partnership is to **'Promote a Culture of Responsible Drinking'** and is aimed directly at addressing this issue and thus reducing violent crime. The marketing of non-alcoholic events and products within licensed premises, promoting the **'Best Bar None'** awards aimed at rewarding and improving standards within licensed premises along with specific and targeted media campaigns around drinking responsibly, are all key initiatives which have been delivered through the Weekend Planning Partnership.

2011/12	Offender	Victim
Breach of the peace	92.1%	20.8%
Common Assault	87.1%	55.0%
Minor Assault of an Emergency Worker	87.4%	-
Serious Assault	90.2%	88.5%
Threatening or Abusive Behaviour	84.4%	18.3%

2012/13	Offender	Victim
Breach of the peace	91.9%	18.6%
Common Assault	89.7%	57.4%
Minor Assault of an Emergency Worker	90.6%	-
Serious Assault	94.6%	90.9%
Threatening or Abusive Behaviour	84.4%	23.1%

2013/14	Offender	Victim
Breach of the peace	93.8%	19.7%
Common Assault	87.0%	59.3%
Minor Assault of an Emergency Worker	81.3%	-
Serious Assault	85.7%	97.4%
Threatening or Abusive Behaviour	71.8%	14.7%

NOT PROTECTIVELY MARKED

2014/15	Offender	Victim
Breach of the peace	95.7%	18.9%
Common Assault	84.7%	52.2%
Minor Assault of an Emergency Worker	77.9%	-
Serious Assault	90.0%	88.9%
Threatening or Abusive Behaviour	76.0%	16.6%

2015/16	Offender	Victim
Breach of the peace	95.5%	12.8%
Common Assault	80.7%	51.0%
Minor Assault of an Emergency Worker	85.9%	-
Serious Assault	91.2%	86.5%
Threatening or Abusive Behaviour	76.1%	10.6%

As illustrated above, offences in each year show a disparity in the proportion of offenders under the influence of alcohol in relation to their victims, with the exception being those who were the victims of Serious Assault.

In order to tackle violent crime, analytical support is used on a weekly basis to establish particular problem time periods and areas of the City Centre which experience higher levels of violent offending. This analysis allows resources to be deployed effectively and also identify reasons why such crimes are occurring in specific locations. Additionally the identification of environmental issues such as lighting, lack of CCTV coverage or street design as well as standards relating to the management of licensed and late hours catering premises can also be highlighted and whenever possible addressed.

Analytical support also allows for the identification of individuals who cause a particular risk in terms of their frequency or manner of offending in the City Centre. In partnership with the Local Authority and COPFS, enforcement including restrictive bail conditions and antisocial behaviour legislation has been utilised by Police Scotland to ensure the potential for these individuals to re-offend has been greatly reduced. This information is shared with all Officers involved in the policing of the City Centre so that such individuals can be identified and then robustly and appropriately dealt with.

Work in this area is constantly evolving and over the period of the last six months it has been established that a significant proportion (approximately 10%) of persons involved in violent offending within the City Centre are visitors to Aberdeen. In response to this and as part of a wider strategy to work closely with licensed premises, the Aberdeen City Centre 'Hotel Watch' scheme was established in partnership with the Business Improvement District - Aberdeen Inspired. 'Hotel Watch' has opened and improved lines of communication between Police Scotland

and City Centre hoteliers, whereby information is now passed to Police Scotland in relation to any persons or groups of concern who are staying within the City Centre. The scheme has also created a forum for Police Scotland to pass safety messages to visitors to the City and provide pertinent local information such as details regarding street drinking bye-laws.

'Hotel Watch' has also proved valuable in terms of generating investigative opportunities following incidents of violence as well as wider offending.

At a strategic and tactical level, relationships and communication have been strengthened, through the Weekend Planning Partnership between Police Scotland and Door Stewards, Licensees, Taxi Marshals, Scottish Ambulance Service and Street Pastors who work alongside one another during the Weekend Policing operation. By means of these strengthened relationships, valuable real-time information regarding problematic groups or individuals can be passed on, allowing for effective police enforcement and the prevention of violent offending. This early and effective intervention forms a key tactic in tackling violent crime within the City Centre.

Retail Crime

Tackling retail crime remains one of our key objectives under the 'Oak' strategy and is an ongoing priority for the local Community Policing Team.

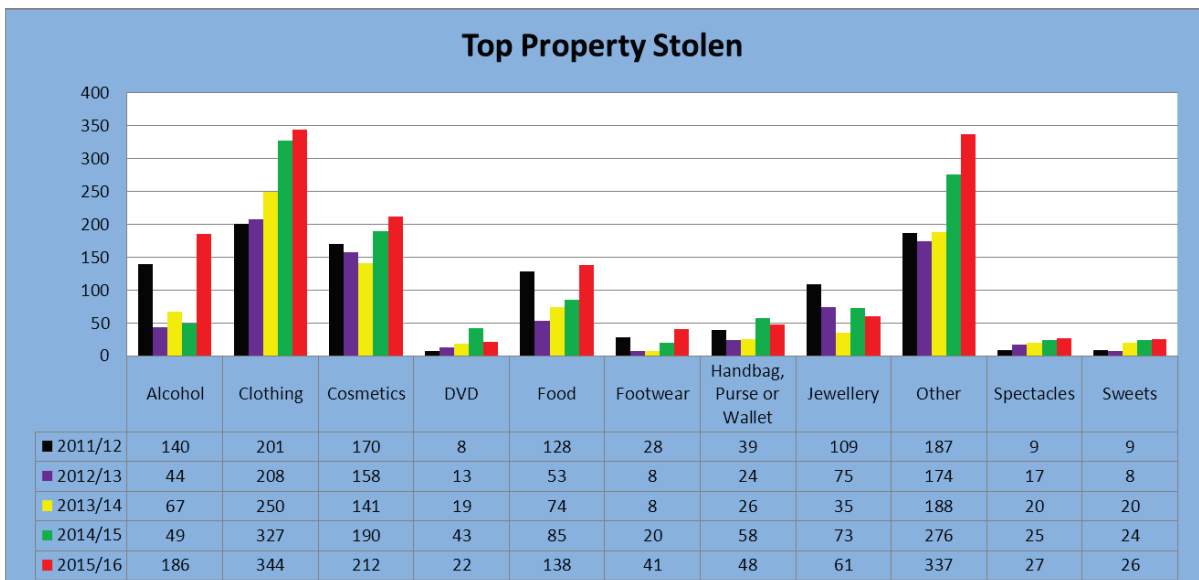
City Centre Officers continue to work closely with external partners in the retail trade, Aberdeen Inspired, Aberdeen City Council (Safer Aberdeen), Scottish Retailers Against Crime and COPFS.

A retail forum has been set up by Police Scotland in conjunction with Aberdeen Inspired and the main City Centre retailers focusing on issues such as crime prevention, information sharing, effective reporting of incidents and intelligence and detection of crime. This new forum has increased communication and awareness of crime trends and modus operandi and has provided reassurance to the retail trade. This work is ongoing with a view to developing further effective engagement with retailers.

Aberdeen Inspired issue a weekly newsletter to levy payers within the City Centre and Police Scotland regularly makes use of this facility to highlight areas of concern around retail crime as well as promoting good practice.



Since 2012/13, there has been a year on year increase in Shoplifting offences. Against the five year average 2015/16 such offences were up 30.5%.



The table above shows the type of property stolen where the annual average exceeded 10 thefts.

Clothing and cosmetics are the most popular identified items stolen, though thefts of alcohol show significant increase in recent years. Against the five year average, the 2015/16 increase is 91.4%.

It is evident that retail crime in Aberdeen City Centre has risen over the past 5 years and this figure is replicated nationally. At a national level, austerity may provide some explanation to a rise in retail crime, however at a local level an improved partnership approach has also seen reported crimes rise over recent years. This increased focus by Police Scotland and key partners on retail crime has seen certain larger national retailers reporting more crimes in the last 12 months than they had previously. This increased reporting has given a more realistic picture of the issue of retail crime and has provided opportunities around sharing intelligence to improve performance in this area.

Reducing Antisocial Behaviour and Alcohol Related Disorder

At present, there are 245 premises within Aberdeen City Centre which hold an On-Sales Liquor Licence and include hotels, restaurants, public houses, nightclubs and casinos.

On Friday and Saturday nights, pubs close at 0100 hours and nightclubs close at 0300 hours. Late night food premises are open until 0400 hours on both nights and as a result, footfall within the City Centre remains high until 0500 hours as patrons find their way out of the area by various means. Any increase to licensing hours would obviously have an impact on Aberdeen City Centre. Increased licensing hours elsewhere in the UK have seen late night licensed venues closing between 0400 hours and 0600 hours. These extended licencing laws often result in intoxicated patrons leaving the City Centre at the same time as the daytime economy is starting, thus creating a less than favourable environment within the City Centres concerned.

During the course of the Weekend Policing operation in Aberdeen, the key times for incidents requiring Police attendance are as the pubs close at 0100 hours and again as the nightclubs close at 0300 hours.

Police Scotland continues to work closely with local licensees both in terms of liaison with the Community Policing Team and also through the dedicated Police Licensing Team. Unight, the licensees' trade body within the City Centre, has recently been restructured and with the resulting increased membership now provides an enhanced forum for the discussion of relevant issues.

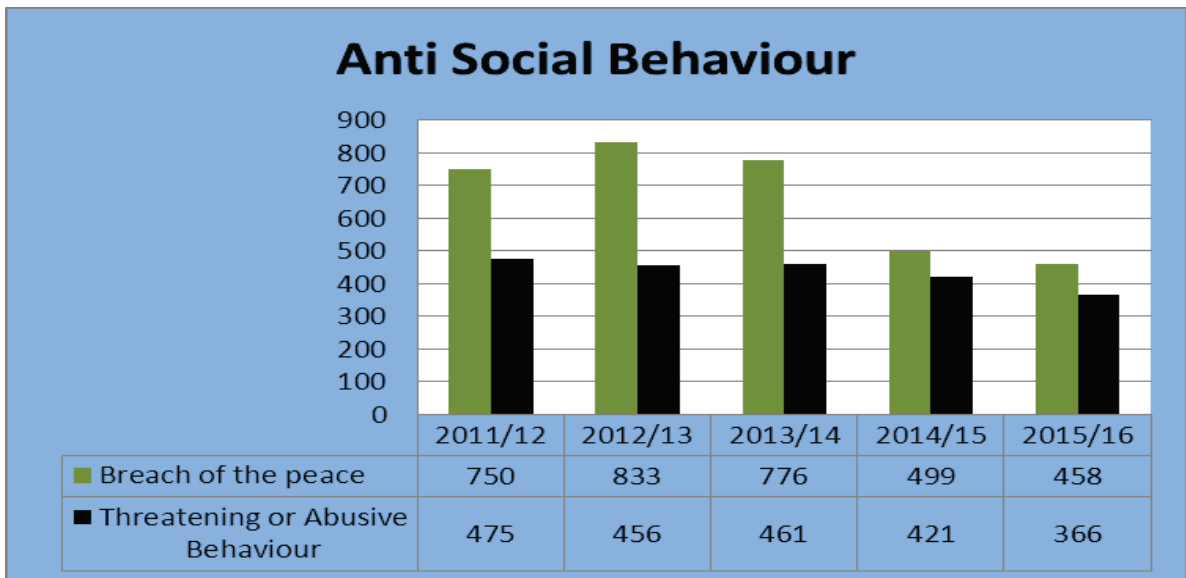
Police Scotland inspections of licensed premises form a vital part of the Weekend Policing Plan, whereby officers can support licensees and security staff in dealing with any issues promptly and effectively. Where issues are identified regarding a particular premise, or adverse incidents occur, mechanisms are in place for the Police Licensing Team to provide specific support to licensees. Such premises also receive additional follow up Police visits so as to provide advice and assistance in dealing with ongoing identified issues.

In recent years, Police Scotland has worked extensively with licensees and door staff in a shared objective of reducing incidents of violence and disorder linked to excessive alcohol consumption. Police Scotland has also carried out operations at

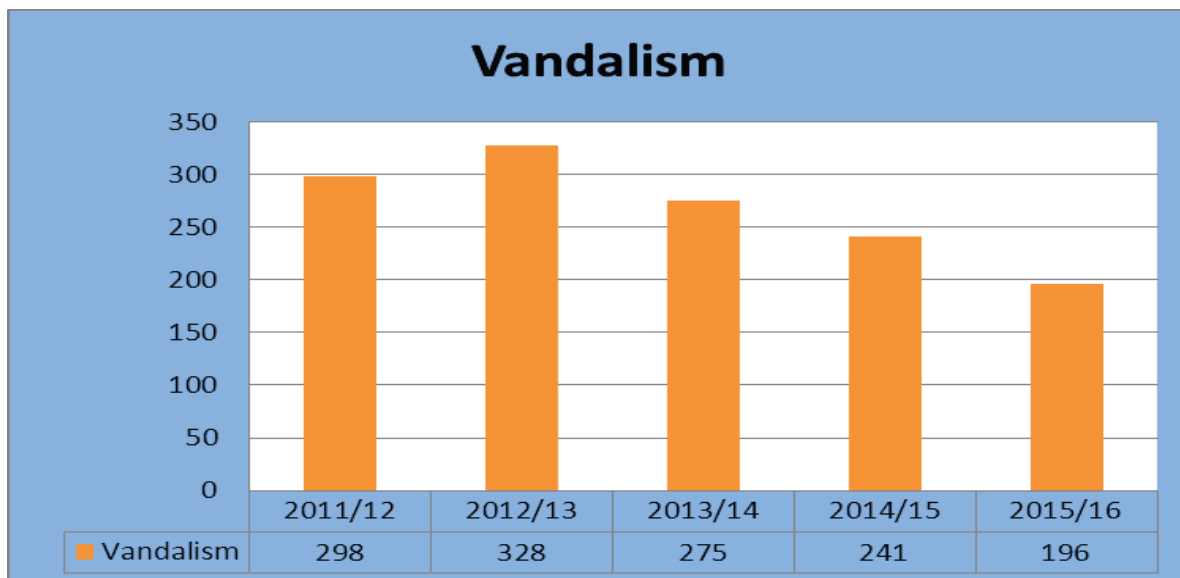
specific licensed premises aimed at tackling drugs misuse and the theft of personal property. These operations have proved successful and are well received by the licensed trade and the wider public.

The Weekend Planning partnership has also channelled significant energy and focus towards reducing antisocial behaviour with the over-arching aim of reducing violent crime, which often emanates from lower level disturbances.

Lower level issues which negatively impact on the quality of life for the community within the City Centre include public urinating, noise disturbances, litter and drunkenness. These issues are recognised by the local Community Policing Team and the wider Weekend Planning Partnership. Prevention methods such as the provision of portable toilets in the City Centre at weekends and the implementation of direct measures through Fixed Penalty fines coupled with the support provided by Street Pastors and Taxi Marshals have been introduced. These activities have sought to address and deal with antisocial behaviour at an early stage and are now very much ingrained in operational business and have undoubtedly had a positive impact on reducing antisocial behaviour within the City Centre.



Since 2013/14, there have been annual reductions in both Breach of the Peace and Threatening or Abusive Behaviour. Comparing 2015/16 with the five year average, there has been a reduction of 30.9% and 16% in Breach of the Peace and Threatening or Abusive Behaviour, respectively. When combined there has been a reduction of one quarter in such crimes since 2013/14.



Since 2012/13, Vandalism has reduced year on year and 2015/16's total is 26.8% less than the five year average.

7. CONCLUSION

Partnership working is embedded at all levels within the policing of Aberdeen City Centre. Police officers now work alongside key partners at an operational level in both the day and night-time economy. Additionally, strategic direction and oversight provided by the Weekend Planning Partnership in implementing preventative measures to reduce violent crime, seek to create a culture of responsible drinking and provided a focus regarding the future retention of Purple Flag status for Aberdeen City Centre.

This partnership approach has proven to be both an effective and efficient means of sharing resources. It has also created a platform that ensures engagement with all who use the City Centre, such as the young student population who assisted in the recent festive safety media campaign.

The success of these partnerships and community engagement through Operation Oak was specifically highlighted as effective practice in the May 2015 Thematic Inspection of local Policing by HMICS and this work continues to develop and strengthen.

With the anticipated changes to the landscape of Aberdeen City Centre, through the City masterplan, the partnership approach and community engagement to address local issues will continue to be one of the key strengths to Policing in the North East.

8. REPORT AUTHOR DETAILS

Campbell Thomson
Chief Superintendent
North East Division
Police Service of Scotland

Email: NorthEastLocalPoliceCommander@scotland.pnn.police.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	17 May 2016
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Local Fire and Rescue Plan Performance Report

1. PURPOSE OF REPORT

The report brings before the Committee the Local Fire and Rescue Plan Performance Report for the period 1st April 2015 to 31st March 2016.

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 27 October 2015, the Communities, Housing & Infrastructure Committee had before it a report by the Chief Executive on the Scottish Fire and Rescue Service - Aberdeen City Local Fire and Rescue Performance Report (Item 9.1).

The report provided information to Committee members on local fire and rescue performance for the period 1st April to 31st August 2015.

The Committee noted the report and resolved to request that the final performance report for 2015/2016 be brought to its meeting in May 2016.

6. IMPACT

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

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

7. BACKGROUND PAPERS

Aberdeen City Local Fire and Rescue Plan Annual Performance Report (April 2015 - March 2016)

8. REPORT AUTHOR DETAILS

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

Ciaran Monaghan
Head of Service, Office of Chief Executive
cmonaghan@aberdeencity.gov.uk
01224 522293

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Housing for Varying Needs Review – update and proposals
REPORT NUMBER	CHI/16/066
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to update elected members of the progress of the Review of Housing for Varying Needs – A Strategic Review of our Sheltered and Very Sheltered Housing. The report will inform members of the progress of the transition to amenity housing of designated blocks, the progress with upgrading Provost Hogg Court to Very Sheltered Housing and the decommissioning of Smithfield Court.

2. RECOMMENDATION(S)

It is recommended that committee note:

- i. the progress of transition to amenity housing at designated sheltered housing developments;
- ii. the work to convert Provost Hogg Court from sheltered housing to very sheltered housing;
- iii. the decommissioning of Smithfield Court to mainstream housing

It is further recommended that committee approve the following:

- iv. to instruct officers to develop a range of methods of delivering the housing support service in agreement with Social Care & Welfare and Bon-Accord Care to sheltered and amenity tenants in the transition blocks and in other blocks assessed as unsuitable as sheltered developments in the long term.

3. FINANCIAL IMPLICATIONS

- 3.1 Physical alterations to buildings are being funded from the housing revenue account under the void repairs budget or

capital budget for works involved in the upgrading to very sheltered housing.

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

4. OTHER IMPLICATIONS

- 4.1 Any changes to staffing levels, their remits, roles and responsibilities will be undertaken in full consultation with staff and their Trade Unions. (The majority of on site staff are employed by Bon Accord Care.)
- 4.2 Communication with tenants has been on-going throughout this review with regular updates being provided to the Sheltered Housing Network/Forum, updates to the web pages of Aberdeen City Council's site and articles in the Newsbite publication.

5. BACKGROUND/MAIN ISSUES

- 5.1 Previous reports "Housing for Varying Needs Review – A Strategic Review of our Sheltered and Very Sheltered Housing" were presented in January 2013 and March 2013.
- 5.2 The recommendations for the future use of current sheltered and very sheltered developments were agreed.
- 5.3 Officers were instructed to commence letting properties in designated developments as amenity housing and to consult with existing tenants on reducing their level of support if they wished and subject to a support needs assessment.
- 5.4 Agree a four-tier model of housing support service; amenity, amenity+, sheltered and very sheltered.
- 5.5 Upgrade up to 5 complexes to Very Sheltered housing commencing with Provost Hogg Court.
- 5.6 Decommission Smithfield Court to mainstream housing.
- 5.7 **Sheltered to Amenity - Developments in Transition:**

The following developments were identified as suitable for amenity housing and included in the first phase of the implementation:

- Balmoral Court (45%)
- Bede House Court (54%)
- Craigton Park (46%)
- Meadow Court (49%)
- Regensburg Court (49%)
- Seaview House (53%)

- Constitution Lane (75%)
- Constitution Street (75%)
- South Constitution Street (58%)
- Thorngrove Court (92%)

Most of these developments had some vacancies and these were mainly eradicated with the move to amenity lettings. In addition, a small number of tenants opted to move to the amenity service. Since then the transition has been as voids arose.

The result is that these complexes now vary from 45% amenity occupation in Balmoral Court to 92% amenity occupation in Thorngrove Court. The % figures above represent the transition for each complex.

The transition phase has shown the following:

1. In the majority of blocks demand was initially stimulated thereby reducing voids but not sustained in all blocks
2. The mixing of sheltered and amenity tenants has not resulted in issues with differing lifestyles.
3. The pace of transition has not allowed any significant staff saving.

In addition to the above complexes, Berry Moss Court and Parkhill Court in Dyce were initially included. A further review of these complexes took place and whilst the initial assessments were still found to be appropriate, a further option was identified whereby these complexes would be viable to continue as sheltered housing if they were regarded as one complex. This was approved by Committee subject to consultation and agreement with the tenants. I am pleased to say that following consultation, agreement was reached with the tenants for the complexes to be managed by one Senior Personal Carer (SPC). The SPC rotating between the two complexes on a Morning/Afternoon split. I am further pleased to advise that there have been no issues raised by tenants or staff. This would appear to be a model that could be replicated elsewhere. Consultations have taken place with the tenants of Bede House Court and Craigton Park regarding a similar alternative service. The housing support service to Thorngrove Court was already delivered remotely.

Sheltered to Very Sheltered Housing:

Provost Hogg Court was identified for a number of reasons. It would provide very sheltered housing in an area of the city that was lacking but required; there was an opportunity to re-introduce the former day centre into the overall facility as the kitchen/dining area thereby causing little or no withdrawal of facilities and accordingly minimal disruption to existing tenants. There were legal issues regarding the ownership of the day centre and as such the legality to fund the upgrade from the HRA. A further delay was encountered during the bad weather when significant problems with the roof were encountered. These issues have been resolved albeit resulted in a delay to the

programme. It is now anticipated that works will be concluded by mid June 2016. Thereafter the facility will be equipped and furnished.

The current guidance, based on the shifting the balance of care agenda, suggests that the scale of provision for very sheltered housing per 1000 population aged 65 and over is 20. Our current level is 3.4. We therefore need to continue to expand this provision and research is ongoing to identify the next location for very sheltered housing.

Sheltered to Mainstream:

Smithfield Court was identified as a complex that was unsuitable for sheltered or amenity and as was to be totally decommissioned to mainstream housing. The complex housed an NHS facility of 20 units which was to move to Clashieknowe. In addition there were already a number of voids in the complex which left 19 tenants in the complex requiring re-housing.

Committee approved that those tenants be granted priority to suitable alternative accommodation and that they should receive the equivalent of home loss payments and associated costs. This was achieved within budget.

The timescales involved to achieve the rehousing of sheltered housing tenants to create a vacant building, are lengthy and extremely challenging and it is not desirable to have a high level of properties sitting empty until completion. It would be more appropriate to utilise these properties during the process by letting them under the relaxed criteria or special lettings initiative (below).

Reduced Criteria/Special Lettings Initiative:

A reduced criteria process based on social needs and a special lettings initiative was introduced in 2015 to allocate vacancies in a sensitive manner to clients not meeting the criteria at this time but likely to require amenity/sheltered housing in the reasonable future.

These initiatives have virtually eradicated voids in the low demand sheltered housing complexes mainly high rise. The impact and results are in line with those in the transition complexes. Under the initiatives, first preference is given to those with an assessed need for the specific house type, thereafter applicants who meet the minimum criteria to be considered for sheltered and amenity properties are considered. The lettings initiative also includes provision for key workers.

The relaxed criteria and special letting initiative has been applied to all amenity and sheltered vacancies with no applicants with an assessed need on the list. Since 1 April 2015, 97 allocations have been achieved using this criteria. Whilst this has reduced the level of voids, it has also reduced the level of care and support required at

the developments thereby increasing the urgency to review the delivery of the housing support service.

As a result a sense check has been carried out on all complexes and the results are as attached in Appendix A.

Summary:

1. The transitional approach is proving successful albeit at a slower pace than desired.
 2. The upgrade to very sheltered has still to be concluded and questions remain unanswered at this time regarding the transition.
 3. The decommissioning to mainstream is an expensive option that can be compounded by a single tenant being unreasonable in their expectations of suitable alternative accommodation.
 4. The special lettings initiative and relaxed criteria provides the basis for an alternative approach to the full decommissioning to mainstream.
 5. Staff savings have not been maximised through the transitional approach and an alternative needs to be established. This would also remove anxieties held by existing tenants as to the future use of their complexes.
6. IMPACT

Improving Customer Experience –

Tenants in current sheltered blocks including those in transition will have more certainty over the future of their block thereby removing much of the anxiety associated with the previously approved recommendations. Staff resources will be more flexible to meet the changing care and support needs of individuals.

Improving Staff Experience –

Staff will be able to devote more time to meeting the needs of the individuals.

Improving our use of Resources –

Allows a more flexible approach to meeting the care and support needs of individuals thereby reducing costs to the services and the individuals.

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.

Public –

The report may be of interest to the general public. The contents of this report will treat individuals equally in terms of race, gender, LGBT, older people and people with disabilities.

7. MANAGEMENT OF RISK

The longer the 2013 HVN Review decisions are outstanding, the longer some of our tenants are living in uncertainty. The creation of a flexible housing support service within amenity and sheltered housing developments will provide reassurance to our tenants.

8. BACKGROUND PAPERS (contributed to the original report)

Aberdeen City and Shire – Housing Need and Demand Assessment (2010)

Housing Statistics for Scotland 2011; Key Trends Summary 2011, Scottish Government

Wider Planning for an Ageing Population – Housing and Communities Consultation on the work stream report and its suggested actions, Scottish Government 2010

Age, Home and Community; Strategy for Housing for Scotland’s Older People: 2012-2021, Scottish Government 2011

Report; Housing for Varying Needs Review to Housing and Environment Committee 14 December 2011

Report; CHI/15/278 Review of Void Processes, 27 October 2015

Report; CHI/15096 Update of the Housing for Varying Needs Review, 18 March 2015

9. REPORT AUTHOR DETAILS

Graham Souter, Housing Manager, GSouter@aberdeencity.gov.uk, Tel (01224) 523125

Fiona Tyrie, Senior housing Officer, FTyrie@aberdencity.gov.uk, Tel (01224) 523312

APPENDIX A

CHI/16/066 Housing for Varying Needs Review – update and proposals

Sheltered Housing and Very Sheltered Housing:

The following developments were assessed as the most appropriate locations for the provision of sheltered housing and the current recommendations from 2013 were that the future use of these developments was as sheltered housing and that, potentially, some developments on this list may be suitable for upgrade to very sheltered housing. Our further recommendation on the developments included in this list is that applicants being considered for this type of sheltered housing in the first instance would be those who have an assessed need for sheltered housing and that a relaxed criteria or special lettings initiative (SLI) would rarely be applied to the allocation process for these developments. The on site staffing rota includes a Senior Personal Carer, employed by Bon Accord Care, from 0800 - 1800 who provides the housing support service and best use of this resource will be assured if all residents actually have a requirement for the housing support service they provide.

All current assessments and recommendations have been reviewed and the following table shows the current recommendation from 2013, along with the proposed 2016 recommendation:

Development name and size	2013 Recommendation	2016 Sense Check Review	2016 Recommendation
Ashgrove Court	Sheltered Housing	No change	Sheltered Housing
Charlie Devine Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Constitution Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Coronation Court	Continue as extra care housing	No change	Continue as extra care housing
Denmore Court	Continue as very sheltered housing	No change	Continue as very sheltered housing
Denseat Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Dominies Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Fairley Den	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Gairn Court	Sheltered Housing	No change	Sheltered Housing
Granitehill House	Sheltered Housing	No change	Sheltered Housing
Gray Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Hamewith	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing

Janesfield Manor	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Kingswood Court	Very Sheltered Housing	No change	Very Sheltered Housing
Lewis Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Loch Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Lord Hays' Court	Sheltered Housing	No change	Sheltered Housing
Margaret Clyne Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Mark Bush Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Provost Hogg Court	Sheltered/Very Sheltered Housing	Implementation of VSH ongoing	Very Sheltered Housing
Quarryhill Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
St Clement's Court	Sheltered Housing	No change	
Stocket Grange	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing
Taransay Court	Sheltered/Very Sheltered Housing	No change	Sheltered/Very Sheltered Housing

Developments in Transition from Sheltered Housing to Amenity Housing:

The results of the assessment for these former sheltered housing developments were less favourable and the current recommendation from 2013 is that the future use of these developments is as amenity housing. With the exception of Berrymoss Court and Parkhill Court, these developments were included in the first implementation phase of the review and are transitioning from sheltered housing to amenity housing. As this change is progressing a "tipping point" will be reached whereby the delivery model of the housing support service provided by the Senior Personal Carer will also change. The developments at Bede House Court and Craigton Park have reached the tipping point and consultation with tenants on the future delivery model for the housing support service has been completed. It has been proposed that the full housing support service will be delivered each day on a part on site and part off site basis. Our further recommendation on the developments included in this list is that applicants being considered would, in the first instance, be those who have an assessed need for amenity housing. Where this is not available, the relaxed criteria or special lettings initiative may be applied to the allocation process.

All current assessments and recommendations have been reviewed and the following table shows the current recommendation from 2013, along with the proposed 2016 recommendation:

Development name and size	2013 Recommendation	2016 Sense Check Review	2016 Recommendation
Balmoral Court	Amenity Housing	No change	Amenity Housing
Bede House Court	Amenity Housing	No change	Amenity Housing
*Berry Moss Court/Parkhill Court	2013 amenity decision (reviewed)	No change	Sheltered Housing
Constitution Street/Lane/South	Amenity Housing	No change	Amenity Housing
Craigton Park	Amenity Housing	No change	Amenity Housing
Meadow Court	Amenity Housing	No change	Amenity Housing
Regensburg Court	Amenity Housing	No change	Amenity Housing
Seaview House	Amenity Housing	No change	Amenity Housing
Thorngrove Court	Amenity Housing	No change	Amenity Housing

*Merged developments

Developments with a current “Mainstream” Recommendation:

The 2013 assessment and subsequent recommendation for the following developments were that they had limited future potential to provide good sheltered housing and that the buildings may be better utilised as mainstream housing. There is an over provision of multi storey sheltered housing in the Seaton, Hilton and Woodside letting areas and the 2013 recommendations in relation to these developments are dual; amenity or mainstream. The final outcome in respect of these developments was dependent on the decision for the neighbouring development, i.e., if one was to be mainstream, the other was to be amenity.

Our further recommendation on the developments included in this list is that applicants being considered for allocation would, in the first instance, be those who have an assessed need for sheltered or amenity housing. Where this is not available, the relaxed criteria or special lettings initiative may be applied to the allocation process.

The future of the housing support service delivery model will continue to be monitored with a view to changes being implemented should the tipping point be reached.

Development name and size	2013 Recommendation	2016 Sense Check Review	2016 Recommendation
Brimmond Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Castleton Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Clifton Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Donview House	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Fullerton Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Hilton Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Murray Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Seaton House	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Short Loanings	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Smithfield Court	Mainstream Housing	Implementation complete	N/A
Stewart Park Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria
Woodhill Court	Mainstream Housing	Revised Recommendation	Sheltered/Amenity with SLI or relaxed criteria

Equality and Human Right Impact Assessment: The Form



EHR/IA

Please use this form to any new or revised **policy, strategy, plan, procedure, report or business case** – referred to as “**proposal**” .

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support your decision.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Housing for Varying Needs Review	Date of Assessment: 07 April 2016
Service: Communities and Housing	Directorate: Communities, Housing & Infrastructure
Committee Name or delegated power reference (Where appropriate): Communities, Housing and Infrastructure Committee	Date of Committee (Where appropriate): 17 May 2016
Who does this proposal affect? Please Tick <input type="checkbox"/>	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below) Current and future housing applicants
2: Equality and Human Rights Impact Assessment- Pre-screening	
If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support this decision	

3: Equality and Human Rights Impact Assessment

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

The aim of the proposal is to agree the strategic priorities for the provision of housing for varying needs including covering the sheltered and very sheltered housing stock owned by the City Council in the City. Furthermore, the report will seek agreement on the principles in relation to the implementation of re-designed housing support services provided in sheltered housing developments in the City and the development of a flexible approach to the allocation of older people's housing.

b- What equality data is available in relation to this proposal?

(Please see guidance notes)

The project group which is made up of senior officers from the Housing, Land and Property Assets and Social Care and Wellbeing services carried out individual assessments on all of the sheltered housing developments operated by Aberdeen City Council. The assessment considered the sustainability, financial status, any recently completed or planned maintenance and improvements, views of Housing and Environment and Social Care and Wellbeing staff who work with or within these blocks and tenants views by way of questionnaires and individual meetings.

<p>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.</p>	<p>The evidence identified areas for service improvement and offered the potential to use our existing stock more effectively to provide a wider range of services for older and disabled people.</p>
<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost £ <input type="text"/></p> <p>Projected Savings £ <input type="text"/></p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>An improved service to older people living in sheltered housing developments in Aberdeen City. In carrying out this re-design of services, we can ensure that our tenants are receiving the level of service they actually need at an appropriate cost and in pleasant and comfortable homes.</p> <p>The development of a flexible housing service for older people will provide more choice and will be more appropriate to the individual's needs and aspirations.</p>	

Disability – the re-design of the service will ensure that people with disabilities receive the services appropriate to meet their needs. Others, e.g. Poverty – Service provision is determined by the individual’s need rather than their ability to pay. The re-design of the service will take account of the individual’s personal circumstances. Financial assessments and welfare benefits checks are offered to tenants to ensure that they can afford any charge applied.

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

Equality Outcomes, in particular;

Outcome 1: An engaged community - Improved opportunities for people with protected characteristics to participate in public life.

Outcome 3: An accessible City - The City environment and green spaces are cleaner, better maintained and more family friendly, taking into account of physical accessibility and the needs of older people.

Outcome 5: Improved customer service provision which advances equality and addresses people’s different needs - Continually researching, monitoring and identifying issues of communities with protected characteristics and taking these issues into account in service provision.

Outcome 7: A Safe community - People who feel safe in their homes and in City that is family friendly by night.

Outcome 8: A Fair and diverse social care service - People with protected characteristics have their Social Care needs met.

Outcome 9: Equality and Diversity welcomed and celebrated - Effective customer service that is aware of the differences and requirement of different groups.

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)		
Age (People of all ages)	✓					
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓				
Gender Reassignment						
Marital Status (Marriage and Civil Partnerships)						
Pregnancy and Maternity						
Race (All Racial Groups including Gypsy/Travellers)						
Religion or Belief or Non-belief						

Sex (Women and men)					
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)					
Other (e.g: Poverty)					

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article	Evidence
Article 2 of protocol 1: Right to education	
Yes No ✓	
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	
Yes No ✓	

Article 6: Right to a fair and public hearing	
Yes	No ✓
Article 8: Right to respect for private and family life, home and correspondence	
Yes	No ✓
Article 10: Freedom of expression	
Yes	No ✓
Article 14: Right not to be subject to discrimination	
Yes	No ✓
Other article not listed above, please state:	

7- EHRIA Summary and Action Planning

Report Title				
Housing for Varying Needs Review				
Evidence				
Assessment not required				
Assessment completed	As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.			
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

8: Sign off

Completed by (Names and Services) :
Fiona Tyrie, Communities, Housing & Infrastructure
Graham Souter, Communities, Housing & Infrastructure

Signed off by (Head of Service) :


Only sections 7 and 8 will be attached to the committee report

The full EHRIA will be published on Aberdeen City Council's website under http://www.aberdeencity.gov.uk/xeq_EHRIA_Search.asp

Please send an electronic format of the full EHRIA without signature to showard@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	19 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Void Property Performance
REPORT NUMBER	CHI/16/071
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report sets out the significant progress that has been made in improving void property management since the implementation of our transformation action plan in October 2015.

2. RECOMMENDATION(S)

It is recommended that Committee;
Note the considerable improvement in performance
Note the intention to keep special performance improvement measures in place
Note the intention to continue to develop measures to improve performance further
Receive a further update report in 6 months' time.

3. FINANCIAL IMPLICATIONS

Our improving performance is resulting in substantial reductions in void rent loss. Void rent loss for 2014/15 was £1.53M (1.92%) and this has now reduced to £1.36M (1.66%) for 2015/16.

Based on void levels remaining as at 31 March 2016, void rent loss for 2016/17 is projected at £804,283 (0.94%) however we anticipate that improving trends shall continue and 2016/17 rent loss will be lower than this projection. Void rent loss for 2016/17 is budgeted at £1.1M. Hence, our improving voids performance gives options to use increased income to invest in our services and improve service quality.

The increase in void repair work has resulted in a temporary increase in related costs however these are contained within the overall HRA budget for 2015/16.

4. OTHER IMPLICATIONS

There are no other implications arising from this report.

5. BACKGROUND/MAIN ISSUES

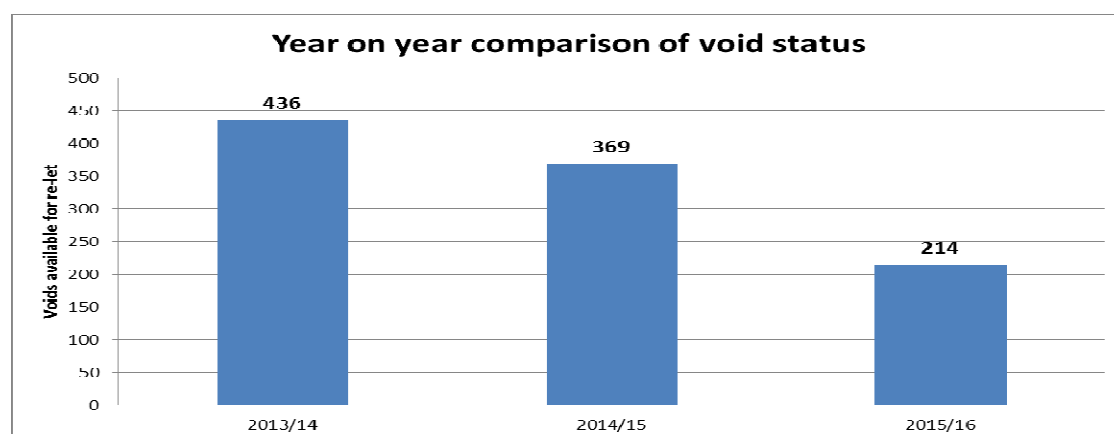
On 27 October 2015, Communities, Housing and Infrastructure approved our Voids Property Management Transformation Plan. The action plan has been implemented resulting in significantly improving performance outcomes. Key actions implemented are as follows:

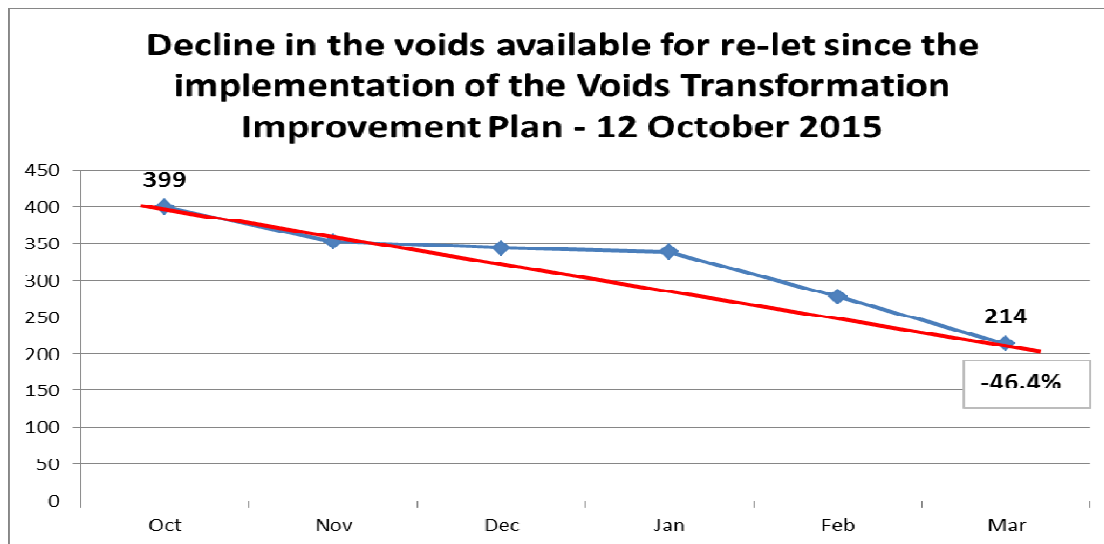
- Commissioning of independent analysis on process and performance
- Introduction of a weekly multi service performance management group systematic analysis to information strategic and tactical planning
- Implementation of a Quality Assurance system
- Establishment of specialist void property teams at Building Service depots
- Staff training and development
- Pre-termination property inspections for 28 day notice and transferring tenants
- Completion of property elements checklist at notice of termination
- Redesignation and rationalisation of void paths/processes
- New letting standard
- Deferral of major SHQS work until post tenancy period
- Successful introduction of a Choice Based Lettings initiative
- Pre-offer initiative
- Reducing the eligibility criteria for letting low demand Sheltered & Amenity properties and introduction of new letting initiative
- New process for Occupational Therapy referrals
- Review and introduction of a process in dealing with deceased tenancies

Performance

The initial objective has been to reduce the overall number of void properties.

Since October 2015, we have reduced void properties available for relet from **399 to 214**, this represents a decrease of **46.4%**.





Main reasons for this reduction has been our success in letting low demand sheltered housing (see appendix II for greater analysis of this); speedier completion of repair work by Building Services; reducing Occupation Therapist assessment time; and speeding up letting processes.

Low demand Sheltered Housing – Special Letting Initiative

Members will recall the particular and unique challenges, this Council had with low demand sheltered multi storey accommodation. At its height, there were 94 long term voids in the system with no queue or demand available. On the back of the successful pilot at Granitehill House, where a number of initiatives were applied by a Housing Officer, resulting in the reletting of 12 void properties, this was developed further by staff under a special lettings initiative. Staff were proactive in contacting potential applicants from our waiting lists under reduced criteria and staff have successfully let these properties using negotiated techniques and bargaining methods such as the offer of additional decoration, white goods provision or actual removal assistance. Consequently, we now have only 5 of these properties not let with staff remaining committed to letting these before the next financial year.

Through this initiative we have let many properties that have been void for considerable periods of time – up to 3½ years. The consequence of this is an increase in our average days to let properties in the year.

Building Services

Building services has reorganisation management structures, improved operation systems and temporarily increased resource deployed to void repair work. The success of this approach is demonstrated by a 33% reduction in properties under repair since October 2015. This equates to a drop of 77 properties from 235 to 158.

Occupational Therapist and Lettings

Evidence of more efficient processes is a reduction cases with the Occupational Therapist from **38 to 8 (78%)** and for lettings, a reduction of overdue offers by **76%**.

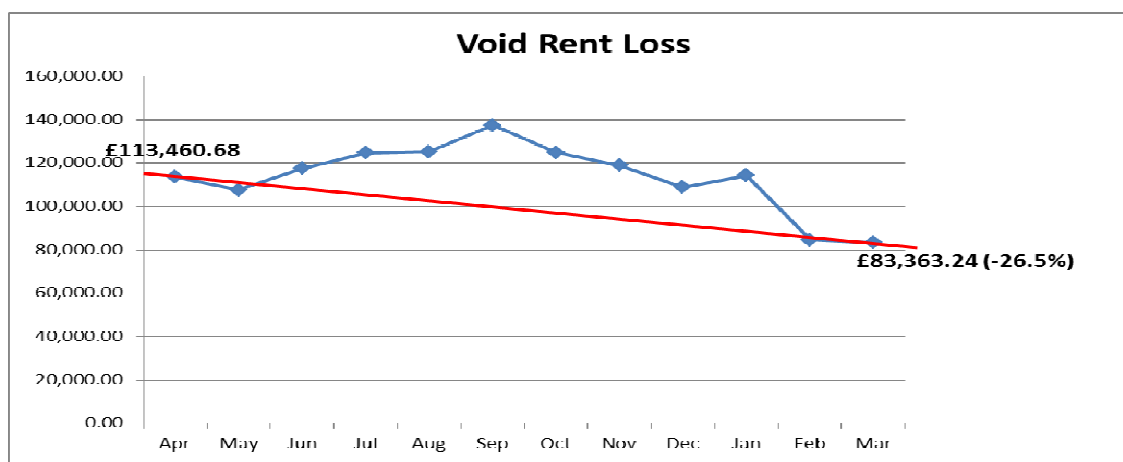
Scottish Housing Charter Outcomes

We report performance outcomes to the Scottish Housing Regulator annually.

The following tables set out relevant indicators, performance and provides a comparison against average outcomes from all Scottish local authorities for 2014/15.

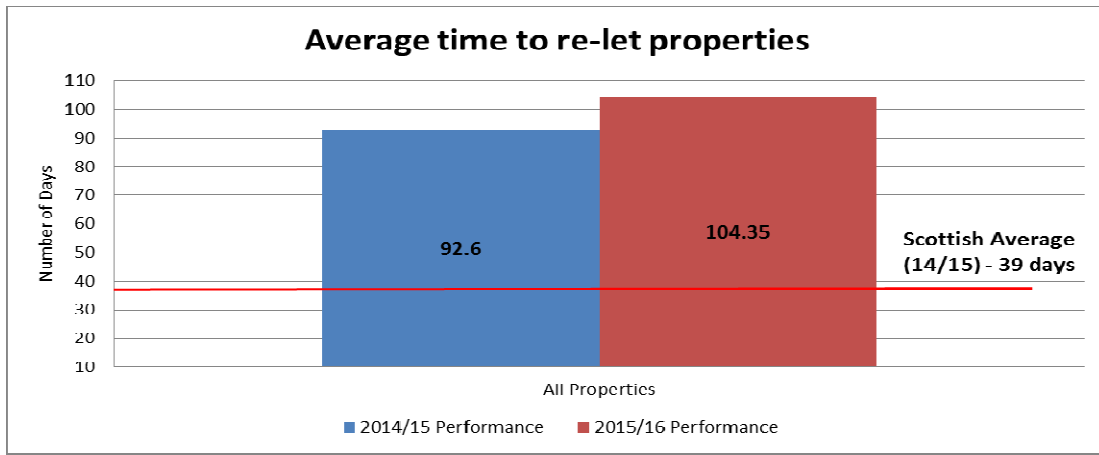
Charter Outcome	2014/15 Performance	2015/16 Performance	2015/16 Target	2014/15 Scottish Average
Percentage of rent due lost through properties being empty	1.92%	1.66%	1.65%	1.1%

We have improved our performance from last year. Prior to implementing our action plan year-to-date void rent loss was 1.98% giving further evidence of our improvement since October 2015.



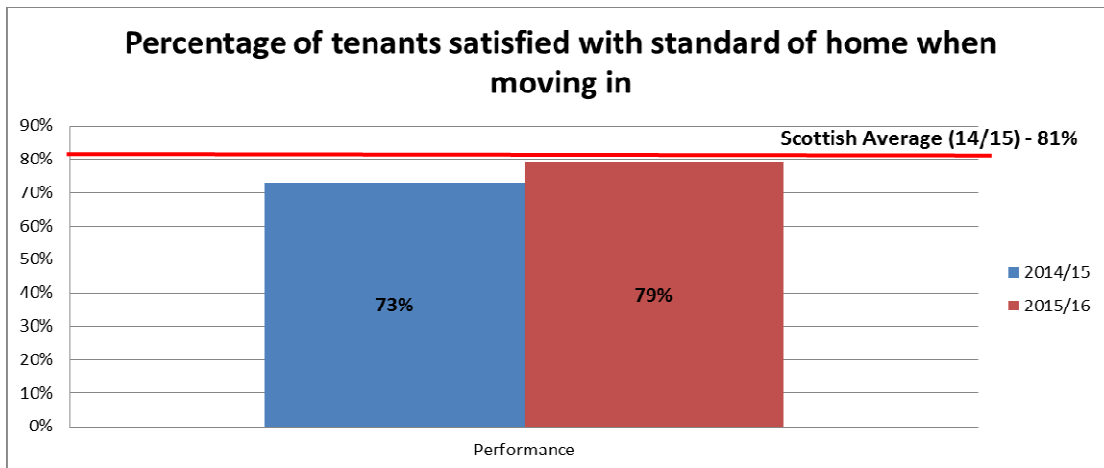
Sustaining our current void levels over March projects that void rent loss would be 0.94% (February figure is 1.23%). However, we anticipate the strong improving trend will continue and 2016/17 outcomes will be greatly below the current annual target.

Charter Outcome	2014/15 Performance	2015/16 Performance	2015/16 Target	2014/15 Scottish Average
Average time to relet properties in the last year	92.6	104.35	50	39



As indicated earlier in the report our efficiency in repairing and letting properties is far better than previous. The consequence of our success in letting our previously low or no demand properties is a negative impact on this performance indicator. This improving performance will be more evident from 1 April 2016. We have revised our targets and are optimistic of improving on our previous 50 day target for 2015/16

Charter Outcome	2014/15 Performance	2015/16 Performance	2015/16 Target	2014/15 Scottish Average
Percentage of tenants satisfied with standard of home when moving in	73	79	80	81



We should also be encouraged that our tenants are more satisfied with the standards of their home when moving in. We have increased satisfaction from 73% to 79% this year.

Next Steps

Although there has been significant success since the implementation of the various improvement plan objectives, we are determined to sustain and improve our performance. We will continue with our performance improvement focus and have further improvements planned. These include:

- ICT system integration – housing and building services
- Developing mobile technology to enable input of repairs in real time
- Incentive scheme similar to the successful low demand sheltered initiative which will assist in dealing with refusal rates.
- Implementation of an on-line tool kit for staff navigation
- New post to maximise the number of pre-termination inspections.

6. IMPACT

Improving Customer Experience –

In successfully applying these improvement measures 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 is now deferred until post tenancy, any programmed 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.

Corporate -

Improving void property management 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 –

This report will be of interest to the public and in particular tenants and people applying for housing. 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

By improving our performance we are addressing risks to reputational damage and potential scrutiny and intervention by the Scottish Housing Regulator

8. BACKGROUND PAPERS

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

Review of Voids Processes – 27 October 2015

9. REPORT AUTHOR DETAILS

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

This page is intentionally left blank

ABERDEEN CITY COUNCIL

SCHEME OF ALLOCATIONS – SPECIAL LETTINGS INITIATIVE

1. Allocation Policy

1.1 The Allocation Policy approved by Housing & Environment Committee on 10 May 2011 provides for the allocation of properties on the Housing with Support list based on the following criterion:

Amenity Housing

Generally available to applicants of a particular age group generally 55+, who have been assessed as having health problems which are adversely affected by their current living circumstances. Amenity can have similar facilities to those in sheltered housing, but is not in a purpose-built complex and does not generally have common areas for tenants to gather, or a senior carer service.

Sheltered Housing

Sheltered properties have special facilities to make life more comfortable and safer for tenants, including a carer service. They are intended for people of pensionable age who have been assessed as having significant health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

1.2 Applicants placed on this list will have been assessed by the Assessment and Advice Team and placed in one of the following priority categories for the appropriate house type.

- High
- Moderate
- Low

1.3 All applicants placed on this list are then queued in order of the date of their priority award within that category. If an applicant is re-assessed and is awarded a higher or lower priority then they will be queued on the appropriate list by the date of that new award.

1.4 Applicants are assessed as follows:-

High

- Produce an extreme improvement in the individual's quality of life
- Substantially reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living impossible and it is not practical to adapt their home to meet their needs

Medium

- Produce a significant improvement in the individual's quality of life.
- Reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living very difficult and it is not practical to adapt their home to meet their needs

Low

- Produce an improvement in the individual's quality of life.
- Reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living difficult and it is not practical to adapt their home to meet their needs

2. Stock and Demand Profile

- 2.1 Whereas there exists demand for all mainstream properties regardless of property size, type or location, the proportion of Council properties designated sheltered (8.8%) and amenity (5.2%) has led to mismatches in demand, especially for bedsit properties and multi-storey blocks.
- 2.2 Over half of all sheltered properties and a fifth of amenity are within multi-storey blocks, a relatively unusual stock composition and 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 specified in the Allocation Policy.
- 2.3 In April 2015 there were approximately 130 'low demand' sheltered and amenity properties vacant, some of which had been unoccupied for several years.

3. 'Social Need'

- 3.1 Communities, Housing & Infrastructure Committee received a report *Update of the Housing for Varying Needs Review* on 18 March 2015 and approved a recommendation for allocations to be made based on 'social need' where applicants who may be interested in sheltered or amenity housing had not been assessed as meeting the criteria.
- 3.2 Examples of these types of applicants are people that are socially isolated; may have been recently bereaved; or are struggling to heat and/or maintain their present home; these reasons could be described as "social need".
- 3.3 In circumstances where there is no demand from applicants with an assessed need for sheltered or amenity housing, then applicants who do not fulfil the criteria for these types of accommodation but meet the age criteria and would fit well with the tenant profile of the particular sheltered or amenity property are allocated the properties. Prospective tenants being considered under these criteria are interviewed by the housing officer prior to the offer being made to ensure that they will be suitable for the development for which they are being considered.
- 3.4 Tenants who are selected under this criterion will be connected to the telecare system and will be responsible for the charge for this service which is currently £1.35 per week. The television licence concession scheme at sheltered developments will not apply to social need tenants. Tenants allocated under the social need criteria will not be liable for a housing support charge at this time but should their needs change in the future then the amenity or sheltered housing support service can be provided to these tenants.

3.5 By November 2015 the revised allocations criteria had succeeded in reducing low demand properties to around 80, with particular success in minimising amenity voids.

4. Special Lettings Initiative

4.1 Due to challenges with wider voids performance, a report *Review of Void Processes* went to Communities, Housing & Infrastructure on 27 October 2015, incorporating an action plan to address contributing factors.

4.2 The report included a recommendation to create a special lettings initiative with specified minimum criteria to be considered for sheltered and amenity properties, which will ensure we hold lists for those willing to accept these, once reasonable preference has been given to those with assessed needs. The lettings initiative is also to include provision for key workers.

Minimum Criteria to Access Housing with Support list

4.3 Based on the success of the 'social need' approach, the special lettings initiative seeks to open the Housing with Support list to applicants who are considered by their Housing Officer or Housing Advice Officer to fit well with the tenant profile of the particular sheltered or amenity properties sought, having regard to typical minimum ages of 50 for amenity and 55-60 for sheltered housing.

4.4 This will enable a shortlist of potential tenants to be considered by area teams on a sensitive let basis, with the same safeguards as the 'social need' allocations i.e. prospective tenants being considered on this basis will be interviewed by the Housing Officer for the vacancy prior to an offer being made to ensure that they will be suitable for the development for which they are being considered.

4.5 When referring over one or more prospective tenants for a vacancy, the Allocations Officer will highlight the details of the referring Housing Officer or Housing Advice Officer as well as the age of the tenant where it falls below the typical minimum. It is expected that the Housing Officer will speak with the referring officer prior to interviewing the applicant and/or making a decision on whether an offer should proceed.

4.6 The same precepts regarding payment of minimum telecare and/or support charges applying to 'social need' are applicable to minimum criteria applicants, who will be advised of this at both referral and offer stage.

Care Workers

4.7 Approval for the letting of properties in identified sheltered/amenity blocks was granted by Communities, Housing & Infrastructure on 19 May 2015, provided officers deem it appropriate and work has been undertaken to ensure that the public are clearly aware of the reasons for this.

4.8 Vacancies will be made available to care workers where demand has been exhausted for applicants with assessed priority, social need or minimum criteria.

5. Minimising Barriers to Letting

5.1 We recognise that some Council tenants or list applicants who may otherwise be open to considering low demand sheltered and amenity vacancies can be put off for a number of practical reasons. Accordingly we will endeavour to be flexible with prospective tenants in affording proportionate practical assistance to minimise barriers to letting, effectively 'spending to save' if it will reduce void rent loss.

5.2 These may fall into several typical scenarios, though the list is intended as a guide and is therefore not exhaustive:

Removals – Help with packing and moving furniture and other household goods where an applicant would find it difficult to arrange independently.

Furnishings – Assistance with additional furnishings which may be required e.g. carpets, curtains and appliances. These can be sourced independently or delivered/installed from the Council's existing provider.

Décor – Some applicants may require assistance with decorating the property prior to moving in; this provision may include purchase of materials to enable the tenant to arrange independently, paying for it to be done by a third party or remitting the rent for an agreed initial period to allow the new tenant time to decorate the property prior to occupation.

Rent Arrears – Where an amount of outstanding rent may inhibit a move, officers should consider if it is appropriate to seek an arrears discretion to enable the move to proceed.

5.3 There is deliberately no fixed amount offered within these provisions. The aim is to ensure we have flexibility in minimising any barriers to letting low demand properties and it is expected that Housing Officers will be pragmatic and proportionate in approach.

5.4 For example a 1-bedroom flat in Meadow Court which has been vacant for a year is incurring over £4k per annum in void rent loss, so agreeing say £800 in assistance will still result in a net benefit of over £3k for the HRA.

5.5 The Area Housing Manager may also make modest discretionary provision for existing tenants of blocks who are directly disadvantaged by allocating low demand lets to a wider range of applicants e.g. by loss of TV licence exemptions.

5.6 A list of items available via our contractor will be circulated to area teams for reference and to guide reasonableness of furnishings etc. arranged independently.

5.7 The procedure for arranging the above is detailed in Appendix 1.

6. Marketing of Low Demand Vacancies

- 6.1 It is important that we make low demand vacancies as attractive as possible to potential tenants, as well as adequately publicising their availability.
- 6.2 A 'show flat' will be decorated and furnished in each block containing multiple long-term vacancies to ensure prospective tenants coming for a viewing see the properties to best effect. If the show flat itself is sought by an applicant, they may request some or all of the contents via the provisions in paragraph 5 and/or the furniture leasing scheme.
- 6.3 The marketing team will provide posters advertising vacancies to be displayed in housing offices; similarly this information will be published on the website. An expression of interest form which will constitute an abridged housing application will be circulated for ease of access and completion.
- 6.4 Advertisements may also be placed in various Council publications and local newspapers from time to time to ensure the public are fully aware of the availability of properties.
- 6.5 Briefings and visits to blocks containing multiple long-term vacancies will be arranged for personnel within the Housing Access Service, Housing Officers and anyone else likely to be in contact with applicants interested in low demand vacancies.
- 6.6 A bulletin of vacancies will be circulated by the Allocations Team each month to ensure relevant officers are aware of changing availability of properties.
- 6.7 Some properties may be marketed on a Choice Based Lettings basis via RSL partners to advertise as widely as possible.

7. Report Author Details

Edward Thomas, Housing Access Manager

ethomas@aberdeencity.gov.uk

01224 52(3127)

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Extreme Medical Need for Housing
REPORT NUMBER	CHI/16/095
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks to be more responsive in meeting the housing requirements of applicants arising due to extreme medical need, by revision of criteria for conferring urgent priority under the scheme of allocations.

In particular to provide for allocation of interim tenancies to balance immediate needs and preferences with available stock; this approach is intended to limit the time which applicants require to wait in seriously inadequate accommodation and to minimise delayed discharges from hospital for applicants waiting on allocation of suitable housing.

2. RECOMMENDATION(S)

That the committee:-

- i. Amend the scheme of allocations in order that urgent priority for extreme medical need be conferred on the basis that the Council will offer the most appropriate accommodation to meet basic functional needs within a reasonable time period, typically 6-8 weeks;
- ii. Provide for the allocation of 'step-down' properties which may serve as decants or interim tenancies where sought by Health & Social Care colleagues;
- iii. In recognising that applicants may have preferences which extend beyond basic functional needs which cannot be provided for within a reasonable period, to delegate authority to the Head of Housing & Communities to approve discretionary moves for those who have been urgently rehoused due to medical needs and had sought particular areas or property types which will take longer to obtain;

- iv. Instruct officers to review existing applications with urgent priority due to extreme medical need in order that an offer which meets those needs can be made to all such applicants within a reasonable period;
- v. Amend the scheme of allocations to allow for the exceptional prioritisation of applications in instances where a medical assessment identifies elements of housing need which have not been afforded sufficient reasonable preference by default.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications, however it is envisaged that this approach will lead to a reduction in delayed discharges from hospital, which will be of significant benefit to Health & Social Care providers.

Interim tenancies provided are expected to be self-financing, with the rental charge met by the tenant directly or via means-tested assistance, or in some instances by agreement with Health & Social Care services. This may include a service charge for furnishings and/or management as required.

4. OTHER IMPLICATIONS

Adopting this approach will minimise the time which applicants require to wait in seriously inadequate accommodation or within clinical or care facilities when they could otherwise live independently.

5. BACKGROUND/MAIN ISSUES

The existing scheme of allocations has been in place since October 2012 and provides for urgent priority to be conferred to applicants with extreme medical need:

“Determined after an assessment has been carried out by the Assessment and Advice Team. Such applicants will be awarded a Medium priority on this (Urgent) list. Examples of when this priority may be awarded are given below:-

- *The household cannot access their current accommodation due to extreme health issues and it is not practical to adapt their present home to meet their needs and where a move will significantly improve their quality of life, or*
- *To allow discharge from Hospital where their current accommodation is totally unsuitable due to extreme health issues and it is not practical to adapt their present home to meet their needs and where a move will significantly improve their quality of life, or*

- *Where the current accommodation coupled with the applicant's extreme health issues make a move imperative in order to reduce significantly the risk of injury to the applicant, or.*
- *Where the applicants present home makes essential activities of daily living impossible and it is not practical to adapt their home to meet their needs.*

Application will normally be placed on the list according to the date their priority was awarded but may be given additional priority in exceptional situations."

Although this approach has been broadly effective, some unintended consequences have arisen.

Preferences & Review

In conferring the urgent status, applicants have not been limited in terms of area or property type preferences. Whereas most have taken account of stock and turnover information to make an informed decision, a proportion have held out for specific properties which exist in very low numbers and for which turnover is exceptionally low.

Urgent Medical Waiting List	Number of applicants
Less than 6 Months	18
6-12 Months	13
1-2 Years	21
Greater than 2 Years	44
Sum:	96

Accordingly more than two thirds (68%) of applicants currently conferred urgent medical priority have been on the list for over a year, with 46% waiting for over two years. There is currently no provision to review applications once the status has been conferred.

In part this reflects that once an allocation has been made, we expect the family to remain within the property permanently and will not afford them priority to move again. This leads to an understandable tendency to be very considered in terms of area and property preferences, though is evidently at the cost of a prompt allocation of suitable accommodation, which can contradict the Council's intent to urgently meet the extreme housing needs which have been assessed.

Revised Priority for Extreme Medical Need

The revised priority for extreme medical need is intended to responsively meet the basic functional needs of an applicant household within a reasonable period, typically 6-8 weeks. This will provide the best match in terms of assessed needs and availability. By this

approach the Council takes seriously the responsibility to source the most suitable accommodation for a household in extreme circumstances. In practice it is likely that a pool of 'step-down' tenancies will be identified to be allocated as needs arise, on a similar basis to decants or temporary accommodation.

Applicants accepting this offer will be given the opportunity to seek a planned move under discretion to their original area of preference, though will be entitled to remain if they prefer. As such an applicant in hospital who cannot return to their own property and is seeking a sheltered house in Bridge of Don will be able to accept an immediately available property in Seaton, whilst waiting on their preferred location to become available.

If applicants refuse the offer made the appeals process will be available to consider whether a further offer ought to be made, otherwise the application would revert to consideration under the waiting or transfer list.

Review of Existing Cases

Officers will engage existing applicants with extreme medical needs to review household requirements and preferences in order to seek an appropriate resolution. Applicants will be afforded no less than six months to revise preferences in an effort to achieve a resolution, further to which an offer of accommodation which meets functional needs will be made under the revised criteria.

Reasonable Preference for Applicants with medical needs

The present scheme of allocations provides for a fixed award of points to reflect tangible elements of unmet housing need and under medical assessment for recommendations to be made for the specification of property required e.g. floor level or in the most severe cases urgent priority to be conferred due to extreme medical need.

Whilst this succeeds in affording most cases sufficient priority on the housing lists to resolve unmet needs, in a limited number of cases an acute set of circumstances exists whereby the default award falls short of affording the reasonable preference which the overall situation merits. An example of this could be where the requirement for an autistic child to have their own room needs to be met more quickly than would be the case for families whose children are merely of age to seek the same.

Although this does not affect a large number of applicants, it represents a gap in terms of reflecting unmet housing need under the policy. It is envisaged that an earlier resolution by medical assessment will reduce the number of these cases which would otherwise necessitate the award of 'urgent' priority once the situation deteriorates to that extent.

Partnership working with Health & Social Care

The provisions of this report are intended to enhance the significant contribution of housing towards minimising delayed discharges and otherwise assisting those in extreme housing need to promptly obtain suitable accommodation. Partnership work with statutory and voluntary sector stakeholders in Health & Social Care is crucial to the success of this approach and officers will continue to work closely with colleagues towards shared objectives as social policy evolves in this regard.

6. IMPACT

Improving Customer Experience:

This approach will improve customer experience by more promptly meeting extreme medical need for housing and diminish the pressure to make a permanent move to a particular area in order to leave hospital sooner.

Improving Staff Experience:

Staff will be enabled to work with vulnerable clients to find suitable solutions to extreme housing need and it will be less likely that applicants will be frustrated due to waiting long periods in adverse circumstances.

Improving our use of Resources:

This approach will more efficiently meet the needs of applicants in extreme housing need and particularly minimise delayed discharges from hospital for applicants awaiting allocation of more suitable housing.

Corporate

The proposals in this report will contribute to the delivery of the National Outcomes for Health and Social Care as articulated within the Housing Contribution Statement and are in line with Aberdeen City Council's 5 Year Business Plan 2013/14-2017/18 and the Single Outcome Agreements. They will deliver Smarter Living and focus on prevention and intervention. The proposals and action so far have been aimed to ensure that the services work alongside partners to develop and deliver services through a 'whole system approach' in line with the Scottish Government and Community Planning Aberdeen's vision to deliver better outcomes for the people of Aberdeen City. Specifically the proposals encourage a culture of self help and will enable people to stay longer in their own homes.

7. BACKGROUND PAPERS

H&E/11/005 Review of the Allocations Policy (01 March 2011)

8. REPORT AUTHOR DETAILS

Edward Thomas, Housing Access Manager

Email: ethomas@aberdeencity.gov.uk

Phone: (52)3127

Equality and Human Right Impact Assessment: The Form



EHR/IA

Please use this form to any new or revised **policy, strategy, plan, procedure, report or business case** – referred to as “**proposal**” .

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support your decision.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal:	Date of Assessment:
Extreme Medical Need for Housing – amendment to scheme of (housing) allocations	29 April 2016
Service:	Directorate:
Housing Access Service	Communities, Housing & Infrastructure
Committee Name or delegated power reference (Where appropriate):	Date of Committee (Where appropriate):
CHI/16/095	17 May 2016
Who does this proposal affect?	
Please Tick ▼	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below)
2: Equality and Human Rights Impact Assessment- Pre-screening	
If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support this decision	

3: Equality and Human Rights Impact Assessment

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

This report seeks to be more responsive in meeting the housing requirements of applicants due to extreme medical need, by revision of criteria for conferring urgent priority under the scheme of allocations.

In particular to provide for allocation of interim tenancies to balance immediate needs and preferences with available stock; this approach is intended to limit the time which applicants require to wait in seriously inadequate accommodation and to minimise delayed discharges from hospital for applicants waiting on allocation of suitable housing.

b- What equality data is available in relation to this proposal?

(Please see guidance notes)

Data pertaining to applicants for housing:

Gender	No of Applicants	%
FEMALE	3841	56.15%
MALE	2994	43.77%
Unknown	5	0.07%

Age Group	No of Applicants	%
16-17	69	1.01%
18-25	1036	15.15%
26-59	4404	64.39%
+60	1331	19.46%

BME	No of Applicants	%
BME	605	8.85%
NON BME	6076	88.83%
UNKNOWN	159	2.32%
Sum:	6840	100.00%

Nat Group	No of Applicants	%
Migrant Worker	1268	18.54%
Nationals	5572	81.46%
Sum:	6840	100.00%

There have been no specific issues raised in terms of equalities following consultation with social care, health, OT and Disabled Persons Housing Service (DPHS).

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.

Costs (£)

d- Financial Assessment

<p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Implementation cost £</p> <p>Projected Savings £</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>The proposal provides for absolute priority to be given to applicants for housing assessed as being in urgent need, alleviating suffering and enabling them to continue living independently.</p>	
<p>f- How does this proposal link to the Council's Equality Outcomes?</p>	
<p>3.An accessible City – provision of housing which is accessible to those with physical impairments</p> <p>5.Improved customer service provision which advances equality and addresses people's different needs – clear process to responsively alleviate needs arising from unsuitable housing due to medical needs</p> <p>6.Housing and infrastructure which take into account the different needs of different communities – enabling disabled people to live independently in their own homes</p> <p>7.A safe community – limiting the scope for harm due to seriously unsuitable housing</p> <p>8.A fair and diverse social care service – work with health & social care to minimise delayed discharges and promote independent living and community based services</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)	
Age (People of all ages)	✓				
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓			Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.
Gender Reassignment	✓				
Marital Status (Marriage and Civil Partnerships)	✓				
Pregnancy and Maternity	✓				
Race (All Racial Groups including Gypsy/Travellers)	✓				
Religion or Belief or Non-belief	✓				

Sex (Women and men)	✓				
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓				
Other (e.g: Poverty)	✓				


5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article	Evidence
Article 2 of protocol 1: Right to education	
Yes No	
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	
Yes- No	

		<p>Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.</p>
<p>Article 6: Right to a fair and public hearing</p> <p>Yes No</p>		
		<p>Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.</p>
<p>Article 8: Right to respect for private and family life, home and correspondence</p> <p>Yes No</p>		
		<p>Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.</p>
<p>Article 10: Freedom of expression</p> <p>Yes No</p>		
		<p>Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.</p>
<p>Article 14: Right not to be subject to discrimination</p> <p>Yes No</p>		<p>Prioritisation for housing to equivocate access for those with disabilities.</p>
		<p>Prompt allocation of suitable housing for applicants whose current accommodation is unsuitable due to extreme medical needs.</p>
<p>Other article not listed above, please state:</p>		<p>N/A</p>

7- EHRIA Summary and Action Planning

Report Title	Extreme Medical Need for Housing			
Assessment not required	Evidence			
Assessment completed	As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.			
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
N/A				

8: Sign off

Completed by (Names and Services) :	Edward Thomas, Housing Access Manager
Signed off by (Head of Service) :	 Donald Urquhart, Head of Communities and Housing
<p>Only sections 7 and 8 will be attached to the committee report</p> <p>The full EHRIA will be published on Aberdeen City Council's website under http://www.aberdeencity.gov.uk/xeq_EHRIA_Search.asp</p> <p>Please send an electronic format of the full EHRIA without signature to showard@aberdeencity.gov.uk</p>	

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Affordable Housing Delivery
REPORT NUMBER:	CHI/16/098
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 To update Committee on the current position with regard to Section 75 financial contributions for affordable housing and the income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties, and to provide details of affordable houses completed in 2015/16 and those expected to be completed in 2016/17 through to 2017/18.
- 1.2 To seek Committee approval for the use of Council Tax monies towards the Council new build projects at the Smithfield Primary School site and Manor Walk.
- 1.3 To seek Committee approval for the use of Council Tax monies or S75 monies towards the purchase of a low cost home ownership unit to enable the property to remain affordable and to assist with the housing needs of a child with special needs.

2. RECOMMENDATIONS

That the Committee:

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

such projects are to be led by the Council or Registered Social Landlords;

- 2.3 Agree to provide funding of £1,089,000 towards the Council's development costs in respect of the 99 units at the Smithfield Primary School site, such funding to come from income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties; and
- 2.4 Agree to provide funding of £880,000 towards the Council's development costs in respect of the 80 units at Manor Walk, such funding to come from income received from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties; and
- 2.5 Agree to provide funding of up to £30,000 to assist with the purchase of a low cost home ownership unit (currently available for resale) by an individual who has a child with special needs currently in unsuitable accommodation. The funds provided would be secured to the Council by way of a legal agreement and would be repaid to the Council in any subsequent sale. No other suitable qualifying purchaser has applied to purchase the property and if no buyer is found the property will be sold on the open market with the Council receiving a secured amount to reinvest in affordable housing. The funding would come from the reduction in the Council Tax Discounts for Second Homes and Long Term Empty Properties or Section 75 monies.

3 FINANCIAL IMPLICATIONS

Any proposal for grant funding to a Registered Social Landlord (RSL) for such a project requires to be considered against the State Aid rules. The Council has previously concluded that such 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 consults with Legal Services on individual cases where necessary.

4. OTHER IMPLICATIONS

The increased provision of good quality affordable housing will make a significant contribution towards tackling the housing need identified in Aberdeen and in particular increase provision of housing for homeless households.

5. BACKGROUND/MAIN ISSUES

5.1 Section 75 Negotiations

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

Such agreements to date have provided an income detailed below. Agreements are in place to provide an anticipated income of £1.77 million during 2016/17 with agreements currently being negotiated to provide a further anticipated income of £1.5 million.

Section 75	£
Income received	4,008,184
Interest received	163,501
Grants paid to RSLs	2,301,640
Commitments to RSLs	<u>1,826,028</u>
Available Balance (at 31.3.16)	44,017

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

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

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

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

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

Income received to date and current commitments are shown below.

	£
Income	13,580,835
Paid	6,129,861
Commitment	<u>469,141</u>
Available Balance (at 31.3.16)	6,981,833

This Council Tax Discount reduction provided an income of £1.527 million for 2015/16. Based on current void rates in both the private and public sector, projected annual income is assumed to be around this figure, but shall be closely monitored every year and assumptions adjusted accordingly.

5.3 Affordable Housing Committed funding

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

Maidencraig - £968,258 – Grampian Housing Association Ltd from Section 75 income

Cloverleaf Hotel - £308,594 – Aberdeenshire Housing Partnership from Section 75 income

Summerhill Road - £151,112 – Langstane Housing Association Ltd from Section 75 income

Mugiemoss Road - £398,064 – Castlehill Housing Association Ltd from Section 75 income

Total commitments = £2,295,169

5.4 Payments made during 2015/16

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

Hopetoun Grange - £261,734 – Grampian Housing Association Ltd from Section 75 income

Hopetoun Grange - £103,126 – Grampian Housing Association Ltd from Section 75 income

5.5 Affordable Housing Completions 2015/16 – 214 units

Location	Developer	Type	Date	No. of units
Froghall Terrace	Grampian HA	Social Rent	April 2015	20
West North Street	ACC	Social Rent	May 2015	20
Cove	NHT	MMR	May 2015	9
Dubford	Barratt Homes	LCHO	May 2015	8
Old Church Road	Langstane HA	Social Rent	June 2015	20
Marischal Street	Langstane HA	MMR	June 2015	7
Mugiemoss Road	NHT	MMR	June 2015	26
Cove	NHT	MMR	June 2015	9
Hopetoun Grange	Grampian HA	Social Rent	July 2015	21
Smithfield Court	ACC	Social Rent	July 2015	3
Dubford	Scotia Homes	LCHO	August 2015	3
Dubford	Barratt Homes	LCHO	Aug/Sept 2015	8
Froghall Terrace	Grampian HA	MMR	Nov 2015	16
Dubford	Barratt Homes	LCHO	Dec 2015	16
Mugiemoss Road	NHT	MMR	Dec 2015	7
Cove	Scotia Homes	LCHO	Dec 2015	12
Balgownie Farm	CALA Homes	LCHO	Feb 2016	9

5.6 Expected Completions 2016/17 – 284 units

The tables below detail the expected completions for 2016/17 and 2017/18. As with all building projects they will be subject to change as developments may move more quickly or be delayed. There continues to be the opportunity for additional projects to come into the programme.

Location	Developer	Type	Date	No. of units
Dubford	Barratt Homes	LCHO	2016/17	16
Copper Beech	Langstane HA	MMR	2016/17	20
Copper Beech	Langstane Ha	Social Rent	2016/17	15
Balgownie School	Aberdeenshire Housing Partnership	MMR	2016/17	6
Friarsfield	CALA Homes	LCHO	2016/17	8
Shaw Road	CALA Homes	LCHO	2016/17	15
Park Road	Barratt Homes	LCHO	2016/17	6
Smithfield Primary Site	ACC	Social Rent	2016/17	40
East Woodcroft	Shaping Aberdeen Housing LLP	LCHO	2016/17	14
Manor Walk	ACC	Social Rent	2016/17	16
Mugiemoss Road	NHT	MMR	2016/17	28
Froghall	NHT	MMR	2016/17	19
Mugiemoss Road	Grampian HA	Social Rent	2016/17	13
Cloverleaf	Aberdeenshire HP	Social Rent	2016/17	22
Cloverleaf	Aberdeenshire HP	MMR	2016/17	11
Cloverleaf	Places for People	MMR	2016/17	35

5.7 Expected Completions 2017/18 – 699 units

Location	Developer	Type	Date	No. of units
Maidencraig	Grampian HA	Social Rent	2017/18	12
Maidencraig	Castlehill HA	Social Rent	2017/18	24
Froghall Road	Langstane HA	Social Rent	2017/18	6
Mugiemoss Road	Castlehill HA	Social Rent	2017/18	22
Mugiemoss Road	Castlehill HA	MMR	2017/18	16
Summerhill Road	Langstane HA	Social Rent	2017/18	26
Smithfield Primary	ACC	Social Rent	2017/18	59
Countesswells	NHT	MMR	2017/18	30
Countesswells	AHP	Social rent / MMR	2017/18	20
Craiginchies	Sanctuary	MMR	2017/18	120
Manor Walk	ACC	Social Rent	2017/18	64
Tillydrone	Shaping Aberdeen Housing LLP	MMR	2017/18	92
Tillydrone	Shaping Aberdeen Housing LLP	Social Rent	2017/18	10
Craighill	Shaping Aberdeen Housing LLP	MMR	2017/18	46
Craighill	Shaping Aberdeen Housing LLP	LCHO	2017/18	20
Donside	Sanctuary	MMR	2017/18	16
Summerhill	Shaping Aberdeen Housing LLP	MMR	2017/18	116

5.8 City Region Deal – Additional Scottish Government Announcement

On 28th January 2016 at the same time as the City Region deal was announced the Scottish Government separately announced £20 million in infrastructure funding to unlock housing sites that are of strategic importance to the local authorities..

The Scottish Government also announced certainty on £130 million of affordable housing grant for Aberdeen City and Aberdeenshire over a 5 year period as part of the Scottish Government's Affordable Housing Programme.

For 2016/17 the Scottish Government Affordable Housing Grant funding for Aberdeen City is £10.956m.

Discussions are ongoing with Aberdeenshire Council and the Scottish Government on how the new £20m infrastructure funding can be utilised to ensure the greatest impact in unlocking housing delivery in the area.

6. IMPACT

Improving Customer Experience

The addition of these extra sites to the SHIP will result in an increased supply of affordable housing to help meet the housing needs of residents in the city.

Improving Staff Experience

Not applicable

Improving our use of Resources

The addition of these sites to the SHIP and their subsequent delivery as affordable housing will ensure that effective use of available affordable housing funds is made.

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 and RSL sectors.

Public

This report will be of interest to the public because it details the plans for the provision of affordable housing– something that greatly impacts on the lives of people in Aberdeen.

7. MANAGEMENT OF RISK

If committee does not approve this report there is a risk that the provision of new affordable housing will not meet the housing needs identified for 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

Graeme Stuart
Housing Strategy and Performance Manager
gstuart@aberdeencity.gov.uk
01224 523043

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Upgrading works to 330-356 Victoria Road
REPORT NUMBER	CHI/16/090
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

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

Environmental improvements and repair works to 330-356 Victoria Road.

2. RECOMMENDATION(S)

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

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

3. FINANCIAL IMPLICATIONS

The capital cost of this project has been given an indicative estimate of £720,000 excluding fees (£806,400 including administration costs). This cost estimate is based on all the recommended repair and improvement works being undertaken to all the properties.

The Council, however, owns 25 of the 42 flats. The estimated contribution by the HRA is therefore £428,571 excluding administration costs (£480,000.00 including administration costs).

It is proposed that the capital cost is met by the Housing Revenue Account, private owners and a grant from SITA Trust (Scottish Landfill Communities Fund (£10,000) (less 11.5% Contributing Third Party payment: £1150).

See section 7, Management of Risk.

It is proposed that the Housing Revenue Account, in conjunction with the private owners, meet the cost of the required repairs to the exterior of these properties.

It is proposed that the Housing Revenue Account, in conjunction with the private owners, meet the cost of replacing and repairing dilapidated walls, drainage, clothes poles, paving and fencing.

It is proposed that the Housing Revenue Account meets the cost of installing additional fencing in locations which will reduce anti-social activity and provides a communal environmental benefit.

It is proposed that the grant funds the provision of shrubs and trees, in key locations.

Upon completion of the works these backcourts will be readily maintainable by the Council's environmental and repairs teams and these maintenance works will remain within the normal range of such works.

4. OTHER IMPLICATIONS: Private Owners

4.1 Consents

The consent of the private owners will be required if improvement works are to be undertaken to mutually, or privately, owned areas of land.

Of the 42 flats, within 6 closes (12 drying greens), 17 flats have been sold under Right-to-Buy legislation. Private owners have the right of veto on improvement works being undertaken to 7 of the mutual drying greens and a number of privately owned portions of land.

The proposed improvement works are to be in areas of land and property in the ownership of the Council.

It is proposed that the private owners will be given the option of having similar improvement works being undertaken to the areas of land and property to which they have an interest. Experience has, however, shown that private owners are unlikely to approve optional works, if

there is a rechargeable cost. No grants have been identified that would assist with the types of fabric improvements that might be undertaken, as part of this project. In addition, it is understood that there is insufficient incentive for the HRA to subsidise the private owners, so that any improvement works are carried out consistently to each of these blocks.

It is proposed, therefore, that the works to the areas of land and property where the ownership is shared will be limited to works that can be classified as being 'repairs'.

In addition, no repair or improvement work is envisaged to land and property that is entirely privately owned, unless advance payment has been received from the owner, or unless there is a serious disrepair which allows for enforcement action, under the Housing (Scotland) Act 1987.

Where repair work is proposed to areas of land and property where the ownership is shared, the scheme decision making powers of the Tenement (Scotland) Act 2004 will be employed. At times, this may require use of the "Missing Shares" provision of the Housing (Scotland) Act 2014.

4.2 Land Ownership

Aberdeen City Council owns the major part of the land referred to in this report.

ACC shares the ownership of most of the drying greens with the private owners.

Some plots of land have been sold to private owners, in the areas around these blocks.

5. BACKGROUND/MAIN ISSUES

The regeneration of Torry is identified as a priority within the Council's Strategic Infrastructure Plan. This project is intended to be part of the Council's on-going investment in the community and physical assets within this neighbourhood.

A number of fabric investment requirements to these blocks have been identified within the Asset Management Plan. This project prioritises these investment requirements, so as to meet the regeneration priority of the Council. Improvement works are also proposed, to combat anti-social activity and improve the amenity of these blocks, and this neighbourhood.

The flats owned by the Council, within these blocks, have been subject to the complete SHQS internal modernisation works. In addition

calculations have been undertaken which has established that the Council's flats comply with the requirements of the Energy Efficiency Standard for Social Housing (EESH) 2020.

It is understood that EESH will be raised progressively between 2020 and 2050. The EESH requirement, for the period beyond 2020, has not been confirmed. It is envisaged, however, that the immediate rise in EESH, after 2020, will be achievable by improvements within the Council's flats.

The proposed works are intended to maximise the period that these blocks can be regarded as fit-for-purpose, while working within the constraints of their mixed tenure.

The roofs, rain water goods, concrete lintels, render, balconies, handrails, balustrades and entrance screens are to be repaired, as required.

Dilapidated clothes poles are to be replaced, where required. The existing paving, rear steps and handrail dilapidations are to be made good.

The dilapidated fencing is to be removed and replaced.

Fencing is to be provided to the rear of 338/340 Victoria Road, so as to secure its drying green from the public footpath and lane.

Fencing is to be provided to the front of each block so as to separate the pavement from the front garden areas.

Planting is to be provided, to enhance the amenity of this neighbourhood for the residents and wildlife.

It is proposed that:

- the drying greens will remain designated as communal spaces; and
- the other garden areas (to front and rear) will be promoted as being available for lease to individuals, or groups of residents.

6. IMPACT

6.1 Neighbourhood Regeneration - Improving Customer Experience –

This project will assist the enhancement of local identity, which will, in turn, support the regeneration of Torry. It is envisaged that this project will encompass both physical and community regeneration.

6.2 Community development - Improving Customer Experience

The community will be encouraged to develop during the course of this project and become empowered to make increasing use of their environment and take increasing control.

It is envisaged that the works, and the Council's Communities & partnership Team and Housing Officers, will help establish residents groups that will facilitate:

- making decisions as to the detail of what is to be implemented in their area;
- self-police the use, misuse and maintenance condition of their area; and
- lead on future developments

6.3 Unpaid Work Team - Improving Customer Experience & Improving our use of Resources

It is intended that the works that will enhance the environmental amenity of this neighbourhood be undertaken in partnership with the Unpaid Work Team. It is intended that the anticipated environmental grant will be employed predominately to purchase plants and materials.

There are corner areas that would benefit this neighbourhood from being developed as 'pocket' parks.

It is intended that the cultivation and planting works, to these pocket parks, will be undertaken by the Unpaid Work Team. In addition, it is intended that the Unpaid work Team will also manufacture and install bird and bat boxes within the areas of the works.

6.4 Corporate –

Shaping Aberdeen: people; place; improving customer experience; and improving our use of resources.

Joint working across Council services: Communities and Housing, Land and Property, Public Infrastructure and Environment, and Health and Social Care Partnership

Public – an Equality and Human Rights Impact Assessment has been undertaken. It has been assessed that this project will have a positive impact

7. MANAGEMENT OF RISK

The primary risk to this project is the practicalities of securing of scheme decisions to the blocks to which the Council has minority ownership: 330 to 336 Victoria Road (2 tenement blocks). It may be that normal precautionary type maintenance work will not prove deliverable these blocks.

If the private owners cannot be persuaded to support this project this will result in the total expenditure on this project being significantly smaller, and will give rise to a reputational risk. Two of these blocks will continue to have a dilapidated appearance, and the Council will continue to let three flats in blocks which are in poor maintenance order.

These risks have been greatly reduced by the acceptance that only limited repairs are likely to be achievable to land and property where the ownership is shared, or privately owned.

Further detailed consultations will be undertaken with the private owners in order to give them the option of having their properties repaired.

8. BACKGROUND PAPERS

Shaping Aberdeen:
people; place; improving customer experience; and improving our use of resources.

9. REPORT AUTHOR DETAILS

Bill Watson
Principal Architect
williamwatson@aberdeencity.gov.uk
tel 01224-346265

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Back Court improvements to: Grampian Place; Tullos Circle; and Tullos Place
REPORT NUMBER	CHI/16/053
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

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

Environmental improvements to: 33 to 43 Grampian Place; 2 to 10 Tullos Circle; and 4 to 18 Tullos Place

2. RECOMMENDATION(S)

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

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

3. FINANCIAL IMPLICATIONS

The capital cost of this project has been given an indicative estimate of £354,500 excluding administration costs (£397,000 including administration costs).

It is proposed that the capital cost is met by the Housing Revenue Account (£379,300 including administration costs) and a grant from

SITA Trust (Scottish Landfill Communities Fund (£20,000) (less 11.5% Contributing Third Party payment: £2300).

It is proposed that the Housing Revenue Account meets the cost of removing and replacing dilapidated wash houses and fences.

It is proposed that the Housing Revenue Account, in conjunction with the private owners, meet the cost of replacing and repairing dilapidated clothes poles, paving and rear steps.

It is proposed that the grant funds the provision of hedging, shrubs and trees, in key locations.

Upon completion of the works these backcourts will be readily maintainable by the Council's environmental and repairs teams and these maintenance works will remain within the normal range of such works.

OTHER IMPLICATIONS: Private Owners

4.1 Consents

The consent of the private owners will be required if improvement works to individual back courts are to be undertaken.

Of the 114 flats, within 19 closes, 22 flats have been sold under Right-to-Buy legislation. Private owners have the right of veto on improvement works being undertaken to 11 of the back courts.

Where a decision cannot be made to improve individual back courts, it is proposed that repair works are undertaken. In such an eventuality the owners will not have the right of veto and they will have an obligation to meet a proportional share of the costs.

If, and where, improvement works are undertaken there will be little practical means of recouping a share of the costs from the private owners. Hence the recommendation (in section 3) that the Housing Revenue Account meets the cost of the majority of the works.

In return for subsidising the private owners the HRA will:

- achieve a better living environment for the tenants and their families;
- reduce future maintenance liabilities, with the removal of some of the wash houses; and
- increase the participation of the residents in the use and control of their neighbourhood (in particular the children).

4.2 Land Ownership

Aberdeen City Council owns the major part of the land referred to in this report. Some of the cellars are, however, privately owned.

Where these cellars are removed, along with their adjacent wash houses, it is intended that these private owners will be given the opportunity, should they wish, to participate in an excambion process that will allow their land to be relocated (so as to allow the erection of private sheds in more appropriate locations).

5. BACKGROUND/MAIN ISSUES

The regeneration of Torry is identified as a priority within the Council's Strategic Infrastructure Plan. This project is intended to be part of the Council's on-going investment in the community and physical assets within this neighbourhood.

A number of fabric investment requirements to these blocks have been identified within the Asset Management Plan. This project prioritises these investment requirements, so as to meet the regeneration priority of the Council. Improvement works are also proposed, to combat anti-social activity and improve the amenity of these blocks, and this neighbourhood.

The tenement blocks to 33 to 43 Grampian Place; 10 Tullos Circle; and 4 to 18 Tullos Place were the subject of an extensive fabric repairs and thermal upgrading programmes in 2104

The tenement blocks to 2 to 8 Tullos Circle were the subject of fabric repairs and over-cladding in 1989

These blocks have been subject to the complete SHQS internal modernisation works.

These proposed external works are intended to complete the regeneration of these blocks i.e. to ensure they are fit for purpose for, at least, the next thirty years.

- a) The wash houses and cellars, that are no longer required, are to be removed.
- b) The wash houses and coal cellars, that are required, are to be repaired.
- c) The dilapidated fencing is to be removed and replaced.
- d) The dilapidated clothes poles are to be replaced, where required. The existing paving, rear steps and handrail dilapidations are to be made good.
- e) Planting is to be provided, to enhance the amenity of this neighbourhood for the residents and wildlife.

6. IMPACT

6.1 Neighbourhood Regeneration - Improving Customer Experience –

This project will assist the enhancement of local identity, which will, in turn, support the regeneration of Torry. It is envisaged that this project will encompass both physical and community regeneration.

6.2 Community development - Improving Customer Experience

The community will be encouraged to develop during the course of this project and become empowered to make increasing use of their environment and take increasing control.

It is envisaged that the works, and the Council's Communities & partnership Team and Housing Officers, will help establish residents groups that will facilitate:

- making decisions as to the detail of what is to be implemented in their area;
- self-police the use, misuse and maintenance condition of their area; and
- lead on future developments

6.3 Unpaid Work Team - Improving Customer Experience & Improving our use of Resources

It is intended that the works that will enhance the environmental amenity of this neighbourhood be undertaken in partnership with the Unpaid Work Team. It is intended that the anticipated environmental grant will be employed predominately to purchase plants and materials.

Outwith the back court there are a number of corner areas that would benefit this neighbourhood from being developed as 'pocket' parks.

It is intended that the cultivation and planting works, to these pocket parks, will be undertaken by the Unpaid Work Team. In addition, it is intended that the Unpaid work Team will also manufacture and install bird and bat boxes within the areas of the works.

6.4 Corporate –

Shaping Aberdeen: people; place; improving customer experience; and improving our use of resources.

Joint working across Council services: Communities and Housing, Land and Property, Public Infrastructure and Environment, and Health and Social Care Partnership

Public – an Equality and Human Rights Impact Assessment has been undertaken. It has been assessed that this project will have a positive impact

7. MANAGEMENT OF RISK

The primary risk within this project is a reputational one.

Tenants of the Council can become frustrated as to the lack of apparent action by the Council, while at the same time the Council can find itself inhibited by an inability to achieve private owner consents. Private owners often do not appreciate the extent of the responsibilities that they acquired when they purchased their properties, and can often find it difficult afford to meet these responsibilities. In addition, it is often extremely challenging, and at times impossible, to make contact with private landlords.

Consequently, this project has been designed to allow progress to be achieved while at the same time putting in place procedures that allows this risk to be managed.

This risk has been greatly reduced by not making the progress of the whole project dependant on the consent of all the owners to all the works: the works to each back court will be progressed to the degree allowed for by the consents received. The works to some back courts may be restricted to being repair works; to other areas a higher standard of environment may be achieved. It is envisaged that having delivered a higher standard of environment to some areas peer pressure and financial pressure may facilitate the other areas also being brought up to a good standard

Further detailed consultations will be undertaken with the tenants and private owners in order to manage this risk.

No demolition of a mutually owned wash house will be undertaken unless written authorisation has been received from each private owner. The practical effect of this will be that some wash houses may be retained, and the Council may have to pursue the owners for the cost of repairing these dilapidated properties.

In addition, when asking for the consent of the private owners to the demolition of their properties each private owner will be advised to obtain legal advice, prior to giving their consent, or otherwise. This is to ensure each private owner is advised of the need for them to be briefed as to the full consequences of their decision.

8. BACKGROUND PAPERS

Shaping Aberdeen:
people; place; improving customer experience; and improving our use
of resources.

9. REPORT AUTHOR DETAILS

Bill Watson
Principal Architect
williamwatson@aberdeencity.gov.uk
tel 01224-346265

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Catherine Street Court
REPORT NUMBER	CHI/16/012
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks approval to develop the Catherine Street Court, working in partnership with the Denis Law Legacy Trust (DLLT) and the Johan Cruyff Foundation, to deliver Scotland's first 'Cruyff Court', a modern recreational facility.

2. RECOMMENDATION(S)

Committee is requested to:

- a. Approve development of the site to create a Cruyff Court.
- b. Approve an external tendering process to appoint a contractor to undertake development works with contract value not to exceed the figure and with Council contribution set out within the related report within Committee's exempt business.

3. FINANCIAL IMPLICATIONS

Financial implications are contained within the related report with Committee's exempt business.

4. OTHER IMPLICATIONS

Legal agreements are being developed with support from Council solicitors to be agreed by DLLT, Johan Cruyff Foundation and the Council prior to any tendering activity.

Organised activities would be delivered by Streetsport, part of DLLT.

Appendix A provides background information on DLLT, Johan Cruyff Foundation and Streetsport.

5. BACKGROUND/MAIN ISSUES

The proposal is to upgrade the multi-use games area on Catherine Street in partnership with the Johan Cruyff Foundation and the Denis Law Legacy Trust. The court is owned and maintained as part of the Council housing estate. The court is currently in poor condition, is underused and has attracted significant amounts of antisocial behaviour. An upgrade, part-funded by the charities, would provide a modern community facility. The new Cruyff Court would be open to the public, and also have a range of organised activities co-ordinated by Streetsport, also involving local volunteers, several times a week.

The proposed works include removing embankments to open up visibility of the area; new fencing to enclose the court; new lighting; an astroturf pitch; and new goal posts. Appendices B and C show the site plan and examples of Cruyff Courts in other areas.

- The current condition of the court makes for an intimidating environment and as such, the facility is underused. The proposed development would **improve access to recreational facilities** for children and young people nearby and thereby be meeting a number of health objectives relating to the impact of sports activity. Streetsport will also offer coaching and volunteering schemes which are designed to provide improved opportunities for local residents to develop their **confidence and employability skills**.
- Due both to underuse, as well as poor visibility from the surrounding streets into the facility, the court and surrounding area have attracted a significant amount of antisocial behaviour including street drinking and youth annoyance. Since April 2015, Streetsport have been running weekly sessions which have seen the number of antisocial behaviour calls decrease markedly on the day they are held. A Community Safety Analyst has prepared a report on antisocial behaviour in the area and the impact of diversionary activities such as Streetsport. The evidence on the impact of current Streetsport provision suggests that an increased provision of these services, especially if targeted on problem days will meet a number of objectives relating to **decreased antisocial behaviour** in the area and the associated measures of increased wellbeing for residents.
- Due to both the design and the condition of the current facility the surrounding area appears run-down and situated between a number of major roads with little accessible green or leisure space in the neighbourhood. Considering its location in a cul-de-sac and opposite a community centre an upgraded Court could provide **valuable enhanced leisure and amenity space**.

Currently the court is accessible to the public at all times, but rarely used other than during Streetsport sessions.

The court and surrounding area is maintained by the Council's Environmental and Building Services and this arrangement shall continue following the recommended development.

The following will be the main direct benefits realised through the proposed improvements:

- Improved access to modern recreational play space and with this, improved rates of activities among children and young people
- Decreased levels of antisocial behaviour

Further it provides an opportunity for the city of Aberdeen to support the legacies of two football legends, this is especially important with the recent passing of Johan Cruyff.

A simple evaluation framework has been developed to assess future impact.

Community consultation has taken place with local Council tenants and residents; elected members; community council; Catherine Street community centre; and a Youth Group with overwhelming support for the project. 95% of individuals responding to a questionnaire support the project demonstrating the proposal is strongly supported by the local community.

With Committee approval the estimated completion date is by May 2017.

6. IMPACT

Improving Customer Experience –

- Improved access to modern recreational play space and with this, improved rates of activities among children and young people
- Decreased levels of antisocial behaviour

Improving Staff Experience –

The project provides new project management experience for staff involved in developing the proposal. It is also giving experience in collaborating with the third sector and the community for mutual benefits that should inspire similar activity in the future as we progress neighbourhood planning and regeneration.

Improving our use of Resources –

Currently the site proposed for redevelopment is in poor condition and is not utilised for recreation to the extent that it should be. There is also little alternative recreational facilities in the locality. The proposal will deliver a modern recreational facility on the site and secures financial contributions that otherwise are unlikely to be provided.

Corporate -

The proposal supports delivery of Smarter Aberdeen objectives and in particular the following priorities: Smarter Governance (participation), Living, People and Environment.

Community Safety, Health and Wellbeing, and Learning and Workforce priorities within the Single Outcome Agreement are supported by the proposal.

Public –

This report is of interest to the public and in particular the local community. There is already positive media interest generated with further opportunities through the project development and implementation. A joint communications strategy is in place with the Council leading on media activity.

7. MANAGEMENT OF RISK

We have been working on the proposal with our partners over the past 12 months. A decision is now required to commit to the development otherwise there is risk that we will lose the investment opportunity currently made available by the Johan Cruyff Foundation and DLLT.

Preliminary discussions have been held with the Planning Team, with regard to this proposal. These discussions have indicated that this proposal is likely to be considered in conformance with the Local Development Plan, subject to consultation on the developed detail of the proposal'.

8. BACKGROUND PAPERS

Housing Budget 2016/17, Finance, Policy and Resources committee 3 December 2015

9. REPORT AUTHOR DETAILS

Neil Carnegie
Communities and Housing Area Manager
Email: ncarnegie@aberdeencity.gov.uk
Telephone: 01224 522942 / 07793 365906

Appendix A

Johan Cruyff Foundation

When Johan Cruyff was still playing football in the USA, he lived next door to a young boy with Down's syndrome. This boy did not play with the other children in the street because he couldn't but mostly because he did not fit in. The boy was very open and accessible towards Johan. Johan started playing football with him one-to-one and throwing the ball up in the air so that the boy headed it back to him etc. This bond of confidence led to the boy jumping unannounced into the swimming pool behind Johan's house. This was dangerous because the boy could not swim, but due to the extraordinary bond between these two people Johan could teach him to swim himself. One day Johan returned from a match and saw the boy playing football in the street with the other children. This story proves the power of sport and forms the basis of the Johan Cruyff Foundation which was founded in 1997 to give children the opportunity to play and be active.

Sport and children have become the pillars beneath the Johan Cruyff Foundation, particularly children with a disability.

Since its start the Johan Cruyff Foundation has become an organisation which gets and keeps young people exercising every day. The Foundation does this by initiating and supporting projects which stimulate sport and games. This always takes place in cooperation with associations, schools, sporting federations, businesses and government authorities, because: "you can't do anything alone, you have to do it together".

Mission

The Johan Cruyff Foundation gets children active. This is necessary to keep them healthy and help them live together in a complex society. Sport and exercise help children to develop, which is why no single child should be left out. By organising projects for disabled children, building Cruyff Courts and equipping playgrounds and primary schools, the Cruyff Foundation contribute to a better and more enduring society. Every week they get more than 100.000 children active. The Cruyff Foundation is supported by People's Postcode Lottery, AkzoNobel, Seacon Logistics, Coop Supermarkets and Unilever Benelux.

Vision

Sport and exercise are important for good and healthy development in children. They are just as important as learning to read and write. It is no accident that the right to sport and exercise are enshrined in the UN Convention on the Rights of the Child. Things are different in practice. In the Netherlands as elsewhere, children are becoming less and less active. The consequences for the health of young people are already visible. Studies also demonstrate negative consequences in the social arena, development and integration. The Cruyff Foundation wants to get children moving, for their own happiness - now and later.

Website: www.cruyff-foundation.org/en

Website: www.worldofjohancruyff.com/cruyff-foundation

APPENDIX A

The Denis Law Legacy Trust

The Denis Law Legacy Trust, a registered charity based in Aberdeen was established in honour of Dennis Law the iconic footballer. It runs the Denis Law Soccer [Tournament](#) and in 2012 it also erected a [statue](#) of him in tribute. The trust wants to help young people access sport in their communities, whatever their background or environment. "Streetsport" is their initial vehicle for delivery.

They plan to encourage discipline and team spirit in a caring, constructive and sporting environment due to the social and economic position that many of these children find themselves in.

The Main Objectives of the Trust are as follows:

- To provide support for our young people in this region
- To give young people from our community and local area, access to professional coaching and training in their chosen sport
- To give young people the opportunity to participate in an annual football tournament in honour of Denis Law, named Denis Law Soccer Tournament to be played in Aberdeen
- To raise funds for [Streetsport](#), a socially inclusive project, that aims to reduce instances of youth crime and anti-social behaviour, through sport, physical activity and creative endeavour.
- To work with all parties who share these common objectives for the benefit of our community, individuals and established organisations
- To raise funds to achieve these objectives
- To utilise the legendary figure of Denis Law as a focus for all of the above objectives

Website: <http://www.denislawlegacytrust.co.uk/>

APPENDIX A

Streetsport

Established in 2006 Streetsport aims to assist with crime prevention through intervention and diversionary activities. They have worked strategically in partnership with a wide range of partners including Aberdeen City Council, Aberdeen Community Safety Partnership, Absafe, Police Scotland and the Scottish Fire and Rescue Service in an effort to achieve this.

They support underprivileged communities with high levels of unemployment and poverty, mainly targeting activities for 10-16 year olds. Some of these activities include football, dance, art and Panna Ko.

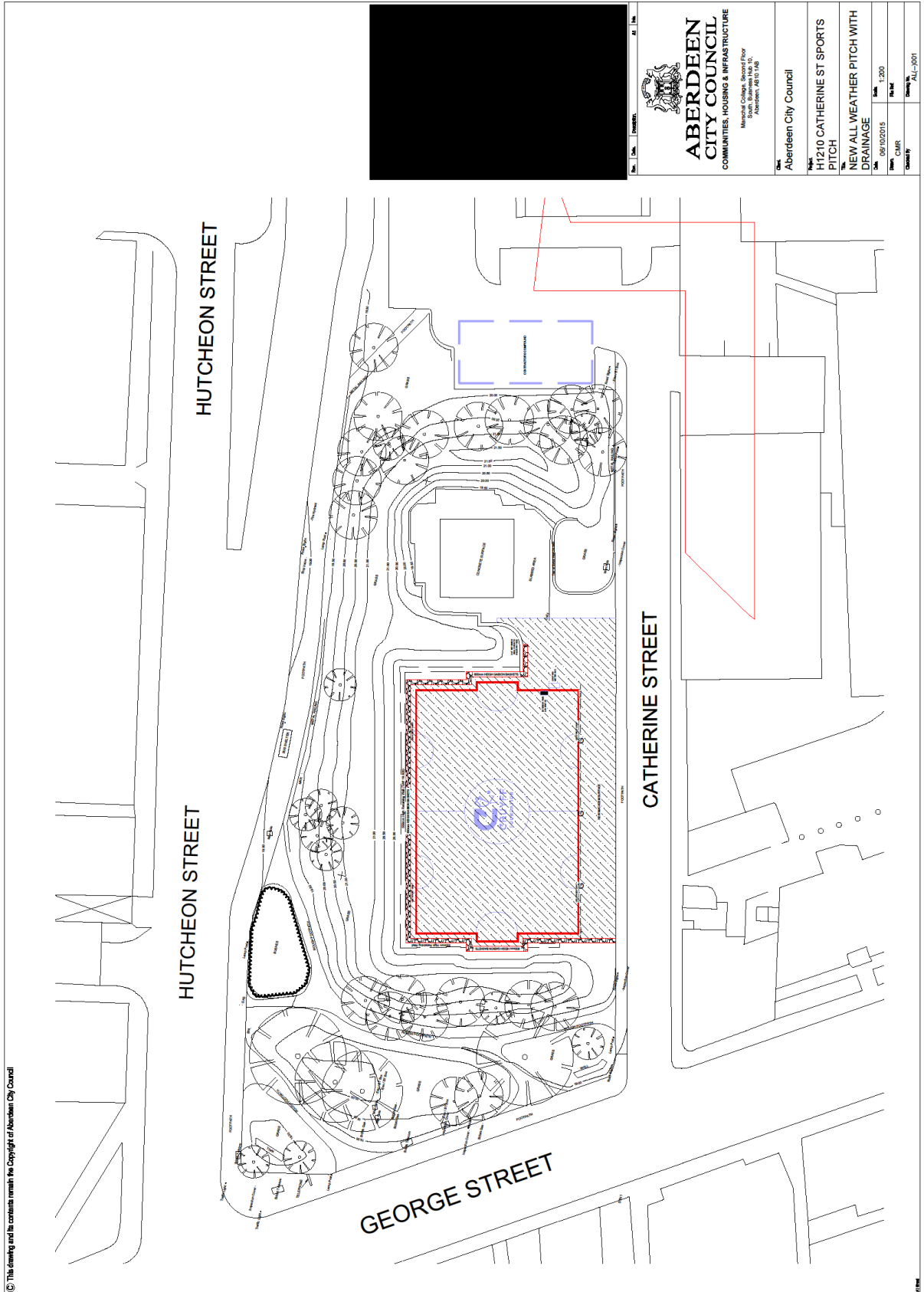
Existing impact measures of the Streetsport programme include instances where they have contributed to reducing complaints and instances of youth crime, anti-social behaviour and wilful fire raising by over 60%


They help to eliminate barriers with hard to reach individuals and involve youths in current community matters.

Since the launch of the project more than 1600 deployments have taken place across Aberdeen with over 30,000 attendances, assisted by a variety of Streetsport Volunteers, City Wardens, Active Schools Co-ordinators and Youth Workers. Between 15 and 50 young people (both male and female) regularly participate on a nightly basis

Website: <http://streetsport.org/>

Appendix B – Site Plan



 <p>ABERDEEN CITY COUNCIL COMMUNITIES, HOUSING & INFRASTRUCTURE Marischal College, Second Floor South Street, Aberdeen, AB9 1QB</p>
<p>Aberdeen City Council</p>
<p>11210 CATHERINE ST SPORTS PITCH</p>
<p>NEW ALL WEATHER PITCH WITH DRAINAGE</p>
<p>Date: 08/10/2015 Scale: 1:200 Client: CMR Drawing No: AL-1001</p>

Appendix C – Examples of Cruyff Courts



This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Station Gateway: Draft Development Brief Consultation Results
REPORT NUMBER	CHI/16/018
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to present the results of the Station Gateway Draft Development Brief consultation, a summary of representations received, officers' responses to these representations and to detail any resulting action from this.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the representations received on the draft Station Gateway Development Brief;
- b) Approves the revisions made based upon the findings of the consultation;
- c) Approves the draft Station Gateway Development Brief as Planning Advice.

3. FINANCIAL IMPLICATIONS

The Council has an interest in the area as a landowner in relation to some of the public realm. The Council is also asked to consider entering an agreement with Network Rail for a long (175 year) lease for the airspace and land required for a new deck structure to be constructed over the railway track to help facilitate development of the Atholl House site (identified as site no 1 in Figure 2 in Appendix 1). The detail around this issue is intended to be reported separately to the Property Sub Committee in 2016. Financial implications of the lease will be covered within the report to Property Sub Committee.

4. OTHER IMPLICATIONS

Redevelopment of Atholl House may have implications for the Council as landowner of neighbouring public realm infrastructure. This is

unknown until the full impact of the strategic transport model is determined, which will inform whether land may be required to ensure delivery of transport objectives. Further consideration will have to be given to the long term maintenance and upkeep of public realm and adopted areas. This will have to be considered on a project by project basis.

5. BACKGROUND/MAIN ISSUES

5.1 At their meeting on 20 January 2016, the Communities, Housing and Infrastructure Committee approved the Draft Development Brief for consultation and instructed officers to report the results of that consultation on 15 March 2016. Due to the transport modelling exercise being scheduled for completion in May 2016 a bulletin report instead updated the Committee. This has allowed the modelling to determine the final form of the Station Gateway Development Brief and report with full consultation findings to committee on 17 May 2016. This report relates to the Station Gateway intervention area only.

5.2 Development Brief Scope of Work

5.2.1 *Strategic need*

The draft Development Brief sets out the relationship to the Development Plan, City Centre Masterplan and Delivery Programme, Sustainable Urban Mobility Plan, City Region Deal, Strategic Infrastructure Plan and any relevant, strategies and commitments from each key stakeholder.

5.2.2 *Relationship to CCMP projects*

Key projects related to this intervention area:	Other project linkages:
Project CM10 Trinity Centre Project EC08 New hotel development Project EC11 Aberdeen works Project IN01 Walkable Aberdeen Project IN03 Cycle highways Project IN04 Cycle hire scheme Project IN05 Cycle hubs Project IN06 Bus priority measures Project IN07 Bus stop infrastructure & bus station Project IN08 Aberdeen Station Project EN02 Guild Street	Project EN05 Union Street Project CM11 Union Street Conservation Area Improvement Scheme Project CM12 Union Square Project EN11 Aberdeen in colour

5.2.3 ***Planning and design principles*** include scale, massing and urban form, connectivity, public realm, wayfinding, legibility, interaction, and uses.

5.2.4 **Conservation and heritage opportunities** includes challenges and opportunities of the rail and other built heritage, including impact on, listed buildings and structures

5.2.5 **Transport and access** focusses on opportunities to significantly improve the pedestrian environments, access to public transport (bus, rail, taxi, ferry), re-imagine Guild Street whilst continuing to serve ongoing business. Any proposals will have to be measured against the outcomes of the strategic transport modelling exercise currently being undertaken.

5.2.6 **Public realm** describes accessibility, managing topography, linking a series of spaces, lighting and interactive streetscape founded on the key principles of:

Orientation :	create spaces that people want to be in enabling them to get their bearings
Connectivity :	ease movement and wayfinding in favour of pedestrians and public transport
Animation :	create opportunities for activity and live frontage along all routes and spaces between the station and Union Street

5.2.7 **Land ownership, assembly** identifies key stakeholders and **Delivery/phasing** describes an overall programme with short and medium term actions with key project relationships identified.

Consultation Process

5.5 The public consultation ran for a 4 week period from Monday 25 January until Monday 22 February 2016 inclusive and was carried out in accordance with the Council's adopted Masterplanning Process.

5.6 The following list highlights those that were consulted:

Byline/Atholl Square Developments	All Community Councils
Cairngroup	Scotrail/Abellio
Ellandi/ Savills	Stagecoach
Hammerson	Trinity Centre
Historic Environment Scotland	Union Square
Halliday Fraser Munro	Scottish Ambulance Service
Network Rail	Bon Accord Access Panel
Aberdeen City Council Public Transport Unit	Cycle Forum
Grampian Cyclists Touring Club	Scottish Fire and Rescue Service
First Aberdeen Ltd	Nestrans
First Group	Police Scotland
Disability Advisory Group	Taxi Consultation Group
City Centre Forum	Scottish Enterprise

5.7 The Station Gateway Draft Development Brief and information about the public consultation were available via the following methods:

- Publication of the document on Aberdeen City Council Website 'Masterplanning' page
<http://www.aberdeencity.gov.uk/masterplanning/>
- Hard copy of the document available for viewing at Marischal College between 9am and 5pm Monday to Friday, by contacting the Planning and Sustainable Development Reception.
- A Press Release from Aberdeen City Council was issued on 21 January 2016.
- Information regarding the consultation issued to all Community Councils.

Consultation Results

5.8 Responses were received from the following:

- Savills on behalf of Hammerson plc
- Halliday Fraser Munro on behalf of Byline/Atholl Square Developments Ltd
- Network Rail
- Scotrail
- First Group
- Cairn Group
- Cycle Forum
- Cults, Bieldside and Milltimber Community Council
- Culter Community Council
- Scottish Enterprise
- Access Forum
- Historic Environment Scotland
- Aberdeen and Grampian Chamber of Commerce
- Fire and Rescue Scotland
- 4 members of the public

5.9 The following table summarises the responses received and the actions taken to address them where necessary. The draft Station Gateway Development Brief has been amended in accordance with these actions and is appended to this report.

Please note that the final version of the Station Gateway Development Brief and this report will be dependent on the outcomes of the transport modelling and as such isn't complete.

Number of respondents	Comments	Action	Who is responsible
Support			
9	Explicitly expressed support for the aims and objectives of the brief.	-	-
Links to Union Square			
1	Reference to improving links with Union Square – additional text suggested throughout (see response)	Noted and added to brief	Sandy Beattie
2	<p>Scale and Massing</p> <ul style="list-style-type: none"> • Support the increase in scale and density. • Para 5.3 should be changed from ‘must’ to ‘should’ and ‘slender landmarks’ replaced with ‘landmark buildings of high design quality’ to ensure design solutions are determined on their merit. • Para 5.4 – phrase ‘from key locations or vantage points’ should be added. 	<ul style="list-style-type: none"> • Noted • High design quality is acknowledged. More appropriate to retain current wording. • Agreed 	Wording to be added to the Development Brief
Transport and Access			
1	The Urban Relief Road outlined in the CCMP should be referenced.	This will take place after transport modelling is complete.	Hugh Murdoch
3	Para 7.4 –This should be reworded to focus on all 3 sites and not solely on Atholl House. All the focus is on Atholl House to Trinity Centre. How will Merchant Quarter be enhanced? Explore options to improve connectivity to Tivoli Theatre and the wider Merchant Quarter.	Agreed. A reference to Back Wynd stairs, Tivoli Theatre and Merchant Quarter will be added.	Wording added to the Development Brief
2	<ul style="list-style-type: none"> • Guild Street should be closed to buses and taxis as well. Cyclists should not mix with buses and taxis on Guild Street so there should be a segregated cycle lane. • No mention of cycle paths from the station to Union Street and no provision for lockable cycle parking at the station. 	<ul style="list-style-type: none"> • Awaiting transport modelling • To be discussed with Union Square/Station 	<ul style="list-style-type: none"> • Hugh Murdoch • Union Square /Scotrail/Abellio

Number of respondents	Comments	Action	Who is responsible
	<ul style="list-style-type: none"> There should be pedestrian and cycle access from Regent Quay to the station. The B983 – South College Street could be a cycle path connecting with the Riverside cycle path. 		
1	Welcome the proposal to site a bus stop directly in front of station frontage. Designation of Guild Street as public transport only will have a positive impact. Keen to hear how the pedestrian friendly streets would function.	Noted. Once agreed, consultation/info on street layout	Sandy Beattie to action
1	Consider relocation of the Trinity Centre car park entrance to Wapping street to enhance pedestrian experience on Carmelite Street as an approach to Union Street.	Await transport modelling results	Hugh Murdoch
Delivery/Phasing			
1	Delivery/phasing should be amended once the Transport Modelling results are available.	Await transport modelling results	Hugh Murdoch
1	All parts of the overall development will process at different speeds. There should be some recognition that early phases may need to plug into the existing condition whilst others develop at their own speed.	Agreed. Phasing text will be added to page 18.	Wording added to the Development Brief
Relocation of taxi rank, disabled car parking and passenger drop-off			
1	Concern for adequate pick up and drop off provision for Station Hotel. Allocated drop off area in front of buildings will prevent congestion.	Possibly, pending Transport modelling and detailed street layout.	Hugh Murdoch and Sandy Beattie
2	The relocation needs to be considered in the transport modelling exercise. Illogical that development brief developed before traffic modelling complete. Once complete there should be a new consultation.	Agreed and waiting.	-
3	Links need to be enhanced from the College Street Car Park to the station. The taxi drop-off on South College Street is far from the station. The relocated taxi rank should be walkable for	Agreed. The final location will have to be accessible with a direct link to the station.	Scotrail/Abellio

Number of respondents	Comments	Action	Who is responsible
	passengers, suitable for elderly/disabled and on the same level as the arrival concourse. Blue badge drop-off should be signposted.		
4	<p>Alternative options</p> <ul style="list-style-type: none"> • A replacement taxi stance and drop-off area could be built above the existing taxi rank with access from College Street and escalators and lifts to platform level. • Other locations should be considered such as Guild Street and Guild Street Bridge. • Suggest devolved approach with 3 locations for Taxis and disabled access – constrained provision on guild Street, the College Street carpark and Union Square. • The station/taxi drop off as indicated in the Masterplan may be difficult to deliver. Other options should be identified. 	Noted. This is under discussion with Scotrail/Abellio as part of feasibility.	Scotrail/Abellio
2	Union Square generates a significant proportion of the taxi traffic. Requirement for a dedicated taxi rank should be considered. This was highlighted by NESTRANS.	Under discussion with Union Square.	Union Square
Links between Union Street and the Station			
1	Link between the station and Atholl House at Guild Street Bridge Level is an alternative. Options should be kept open for either.	Noted. The brief is not too prescriptive and will allow for this.	-
2	Support the review and removal of the Guild Street Bridge as currently a barrier to improving pedestrian connectivity.	Noted. Pending HES review/Network Rail operation.	-
1	Consideration should be given to improving/opening up old entrances to the station.	Noted.	Scotrail/Abellio review.
1	Opening Platforms 8 & 9 will not happen in the immediate future and development should be aware of this possibility.	Noted.	-
1	Question how route through Atholl House is practical and would be achieved.	The comprehensive redevelopment of the site will allow this to be achieved.	-
4	Use of elevators	Noted. This will be for discussion with the	All

Number of respondents	Comments	Action	Who is responsible
	<ul style="list-style-type: none"> • Consider escalators between Guild Street and Union Street. • Consider an elevated walkway from the station to Union Street, accessed by cycle elevators. • Agree with access but in the meantime escalators could be fitted from Trinity Centre to Guild Street and access leading to the taxi rank should be improved. • Consider additional retail space on Carmelite Street, replacing enclosed car parks and linking by escalator to existing retail mall areas. 	wider group on delivery options /opportunities.	
Trinity Centre			
1	The Trinity Centre should be demolished. It is a barrier and creates a negative impression. BT building and Atholl house should be demolished.	Previous report highlighted Scottish Enterprise options study.	-
1	A 24 hour access route through Trinity Centre or alongside it should be considered.	Noted. This will be raised with Elandi.	To be raised with Elandi.
Station			
1	Proposed station frontage and Atholl House will impact the Station Hotel – need to be kept aware of plans.	Agreed.	-
1	HFM proposal for station entrance on Union Street should be reviewed.	Noted. The City Centre Masterplan is agreed and the development brief follows those principles.	-
1	Change gateway to Aberdeen to Union Terrace Gardens. Some trains stop there, it would be a pleasant welcoming area for people and it is in the city centre with several options to exit. Buses travelling north could also stop here.	Noted. Masterplan is agreed and this Development Brief follows those principles.	-
1	The station can have a vibrant presence at street level and help the public to reclaim the street. Deliveries/servicing below Guild Street should have greater prominence in the document.	Noted. Rail collective currently reviewing options.	Scotrail/Abellio & Network Rail

Number of respondents	Comments	Action	Who is responsible
Bus station			
1	The bus station requires a covered passenger waiting area and seating with protection from the weather.	Agreed. Additional text to IN07 on page 5.	Wording added to the Development Brief
2	The bus station should be clearly marked for train passengers. Signs are poorly lit, staff are not helpful, there is no audio for blind people, help is needed to get between the bus and train station, and the automatic doors do not work properly.	Agreed. Additional text to IN07 on page 5.	Wording added to the Development Brief
1	A deck area above the station concourse would hold a new bus station accessed from Guild Street or South College Street.	Noted. The cost and feasibility will be discussed with Network Rail.	To be discussed with Network Rail.
1	Improvements to the bus station should be prioritised in this brief.	Agreed. Additional text to IN07 on page 5.	Wording added to the Development Brief
Flexibility			
1	There is no council policy that requires flexibility for future uses. This should be removed from the brief (para 4.3).	National Policy Creating Places – Definition of ‘good design’ includes functional value which ‘meets and adapts to the long-term needs of all users’. Therefore the wording is appropriate.	-
Hotel provision			
1	There is an overprovision of hotel accommodation in the area. There should not be a hotel above the station concourse.	Noted. The market demand will determine whether a hotel is appropriate.	-
Conservation and Heritage			
1	Support the conservation and heritage opportunities, and the recognition given to the listed buildings. Every opportunity should be explored to preserve their character and to safeguard/enhance their setting. This includes the Guild Street station classical granite entrance and its relationship to the	Noted. A formal review with Historic Environment Scotland is currently pending.	-

Number of respondents	Comments	Action	Who is responsible
	<p>Station Hotel; the bow bridge; and the former ticket office. Welcome the opportunity to improve the setting and function of the former ticket office. The expansion of the new station concourse will need careful handling.</p>		

6. IMPACT

Improving Customer Experience –

The Draft Development Framework will set guidance, design principles and options for the redevelopment of the Station Gateway area. It also highlights any further work required to support future planning applications in the area. This will improve customer experience in a number of ways including:-

- *key stakeholders in the area – by ensuring that there is an agreed framework for development, thereby providing more certainty, speeding up planning processes, identifying common ground and potential development delivery efficiencies;*
- *the general public – by ensuring that a co-ordinated development approach is taken to enhancing a crucial gateway to the City, including pedestrian access, public realm and connectivity*

Improving Staff Experience –

Staff experience could be enhanced by providing a clear strategic direction for this City Centre Masterplan project, ensuring that it provides the framework for a programme of work to ensure clarity on roles and responsibilities. It 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 in the area and the relationships between them, it allows more informed decision making to be made earlier, saving time and resources for staff, applicants and the public. The Development Brief also highlights the expected improvements required to infrastructure, services and resources as a result of the proposed development. The Brief also highlights the key role that the Council plays in terms of facilitating major development delivery in the City.

Best use of resources and best value is currently being achieved by working in partnership with the key stakeholders. The draft development brief has the potential to unlock further feasibility funding for detailed project work from Scottish Enterprise

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; 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 setting out the development parameters for one of the 7 intervention areas identified in the approved Aberdeen City Centre Masterplan.

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/Planning Briefs in line with the Aberdeen Masterplanning Process.

Public –

An EHRIA on the Station Gateway: Draft Development Brief report has been submitted. A summary of the EHRIA will be appended to this report.

7. MANAGEMENT OF RISK

- 7.1** Development Briefs 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 Brief.

- 7.3 If the recommendation is not accepted the risk is that piecemeal development will take place in the area with no clear parameters set for the area.
- 7.4 Absence of the Station Gateway Development Brief could lead to delays in development and uncertainty in the acceptability of proposals.
- 7.5 Further risk analysis to be completed in relation to legals, property and asset management

8. BACKGROUND PAPERS

Aberdeen City Centre Masterplan

Finance Policy and Resources Committee draft minute, 15 September 2015, Item 28 (j)

<http://councilcommittees/documents/g3956/Printed%20minutes%2015th-Sep-2015%2014.00%20Finance%20Policy%20and%20Resources%20Committee.pdf?T=1>


Council minute, 24 June 2015, Item 9

<http://councilcommittees/documents/g3487/Printed%20minutes%2024th-Jun-2015%2010.30%20Council.pdf?T=1>

9. REPORT AUTHOR DETAILS

Sandy Beattie

Team Leader – Masterplanning and Design

 01224 (52) 2155

 sbeattie@aberdeencity.gov.uk

Appendix 1: Location Plans

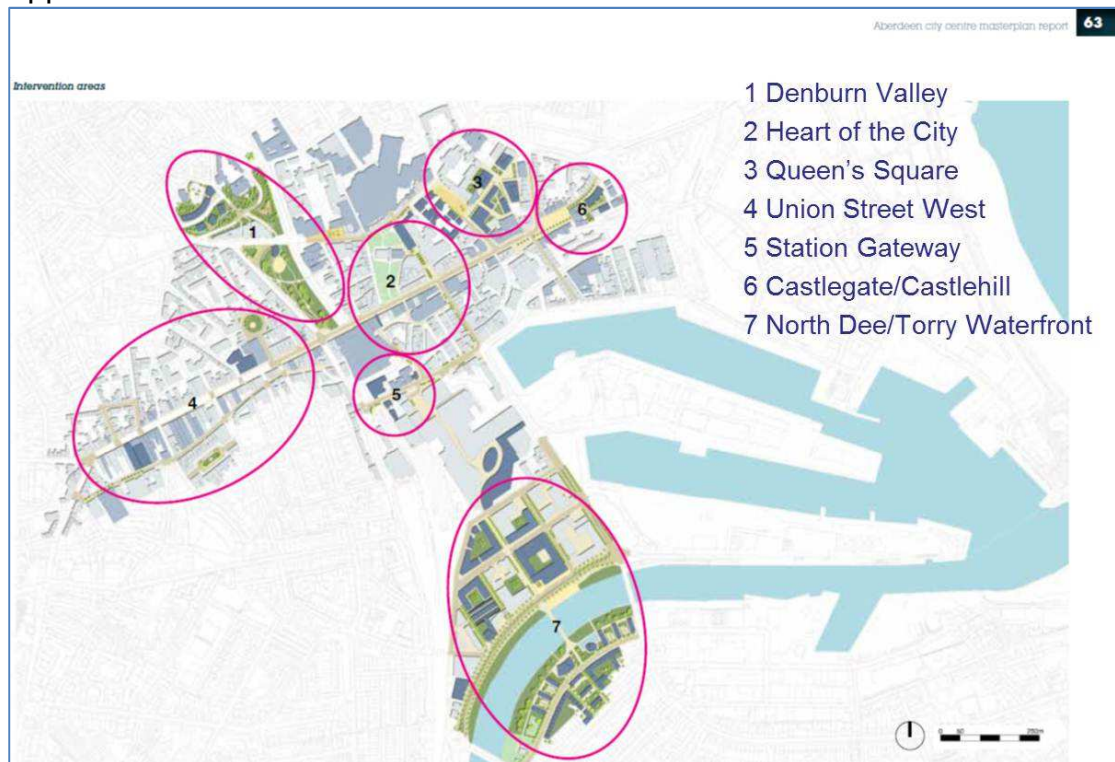


Figure 1: Aberdeen City Centre Masterplan intervention areas

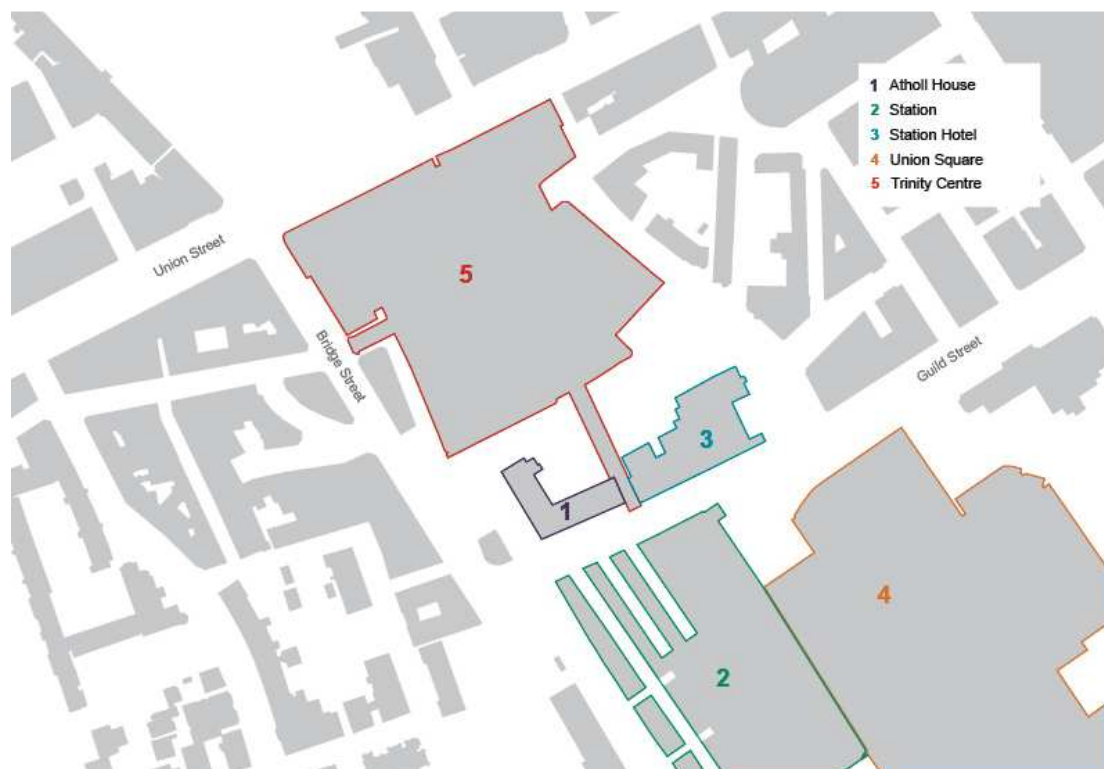


Figure 2: Station Gateway

- 1 Atholl House
- 2 Guild Street Station
- 3 Station Hotel
- 4 Union Square
- 5 Trinity Centre



Intervention Area 5
Station Gateway Development Brief

Aberdeen City Centre Masterplan		20 January 2016
Intervention Area 5 : Station Gateway		Development Brief

Contents

1.0	The Vision	page 3
2.0	Planning Policy, Strategy and other CCMP Projects	page 5
3.0	Planning and design principles	page 7
4.0	Uses	page 8
5.0	Scale and massing	page 9
6.0	Conservation and heritage opportunities	page 11
7.0	Transport and access	page 12
8.0	Public realm	page 13
9.0	Integration with CCMP	page 18
10.0	Land ownership, assembly	page 19
11.0	Delivery/ phasing	page 20
	SWOT Analysis	page 22

5 Station Gateway

The critical remodelling of the key gateway to the city centre, with new business and commercial developments, providing city centre users and visitors with a radically transformed arrival experience, leading seamlessly northwards to Union Street.

1.0 The Vision

1.1 The Station Gateway is one of 7 Intervention Areas in the approved City Centre Masterplan and Delivery Programme (CCMP). Its position and influence in accessing these is critical as it has the potential to provide successful connection to other intervention areas.

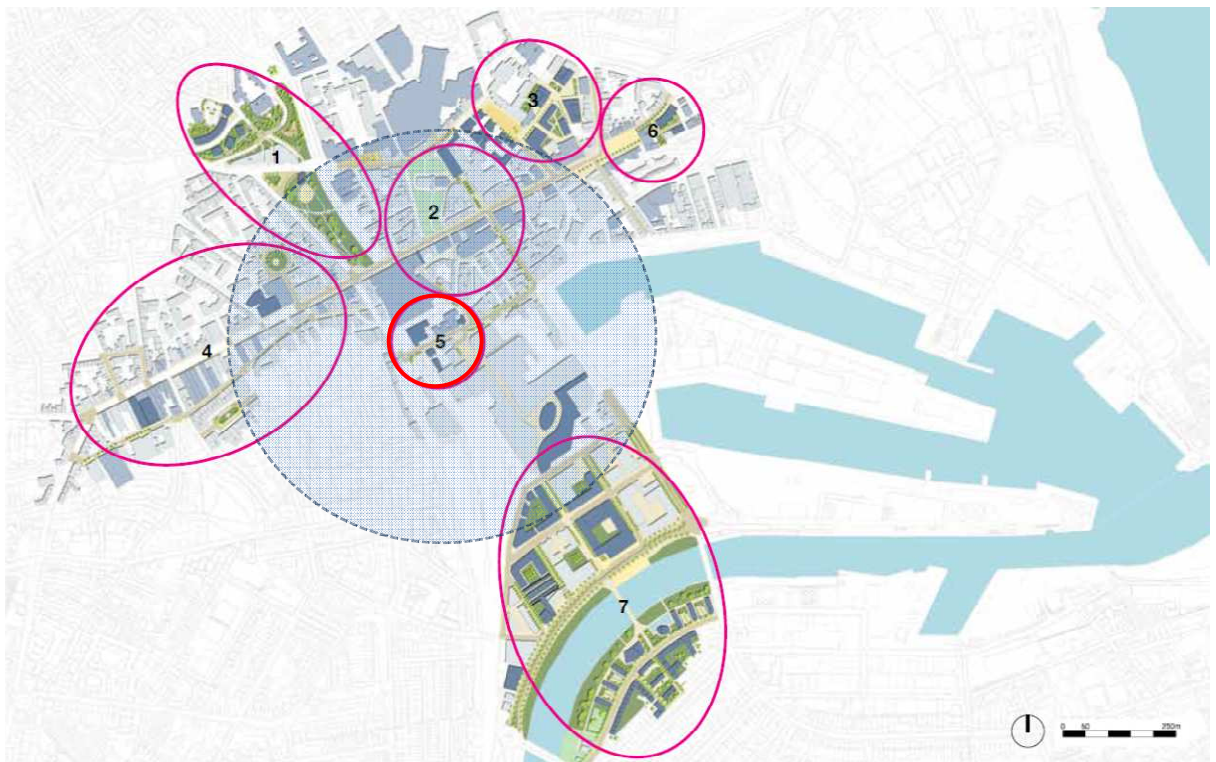


Figure 1: City Centre Masterplan Intervention Areas –

1 Denburn Valley; 2 Heart of the City; 3 Queen's Square; 4 Union Street West; 5 Station Gateway; 6 Castlegate / Castlehill; 7 North Dee/ Torry Waterfront

1.2 The statements below are extracted from the approved CCMP and set the context for this development brief. This brief is not intended to be prescriptive over specific site areas, rather it focusses on the relationship between the Rail Station, Union Square, Guild Street, Atholl House, Trinity Centre and the opportunity to improve connectivity and activity in the area. Station Gateway is a critical component in the delivery of the agreed masterplan. As the central focus of public transport activity in the city centre, the Gateway has connection with and influence on each of the other intervention areas in the city centre. Delivery of high quality public spaces enabling comfortable pedestrian connectivity and the conditions for efficient public transport movement will be integrated with each of the other intervention areas.

1.3 Extracts from City Centre Masterplan



Figure 2: Station Gateway: Indicative suggestion extracted from the CCMP

“A much enhanced gateway experience and better pedestrian routes between Union Street and the station will radically improve first impressions of Aberdeen and the attraction of access by rail. When emerging from the train station, people will be greeted with a more welcoming city. More generous public realm will create more space for people to meet and linger with new hotels and retail facilities helping to animate and enliven this important entrance to the city centre.”

The Opportunity

The removal of car born traffic on Guild Street necessitates the relocation of the station taxi rank and vehicular drop off area, creating the opportunity to expand and enhance the station concourse. This along with the redevelopment of Atholl House would provide a better gateway and enhanced connections to the Trinity Centre and Union Street beyond. Over the long term the complete restructuring of the Trinity Centre to provide a more contextually appropriate destination that integrates the medieval and Georgian layers of the city centre is an aspiration.”

1.4 Public Consultation

Thorough public engagement was undertaken during the CCMP process. During the final stage of consultation themes of the masterplan were well supported. Please see the themes below that show the support for those relevant to this design brief.

- Streets for people – do you support the principle of providing more space for people? Yes: 83.06%
- Keep on moving – do you support the theme of retained vehicle access and public transport permeability? Yes: 71.68%
- Urban living – do you support the theme of more housing, of different types, in the city centre? Yes: 75.10%
- City centre employment – do you support the theme of providing more employment space in the city centre? Yes: 76.12%
- Happy shoppers – do you support the theme of providing a better range and quality of shops for different ages? Yes: 87.65%
- Distinctive design for life – do you support the theme of providing distinctive new buildings that also respect the character of the city centre? Yes: 82.42%

2.0 Planning Policy, Strategy and other CCMP Projects

2.1 The current Aberdeen Local Development Plan (2012) designates the area as City Centre Business Zone (C2) to the north of Guild Street and east of the station, and Land for Transport (T1) at the station itself. The CCMP gives further guidance and suggests hotel uses at the north end of the station on Guild Street and also on the site opposite, currently occupied by Atholl House.

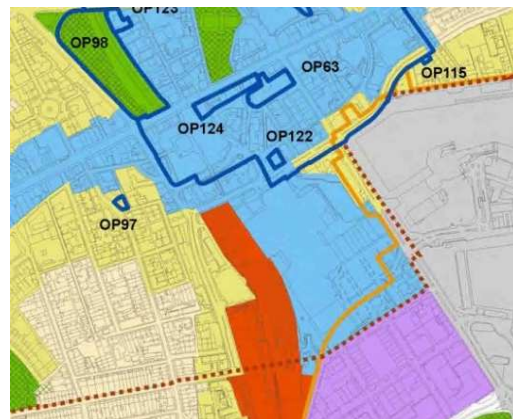


Figure 3: Extract from ALDP 2015

2.2 The Proposed Aberdeen Local Development Plan (2015) Policy NC1 City Centre Development is clear that development within the city centre must contribute towards the delivery of the vision for the city centre as a major regional centre as expressed in the CCMP. City Centre Retail Core (Policy NC2) encourages new retail, commercial, leisure and other significant footfall generating development in the city

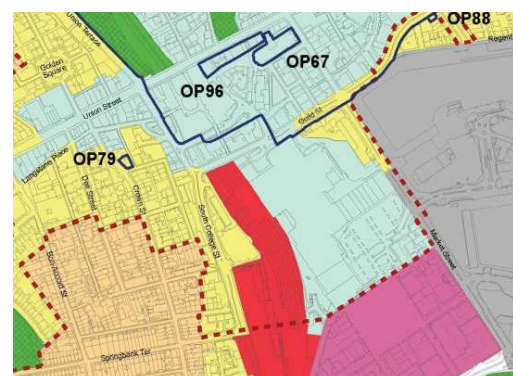


Figure 4: Extract from Proposed ALDP 2015

centre. Remaining land is covered by Policy T1 : Land for Transport, related to the Station, or Policy H2 : Mixed Use Areas , related to South College Street. Policy D3 Big Buildings promotes the city centre as appropriate for larger buildings and identifies that well-placed big buildings within the city centre can reinforce the city’s urban experiences and opportunities. It is not the intention of this brief to reiterate all policies in the Proposed ALDP, however Polices D1 : Quality Placemaking by Design, D4 : Historic Environment, T3 : Sustainable and Active Travel, R7 : Low and Zero Carbon Buildings, and Water Efficiency and R8 : Renewable and Low Carbon Energy Developments are particularly relevant.

- 2.3 The Station Hotel, 78-80 Guild Street, was recently granted planning and listed building consent for an 8 storey extension, application ref 131683.
- 2.4 Both the Strategic Infrastructure Plan and proposed City Region Deal emphasise that a successful city incorporates a thriving urban core. One of the key goals identified is ‘A Better Image for Aberdeen’. A high quality of life is integral to attracting and retaining the talent and investment needed to grow the economy. This sense of place, with a key emphasis on the city centre, is crucial in underpinning economic growth and essential in underpinning the necessary infrastructure requirements.
- 2.5 In response to this development brief it is essential that any project proposal takes into account the (often complex) relationships between the Station Gateway area and generic programme themes in the table below.

<p>Key projects related to this intervention area:</p> <ul style="list-style-type: none"> • Project CM10 Trinity Centre • Project EC08 New hotel development • Project EC11 Aberdeen works • Project IN01 Walkable Aberdeen • Project IN03 Cycle highways • Project IN04 Cycle hire scheme • Project IN05 Cycle hubs • Project IN06 Bus priority measures • Project IN07 Bus stop infrastructure and bus station • Project IN08 Aberdeen Station • Project EN02 Guild Street 	<p>Other project linkages:</p> <ul style="list-style-type: none"> • Project EN05 Union Street • Project CM11 Union Street Conservation Area Improvement Scheme • Project CM12 Union Square • Project EN11 Aberdeen in colour
---	--

Aberdeen City Centre Masterplan		20 January 2016
Intervention Area 5 : Station Gateway		Development Brief

3.0 Planning and design principles

<i>project</i>	<i>CCMP reference</i>	<i>description</i>
Aberdeen Guild Street Station	IN08	<ul style="list-style-type: none"> • Relocation of the taxi drop off facility, potentially to South College Street • Refurbishment/ expansion of the station concourse to the north • Enhanced linkage for pedestrian and cyclists to the city centre to include commercial development at levels above the enhanced station facilities • Commercial property development opportunities complimentary to the operational railway and railway station that enable enhanced connectivity • Improve passenger services and facilities • Passive provision for additional capacity, including future opportunity to reinstate platforms 8 and 9, considered in conjunction with commercial opportunities over and, as appropriate, beside the railway • Potential vertical link to Guild Street and north through site of Atholl House • Improve connectivity with Union Square
Aberdeen Bus Station	IN06	Bus priority infrastructure: <ul style="list-style-type: none"> • Implement bus only streets on key city centre corridors • Introduce bus gates on the approach to city centre junctions to annul the impact of congestion on journey times
	IN07	Bus stop infrastructure and bus station: <ul style="list-style-type: none"> • Mobility inclusive and significantly improved bus stop infrastructure • Enhance the existing bus station as part of the expansion of Union Square shopping centre including improved passenger waiting areas and clear signage.
Union Square	CM12	<ul style="list-style-type: none"> • Scope to expand the shopping centre • Respond positively to its wider urban context • Promote stronger linkages between the city centre core to the north and River Dee to the south.
Trinity Centre	CM10	The Trinity Centre occupies a strategic location in the core of the city centre but fails to provide a quality retail environment or a contextually appropriate setting to the Merchant Quarter, station and Union Street. The complete redevelopment (including partial or full demolition) of the centre is a long term aspiration.

Atholl House	Included in CM10	<ul style="list-style-type: none"> Wayfinding focal point, public space and sense of arrival Improve pedestrian access and flows from Union Square, the railway station, under Guild Street, up through the new development leading thereon to Bridge Street and to the Trinity Centre and then to Union Street Provide a modern mixed use scheme with a central plaza – removing Atholl House, with a much higher visual quality. Enabling project within the Intervention Area providing the catalyst for other projects
Station Hotel		78-80 Guild Street granted planning and listed building consent for an 8 storey extension, application ref 131683.

4.0 Uses

4.1 The CCMP gives broad guidance on intensifying uses within the city centre to contribute to a critical mass of population and animating streets, squares and spaces, thereby contributing to the vitality, vibrancy, economy and viability of the city centre. The CCMP outlines the following development for Station Gateway (these uses and floorspace figures provide an indicative guide only):

Station concourse	Class 1 (retail), Class 3 (food and drink)	2,700m ²
Above station concourse	New hotel	10,000m ²
Atholl House site	Class 7 New hotel / serviced apartments	8,600m ²

4.2 Notwithstanding the assumptions of the CCMP, given the area is defined as a ‘gateway’ and lies within the city centre boundary with excellent public transport links, a number of uses would be appropriate including, but not limited to: Office, Retail, Hotel, Leisure and Residential. Although not a specific requirement, opportunity sites such as at Atholl House, or above the Station concourse, could make a significant contribution to the economy of the city centre should they include office development.

4.3 Any development proposals in the area should demonstrate how uses can be flexible over the life of a building to ensure the best use of resources, maximise adaptability, enable the area to respond to changing market conditions and ensure that Station Gateway remains a vibrant area of the city centre.

5.0 Scale and Massing

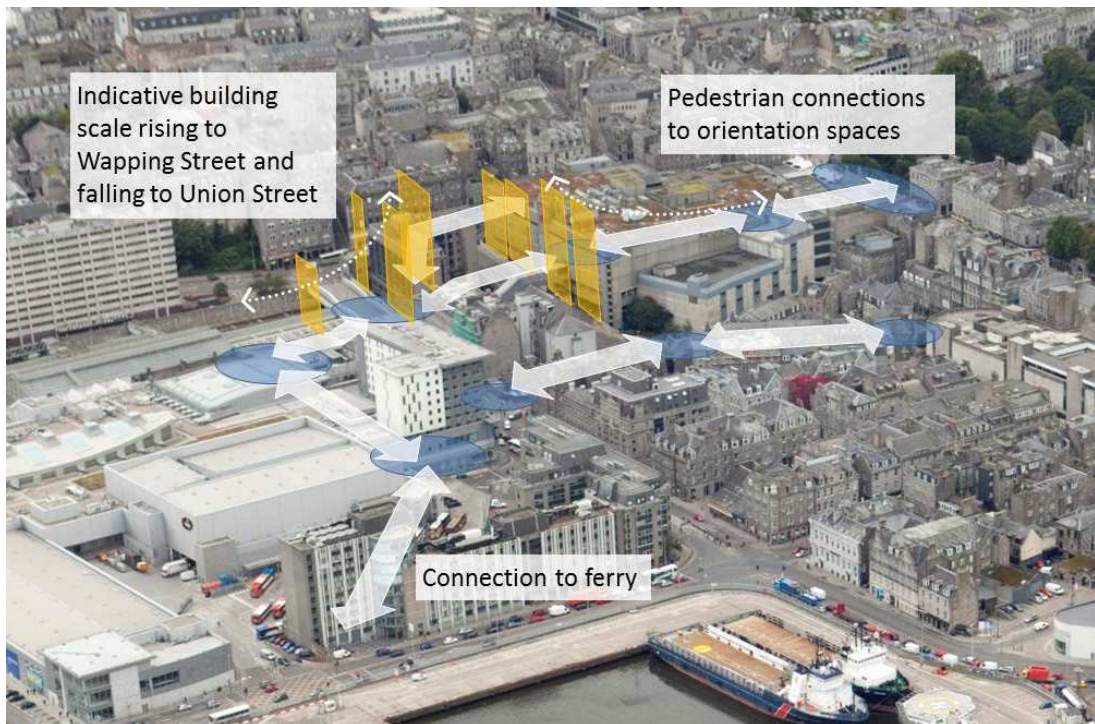


Figure 5: Building Scale

5.1 The study area includes Guild Street Station, Atholl House, the Trinity Centre, Station Hotel, Jury's Inn, Union Square and the BT building on South College Street. The area includes a number of large scale buildings in a variety of forms, many of which do not have a positive architectural relationship with each other or the surrounding public realm. In order to achieve the public realm and connectivity aspirations crucial for this area, it is necessary to consider an increase in urban scale and density in order to generate a critical mass of people of activity. Creating the conditions to enable development which will contribute to viability of interactive uses at street level, it will be necessary to consider maximising the potential of each site to increase the population of the area.

5.2 Increasing density is caveated, however, on two key principles:

- quality of public realm
- quality of architecture

Densifying the urban core of the city creates the conditions to increase the viability of projects and in turn increase the potential for works such as enabling delivery of associated high quality public realm and as a result achieving better, more clearly defined pedestrian movement.

5.3 Acceptable building forms and architecture will be identified through further urban analysis relating to each project which will be detailed in design and access statements. Proposals for taller buildings in this location would be acceptable in principle, provided they comply with Proposed ALDP policy D3: Big Buildings. If increasing the density of the area is to be achieved, resulting buildings must have slender vertical emphasis and provide interactive and engaging public uses and access at ground and street levels.

Aberdeen City Centre Masterplan		20 January 2016
Intervention Area 5 : Station Gateway		Development Brief

- 5.4 Skyline is critical and should be breached only by a series of slender landmarks reflecting the tradition of steeples and spires as a means of wayfinding and legibility in the city centre. Such landmark buildings may contribute to identifying the station location for visitors, from key locations or vantage points; whilst at the same time create a positive image of the city centre on approaches from the south.
- 5.5 Architectural expression and urban form are critical to the perceived success of new development. It is expected that new development in the area will present a series of layers at the station and Atholl House, building up to screening the rear of the Trinity Centre. Whilst this is important in the short to medium term, it is essential that long term future opportunities for the Trinity Centre are not compromised, to either open up the mall or potentially comprehensively redevelop the site as is suggested in the CCMP. This will include consideration of architectural expression and materials when viewed from the north as well as the south at the site of Atholl House and the Station.
- 5.6 Any project proposals will require to be discussed in detail at pre-planning stages complete with massing studies clearly exploring buildings in the context of the immediate urban realm and wider city scape.

6.0 Conservation and heritage opportunities



Figure 6: Listed buildings by category



Figure 7: Guild Street Bridge

- 6.1 There are a number of listed buildings and structures in the study area, as well as conservation area designation to consider (see fig 6). Rather than be seen as constraints, the rail and other built heritage can be considered assets that contribute to creating the sense of place that Aberdeen must develop to differentiate from its competitors.
- 6.2 Structures such as the station, including the bow bridge on Guild Street (category A listed) and the former station ticket office (category B listed) are considered important components expressing the engineering and rail heritage of the city. Imaginative re-use of these structures is required, although it is acknowledged that the bridge construction on Guild Street provides a physical barrier to pedestrian movement should vehicular access through Guild Street be restricted as a result of wider city centre traffic management. There is an opportunity for the site of Atholl House to consider vertical circulation to station concourse level allowing direct access to the station underneath the bridge. The steelwork underneath the bridge could be cleaned and illuminated to provide a memorable gateway to the station at platform level.
- 6.3 Should vehicular movement on Guild Street be restricted to public transport only, a detailed review of the bow bridge structure will be required as the opportunity to create a pedestrian friendly environment on Guild Street may be compromised by the bridge structure.
- 6.4 It is acknowledged that there is development potential at the station, particularly above the concourse and facing onto Guild Street. This, together with review of the bridge structure, will require detailed liaison with Historic Environment Scotland and follow guidance detailed in the Scottish Historic Environment Policy.

7.0 Transport and access

7.1 The arrival experience in the City Centre is identified in the approved CCMP as a key area to be addressed, particularly by public transport at the rail and bus stations. The CCMP also identifies the strategic target to reduce city centre traffic by 30% over the next 20 years. The outcomes of achieving that target include increased pedestrian space, less vehicle/pedestrian conflict and improved air quality in the city centre. The CCMP is explicit about the need to create pedestrian friendly streets, squares and spaces in the City Centre that will encourage people to spend more time in the city centre, enhance the user experience, encourage more activity and boost the vibrancy and economy.

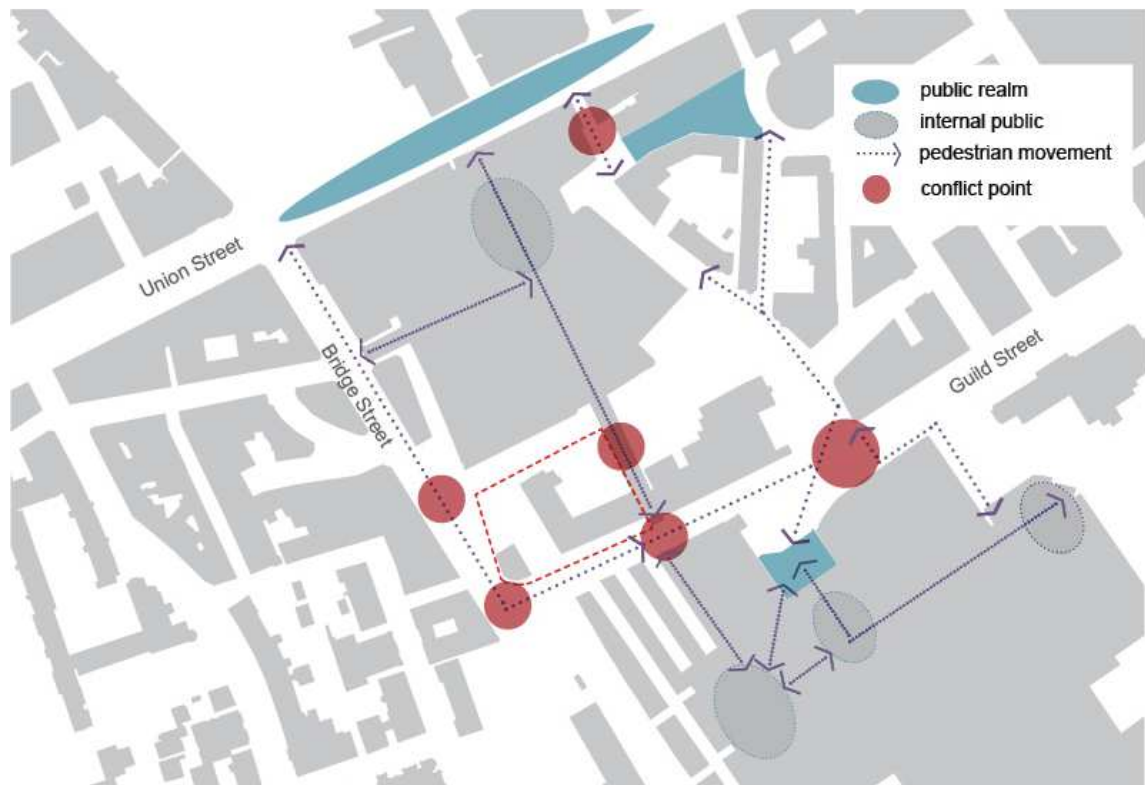


Figure 8: Current movement conflicts

7.2 Physical pedestrian links are currently compromised by road traffic conflicts, lack of clear routing, topography and lack of legibility and wayfinding for the pedestrian. The Guild Street / station area is currently accessible by all modes of transport without any clear priority or hierarchy and as a result, none of them work effectively. There is no clearly defined or preferred route from the station to Union Street and the rest of the city centre. Particular areas of conflict can be found at Guild Street / Rennie's Wynd and Bridge Street / Wapping Street.

7.3 Current transport modelling will identify opportunities to focus on public transport movement in Guild Street / Bridge Street / Union Street / Market Street, and will consider greater levels of restriction for general north / south movements around South College Street / Wapping Street / Denburn Road. This will be confirmed on completion of the transport modelling exercise in March 2016.

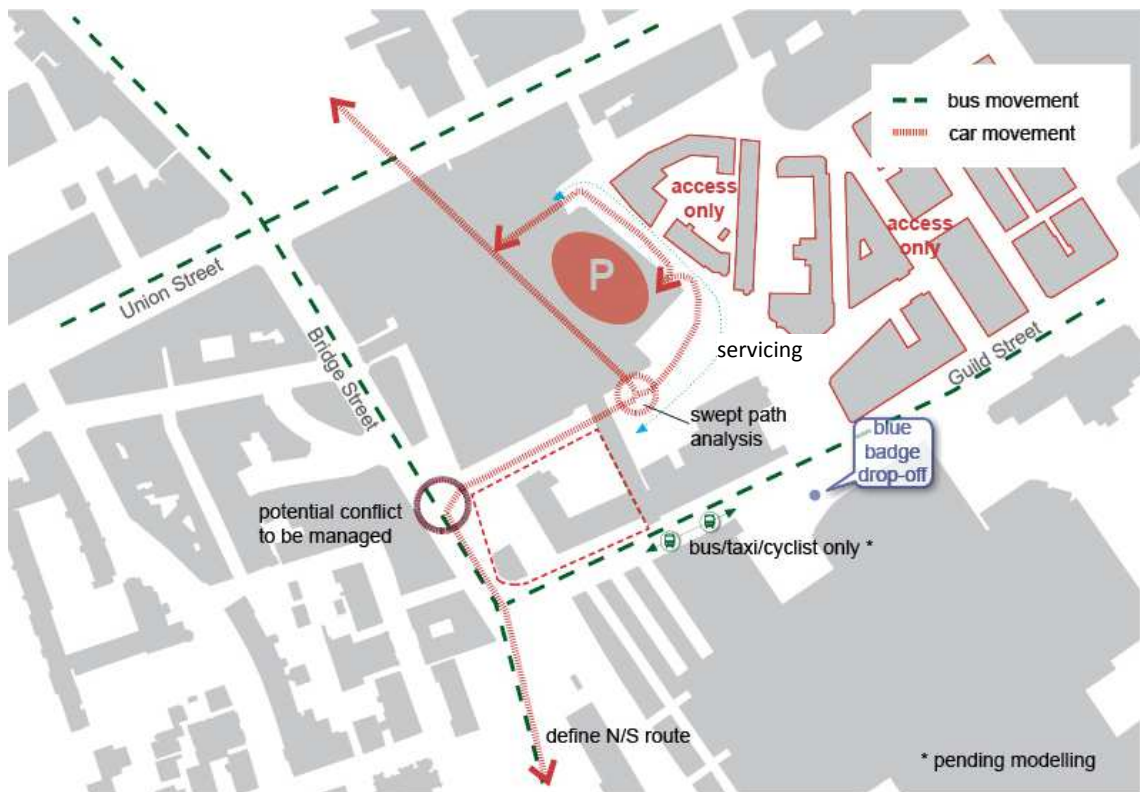


Figure 9: Possible future transport movement (dependent on analysis from the strategic transport model)

7.4 Scotrail/Abellio has made a commitment nationally to improve accessibility and pedestrian movement in and around stations and Aberdeen is one of the key targets. Coupled with the need for Union Square to be more closely linked with pedestrian movement related to Union Street (to reduce the need for travel by private car) and the potential that Trinity Centre could enhance the pedestrian gateway to and from the stations. There is also the opportunity to strengthen the connections to Back Wynd stairs, Merchant Quarter and the Tivoli Theatre. The site of Atholl House is critical in the delivery of high quality public realm. Indeed this site could offer the opportunity to address multi-level connectivity between the lower station platform levels, Guild Street / Bridge Street and the upper level via Trinity Centre connecting directly to Union Street.

7.5 The opportunity must be taken to promote visitor information in and around the station area in conjunction with emerging totem signage currently being rolled out.

8.0 Public realm

8.1 As identified in the CCMP, topography, lack of legibility in wayfinding and movement, poor lighting and linkages , all combined with a minimal activity in the streetscape are all issues that contribute to a poor user experience in the area.

8.2 Although caveated by the completion of the strategic transport model for the wider city centre, a strategic approach as identified in fig 10 that prioritises pedestrian movement

along Guild Street and Bridge Street, would enhance the pedestrian experience, reduce pedestrian/ vehicle conflict and provide the following:

Orientation :	create spaces that people want to be in enabling them to get their bearings
Connectivity :	ease movement and wayfinding in favour of pedestrians and public transport
Animation :	create opportunities for activity and live frontage along all routes and spaces between the station and Union Street

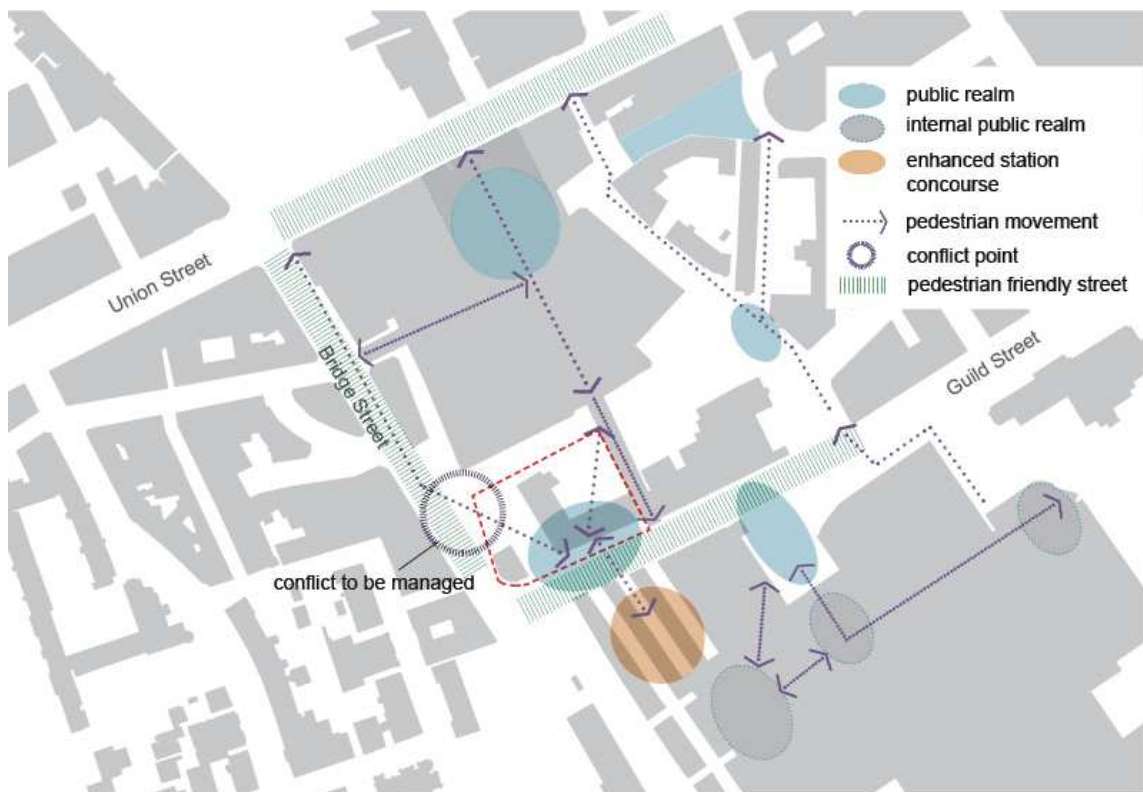


Figure 10: Proposed pedestrian movement

- 8.3 All streets, squares and spaces must be accessible, DDA compliant and finished in high quality materials consistent with the emerging Public Realm Strategy arising from the CCMP Project IN01 (Walkable Aberdeen): Creating a safer and more attractive city centre for pedestrians and other sustainable modes. Any proposed building forms must contribute to public spaces that clearly deliver comfortable pedestrian permeability. Public spaces must be flexible and functional and attractive to users (whether passing through or staying), comfortable (provide shelter and be safe/secure) and finished using high quality durable materials.
- 8.4 A series of sequential journeys via high quality, accessible and animated routes connecting populated spaces will improve the gateway experience and encourage footfall between Union Street and Union Square.
- 8.5 Actions for each area are described are below included, but are not exclusive.

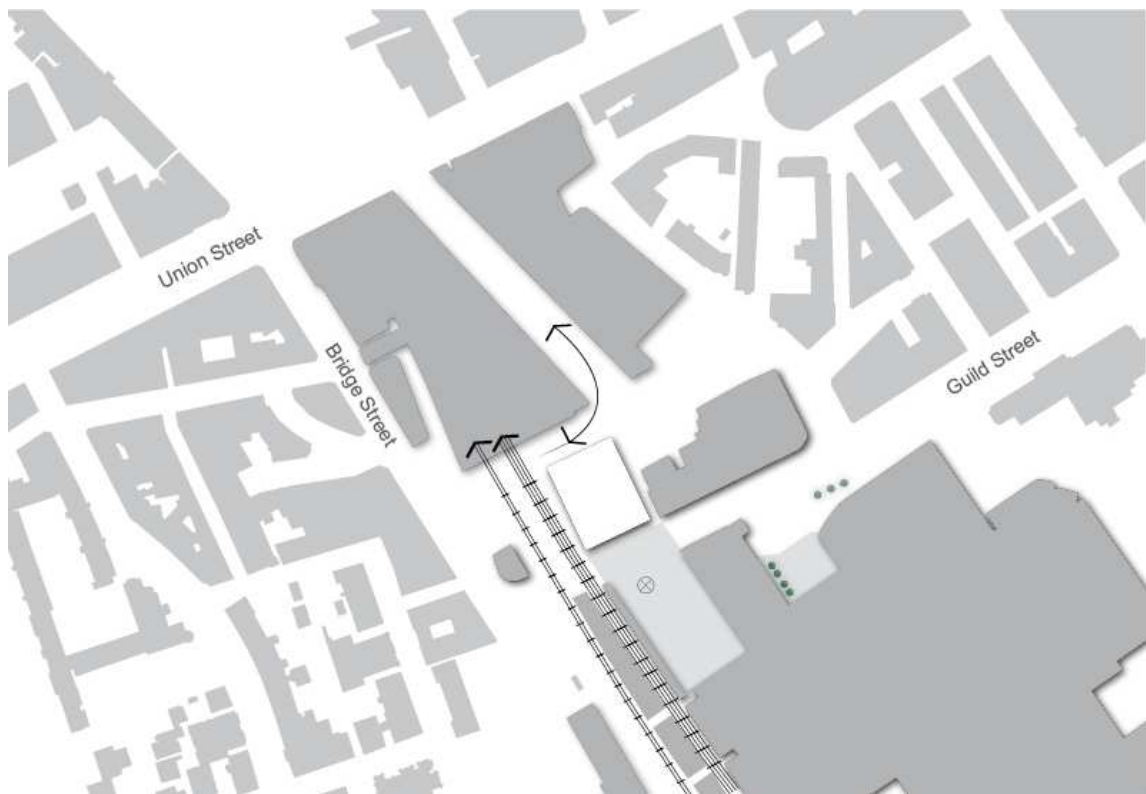


Figure 11: LEVEL 0 - Station Concourse /Atholl House (indicative only*)

- **Station concourse**
 Comfortable and welcoming arrival/departure space populated with retail/café/etc (with opportunities for vertical circulation)
 Enhance connectivity between Guild Street Station and Union Square Shopping Centre
 Relocate taxi rank to South College Street (final location must be easily accessible with a direct link to the station)
 Cycle hub
 Information to direct people to a variety of transport options for making their onward journey.
- **Guild Street/Atholl House**
 Provide a pedestrian focus to Guild Street
 Large area of public realm immediately adjacent to the Rail Station (with opportunities for vertical circulation) connecting to wider Guild Street pending consideration of the future of the bow bridge
 Access through site of Atholl House connecting Bridge Street to Guild Street
- **Union Square**
 Enhanced connection to bus station
 Enhance links to taxi rank/South College Street car park
 Redesign outdoor square in lieu of taxi relocation and blue badge drop off
 Improve bus station waiting and boarding environment - waiting areas to be fully sheltered
 Links to Harbour and ferry terminal
 Cycle hub

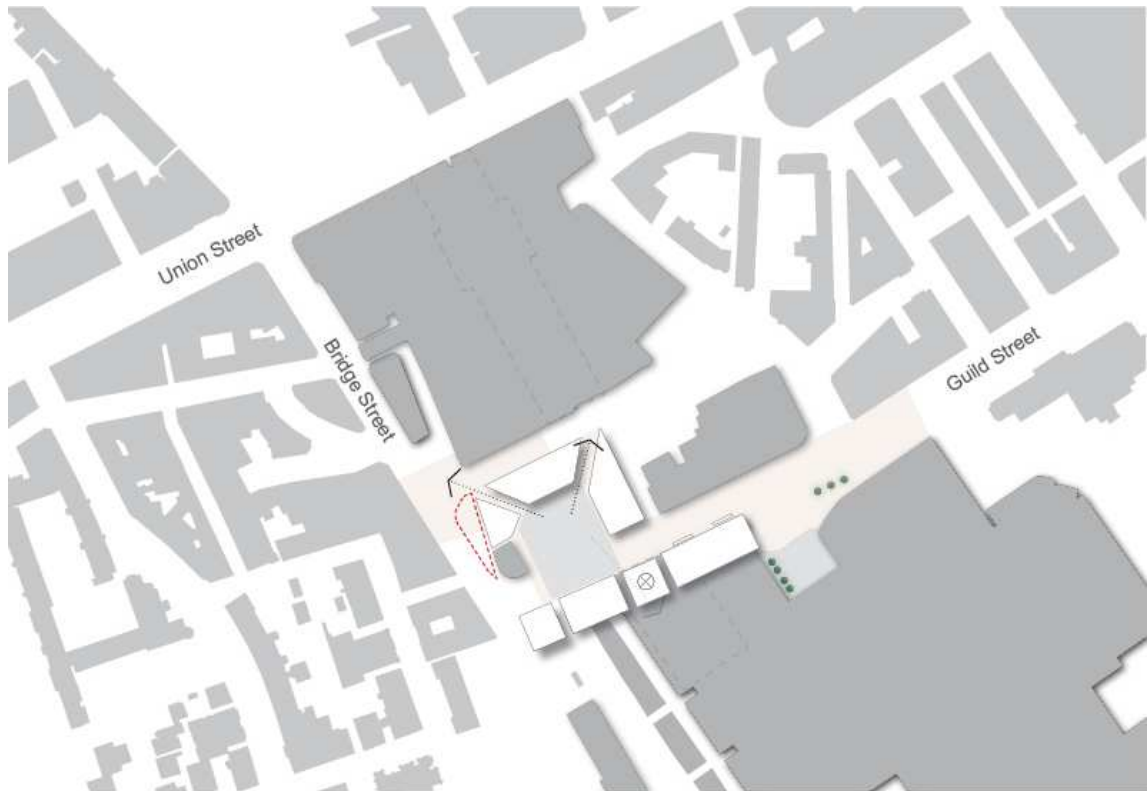


Figure 12: LEVEL 1 - Guild Street / Atholl House (indicative only*)

- **Guild Street**
 - Remove through traffic, except buses taxis and cyclists, to create the opportunity for increased pedestrian movement.
 - Blue badge drop off at Union Square
 - Bus stop immediately outside new station frontage
 - Segregated two way cycle lane on Guild Street
- **Bridge Street**
 - Improved and widened pedestrian footway connected with Guild Street via a 'managed access' route through site of Atholl House



Figure 13: LEVEL 2 - Atholl House / Trinity Centre (indicative only*)

- **Trinity Centre**
Improved and more open access from the south, potential for mall to open up more to north
- **Union Street/Union Bridge**
Pedestrian focus to the section between Bridge Street and Market Street

**All building forms shown are indicative only to demonstrate the principles of the development brief. All proposals for new development will comply with the principles of the brief, but may differ from the massing indicated.*

Aberdeen City Centre Masterplan		20 January 2016
Intervention Area 5 : Station Gateway		Development Brief

9.0 Integration with CCMP

A number of Masterplan initiatives are common to all areas. These include:

- 9.1 Project EN11 Aberdeen in colour: Although a comprehensive lighting masterplan has yet to be commissioned, the principle aim of introducing lighting proposals that enhance night time safety and improve the vibrancy and attractiveness of the night time environment can be implemented at Station Gateway.

Guild Street together with the key spaces and connections that comprise the sequential journeys identified in this brief require a co-ordinated approach to street and façade lighting that helps identify those routes, assist with wayfinding, create safe environments and contribute to vibrancy of the City Centre.

Taking care to avoid light pollution, lighting proposals will be developed to subtly enhance key listed buildings and structures, such as Guild Street bridge, should it remain, and the Station entrance. Lighting proposals must also take into account energy conservation.

The opportunity can be taken to introduce more dynamic forms of lighting within contemporary development, with the potential for innovative lighting on blank façades to animate dull spaces.

- 9.2 Project EC06 Aberdeen 365 Events Programme: The city centre events programme aims to increase year round activity and reposition the city centre as a 'happening' place. Station Gateway can provide a series of linked spaces that can contribute to the programme of animation and activity to enable the city centre to be more 'event ready' such as the existing performance space within the Union Square foyer and at the main entrance to the centre.

10.0 Land ownership, assembly



Figure 14: Ownership

Aberdeen City Council	Public Realm, Transport, Planning, Property
Network Rail	Rail infrastructure and Station
Scotrail/Abellio	Station and Rail Services
Stagecoach	Bus Station
Byline Group	Atholl House
Hammerson	Union Square
Ellandi	Trinity Centre
The Cairn Group	Station Hotel

11.0 Delivery/ phasing

It is recognised that the phases identified below are indicative and will develop at a varied pace, with early phases taking existing conditions into consideration while others will develop over a longer period of time. All actions to be reviewed pending production of the City Centre Masterplan Programme.

ref	action	responsibility	target	linked to action
01	Strategic transport model to be complete	ACC	May 16	All
02	Define land requirements for Bridge Street / Wapping Street and Atholl House redevelopment and agree Heads of Terms	ACC/Byline/ Network Rail	ongoing	01
03	Review of listing at the station with particular reference to Guild Street Bridge and former ticket office	ACC/HES	ongoing – bridge remains listed	07, 11, 14
04	Liaise with Historic Environment Scotland re listed structures and carry out full SHEP test	Byline / Network Rail / ACC	ongoing – through planning app and station feasibility	07, 11, 14
05	Design and access statements clearly showing design development, urban analysis, justification for mix of uses, scale massing and architectural expression	Byline Network Rail/ Abellio	May 16 with planning app Mar 16	03, 04
06	Conservation analysis and plans	Byline/Network Rail/Abellio/HES	May 16	03, 04
07	Site of Atholl House design development and application for planning consent	Byline	PoAN submitted (15/01/16)	02, 03, 04, 05, 08
08	Guild Street detailed design options (pending transport model outcomes)	ACC/ALL	Summer 16	01, 03, 04, 07, 09
09	Union Square design development including review of public space, bus station and links through to railway station	Hammerson/Stag ecoach/ Network Rail/ Abellio	PPiP submitted (15/02/16)	01, 08
10	Design Opportunities and Development Capacity review for long term future of Trinity	ScotEnt/Ellandi/ ACC/	May 16	07

ref	action	responsibility	target	linked to action
	Centre			
11	Rail Station Phase 1 improvements study, including relocating taxi rank, station concourse upgrade and improved connectivity with Union Square	Network Rail/ Scotrail/Abellio	Mar 16 Complete	01, 07, 09
12	Trinity Centre south access (Dependent on action 10)	Ellandi/ Byline/ ACC/ Network Rail	tbc	07
13	Economic benefits analysis	ACC/Scot Ent	tbc	All
14	New Station Phase 2 development feasibility study	Network Rail/ Scotrail/Abellio	Mar 16 complete	11

Aberdeen City Centre Masterplan		20 January 2016
Intervention Area 5 : Station Gateway		Development Brief

SWOT Analysis

Collated from stakeholder workshop held in November 2015

Strengths	Weaknesses
Destination (Union Square) Rail Heritage (Bridge, former Ticket Office, Concourse) Access for all modes Bus and Rail Stations, Taxi, Harbour Growth of City and Region Collaborative working between all parties Limited no of landowners (eg Network Rail and Hammerson south of Guild Street) Previous working relationships	Topography and public realm obstacles Built form (architecture, spaces, roads) Infrastructure (City wide and locally) Lack of access hierarchy or priority at station Individual project timescales all different Political stability Council with enough commitment and power to deliver (eg CPO) Parking quality Public realm Signage/wayfinding Quality of experience Sense of Arrival Harbour – land adjacent to Market St if new harbour goes ahead Traffic and Wapping Street gyratory Listed building constraints Links to airport
Opportunities	Threats
Leadership (City Centre Director) City Region Deal (infrastructure) Philanthropic will to support projects? Investment in 7 cities Public and private funding Critical mass of people Rationalise movement and access Section 75 contributions Gap funding opportunities through Government Links to Harbour Links to Park and Ride Rail heritage (sense of identity and place) Extend the Green THI area City centre living	Strategic investment Sources of funding Spending Review Quality of bus station Out of town development Time/programme management and Impact on infrastructure Cultural change and comparison (car city) Disruption during construction Short term immediate goals v long term strategy

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Aberdeen City Council - Licence No. 100023401 (Year). The Ordnance Survey mapping within this publication is provided by Aberdeen City Council under licence from Ordnance Survey in order to fulfil its public function as a planning authority. Persons viewing this mapping should contact Ordnance Survey Copyright for advice where they wish to licence Ordnance Survey mapping for their own use. www.ordnancesurvey.co.uk*

Equality and Human Right Impact Assessment: The Form



EHR/IA

Please use this form to any new or revised **policy, strategy, plan, procedure, report or business case** – referred to as “**proposal**” .

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support your decision.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Station Gateway: Development Brief Consultation Results	Date of Assessment: 23.11.15, updated 14.12.15 and 08.02.16
Service: Planning and Sustainable Development	Directorate: Communities Housing and Infrastructure
Committee Name or delegated power reference (Where appropriate): Communities Housing and Infrastructure CHI/16/0/18	Date of Committee (Where appropriate): 17 May 2016
Who does this proposal affect? Please Tick ▼	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below)
2: Equality and Human Rights Impact Assessment- Pre-screening	

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support this decision

3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	<p>Aims</p> <p>To set out the planning, urban design and development principles for Station Gateway, identified as project IE5 in the approved Aberdeen City Centre Masterplan. The brief considers how these principles can be adopted so that the Station can continue to complement and support Aberdeen’s economic and cultural growth. The brief provides guidance to ensure that the objective for a greater mix of uses in the area can be delivered complementary to one another. The development brief area is included in the City Centre Masterplan, Aberdeen Local Development Plan and is covered by City Centre Business Zone (C2), Land for Transport (T1) and Mixed Use Area (H2) designations.</p> <p>Effects</p> <ul style="list-style-type: none"> • Better connecting the residents of Aberdeen with the Station, and also seeking to improve connections to and from the rest of the city centre through improved public realm and way finding. • Potential project work has been identified through community and stakeholder engagement on the City Centre Masterplan.

	<ul style="list-style-type: none"> • Responds to the aims and aspirations of the Aberdeen City Centre Masterplan. • The Development Brief will help guide the future provision and deliverability of proposals in the area avoiding piecemeal development. • The Development Brief also offers opportunities for better connections to non-motorised forms of transport. This offers transport choices for citizens and is of particular benefit to those who do not have access to a car. • As part of the modernisation of the planning system in Scotland, public engagement plays a vital role in the preparation of plans. This allows for people's involvement throughout the design and development process, and makes a real difference to the content of the final document.
<p>b- What equality data is available in relation to this proposal? (Please see guidance notes)</p>	<p>There is no equality data available in relation to this proposal. During the consultation process for the City Centre Masterplan consultation participants were not asked any personal information.</p> <p>Upon Committee approval at CHI on 20 January 2016, a 4 week period of public consultation was undertaken on the Station Gateway Draft Development Brief. The consultation period allowed members of the public time to assess and comment on the draft document and submit representations to the Council. These comments have been assessed and responded to by officers', including necessary amendments to the Development Brief as a result of representations.</p>
<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with</p>	<p>City Centre Masterplan Consultation</p> <p>The need for a development brief for the Station Gateway has been consulted upon</p>

employees, service users, Unions or members of the public that has taken place in relation to the proposal.

widely through the City Centre Masterplan consultation process.

Three engagement periods including sessions/workshops have already been completed with the community, relevant stakeholders and statutory agencies, in September 2014, February and May 2015, where participants were invited to view plans, comment on draft proposals and suggest changes. Further comments will be possible once planning applications for bringing forward any of the individual projects specified in the Development Brief have been submitted. The consultation events were open to all.

Feedback

The comments received from the local community and interested stakeholders throughout the consultation process have been used to inform the Aberdeen City Centre Masterplan, of which this is a key project (Intervention Area 5). A summary of the key issues of concern are contained in the Stakeholder Consultation Report: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=65368&sID=26695>

General issues raised include:

- Wayfinding
- Accessibility
- Architecture and Urban Design
- Public realm

These are specifically addressed in the approved Masterplan and, in turn, the development brief.

There were no specific outcomes from the consultation in relation to equalities and/or human rights.

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost £ <input type="text" value="N/A"/></p> <p>Projected Savings £ <input type="text" value="N/A"/></p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>The preparation of the Development Brief is based on Aberdeen City Council's Masterplanning Process, which advocates community and stakeholder engagement in the planning process at the earliest opportunity and seeks to maintain this involvement throughout its preparation. This has already taken place in the Masterplan from which this Brief arises.</p>	
<p>f- How does this proposal link to the Council's Equality Outcomes?</p>	
<p>The Council's Equality Outcomes relevant to the Development Brief are:</p> <ul style="list-style-type: none"> 11. Pavements and footpaths that are safer and easier to use for pedestrians. 12. People who feel safe in their homes and in a city that is family friendly by night. 17. The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people. 	

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)	
Age (People of all ages)		✓		The development brief will set out principles that create a better urban environment with improved pedestrian access to the Station and Guild Street area for all ages.	
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓		The development brief will set out principles that create a better urban environment for all, including those with disabilities, in the Station/Guild Street area.	
Gender Reassignment	✓				
Marital Status (Marriage and Civil Partnerships)	✓				
Pregnancy and Maternity	✓				
Race (All Racial Groups including Gypsy/Travellers)	✓				
Religion or Belief or Non-	✓				

belief					
Sex (Women and men)	✓				
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓				
Other (e.g: Poverty)	✓				

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article	Evidence
Article 2 of protocol 1: Right to education No	N/A
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	

No	N/A
Article 6: Right to a fair and public hearing	N/A
Article 8: Right to respect for private and family life, home and correspondence	N/A
Article 10: Freedom of expression	N/A
Article 14: Right not to be subject to discrimination	N/A
Other article not listed above, please state:	

7- EHRIA Summary and Action Planning

Station Gateway Draft Development Brief: Consultation Results					
Report Title					
Assessment not required N/A	Evidence				
Assessment completed Yes	As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:	
No risks identified	N/A	N/A	N/A	N/A	

8: Sign off

Completed by (Names and Services) :	Sandy Beattie Team Leader (Masterplanning, Design & Conservation) Planning and Sustainable Development Communities, Housing & Infrastructure
Signed off by (Head of Service) :	<i>John Lynch</i>
<p>Only sections 7 and 8 will be attached to the committee report</p> <p>The full EHRIA will be published on Aberdeen City Council's website under http://www.aberdeencity.gov.uk/xeg_EHRIA_Search.asp</p> <p>Please send an electronic format of the full EHRIA without signature to SHoward@aberdeencity.gov.uk</p>	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Draft: Site OP63, Prime Four Business Park Development Framework
REPORT NUMBER:	CHI/16/083
CHECKLIST RECEIVED	Yes

1 PURPOSE OF REPORT

- 1.1 This report outlines the Site OP63, Prime Four Business Park Development Framework, prepared as a strategy for the future development of land identified in the Proposed Aberdeen Local Development Plan (2015) as Opportunity Site 63 (OP63).
- 1.2 The purpose of this report is to seek approval for the Site OP63, Prime Four Business Park, Development Framework to be issued for public consultation over a six week period; and
- 1.3 For the Director of Communities, Housing and Infrastructure to be instructed to report to a subsequent Committee with the findings and any revisions proposed as a result of the public consultation.

2 RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
 - (a) Approves the Draft Prime Four (OP63), Development Framework for public consultation over a six week period, and;
 - (b) Instructs the Director of Communities, Housing and Infrastructure to report the results of the public consultation and any proposed revisions to the Draft Development Framework to a subsequent meeting of this Committee.

3 FINANCIAL IMPLICATIONS

- 3.1 The design team have met the cost for the preparation of the Development Framework including all consultation and engagement to

date. 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.

- 3.2 The costs associated with the proposed six week statutory consultation exercise will be met within existing budgets.

4 OTHER IMPLICATIONS

- 4.1 The Development Framework reduces the risk of piecemeal and inappropriate development and ensures that the development will be fully integrated into its surroundings. 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 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 in accordance with the Local Transport Strategy 2016.
- 4.4 A Strategic Environmental Assessment (SEA) has been undertaken on OP63 as part of the preparation of the Proposed Aberdeen Local Development Plan.

5 BACKGROUND / MAIN ISSUES

- 5.1 The full Development Framework is a large document containing a lot of illustrative material and can be viewed by via the following link:
www.aberdeencity.gov.uk/masterplanning
- 5.2 The Development Framework has been made available to the Kingswells Community Council for information prior to this report being considered.
- 5.3 The Development Framework has been produced by Halliday Fraser Munro on behalf of Drum properties. The Development Framework aims to create an extension to an existing high quality business park to the west of the City.

Site Description

- 5.4 The site is currently an agricultural site to the west of the existing Prime Four Business Park and Kingswells. The AWPR will be located immediately to the west of the site.
- 5.5 The site is 12.7 hectares in size and is currently eight varied sized fields, largely set out for pasture with dry stone boundary walls. The site also includes a number of tree belts and the Ancient Woodland, located immediately to the east. Finally within the site the Friends Burial Ground is located to the south west.

Policy Summary

- 5.6 The site is identified in the proposed Local Development Plan 2015 as Opportunity Site 63 (OP63) for Specialist Employment. The Local Development Plan identifies the need for a Masterplan for the site along with a Transport Impact Assessment. The proposed plan also confirms the requirement of an adequate buffer to be identified in the Masterplan for the Quaker Burial Ground and the ancient woodland.
- 5.7 The proposed Local Development Plan is going through an examination at present. Three representations for OP63 are currently with the reporter for consideration. It is expected that the reporter's recommendations will be submitted to the Council by 10 August 2016.
- 5.8 The additional area of land has been allocated in the Proposed Local Development Plan and a schedule 4 has been submitted to the reporter. The schedule 4 confirms that: "The south west corner of the existing prime four business park is constrained and undevelopable at present due to access issues. The Prime Four Business Park has been exceptionally successful, bringing a significant positive economic impact to Aberdeen over the last 3 years. The developable land has been built out and demand for plots is continuing. There is therefore a strong argument for allocating more land for the Prime Four Extension now to allow for the continued growth and success of the site in order to capture this current demand."

Development Framework

- 5.9 The Development Framework covers a site that is an extension to the existing Prime Business Park. The broad principles and the quality of the development will be carried through from the existing site to this proposed extension.
- 5.10 The document provides an update on the previous phases of the Prime Four development and how the site has been developed. Updates on circulation around the site, the development zones and the previous Development Framework are shown on pages 6 to 12. It is important within this new Framework to confirm the links and existing roads to

ensure that the appropriate connections between the different phases are made.

Key Objectives

- 5.11 The Development Framework sets a number of key objectives for the site. These objectives cover the topics of:
- **Distinctive** – landscape strategy utilising existing natural features while creating a sense of identity.
 - **Movement** – clear orientation around the site, development will provide visual markers and strong pedestrian links to existing facilities.
 - **Safe and pleasant** – creation of frontages to streets, activity at all times of day and well-designed public spaces.
 - **Adaptable** - provide a range of plot sizes and the flexibility to adapt to market changes.
 - **Easy to get to and move around** - pedestrian and cycle friendly streets, good access to public transport, well integrated car-parking and opportunities to incorporate enhancements to biodiversity.
 - **Resource efficient** – improving habitats and increasing building performance.

The key objectives can be read in full on page 30 of the Framework document.

Response to Historic Environment

- 5.12 The friends burial ground is a C listed building located to the south west of the site. The Framework identifies a 20 metre buffer around the burial ground to prevent direct impact on the listed building. Consideration will also be given to the surrounding context and how best to integrate it into the site. It is noted in the Framework that the main setting for the Burial Ground is to the south and this setting should be protected. The proposals can be viewed on page 31 of the draft document.
- 5.13 Page 32 of the Framework shows sections through this site and how buildings and roads could fit within the site and relate to the existing landscape features.
- 5.14 The ancient woodland is located outwith the allocated site but has been included within the site boundary for the purpose of this document. The woodland is also in the ownership of the applicant so can be managed or enhanced as deemed appropriate. A minimum 10m buffer around the ancient woodland has been identified and in some location

this will be increase to allow greater protection, increased open space and the opportunity for enhancement. Page 33 shows the potential areas for additional buffers.

Landscape

- 5.15 The landscape framework builds on the existing tree belts, field patterns and boundary walls. Retention of these features is a key element of the document and it is proposed that these are retained wherever possible. A landscape framework has been shown on page 35 of the Framework document.
- 5.16 Key views to and from the site have been identified and are shown on page 37 of the document.
- 5.17 The SUDs scheme for the site will be divided into two catchments due to the topography of the site. This can be seen on page 48 of the Framework.

Connectivity and circulation

- 5.18 This section highlights the need for a cohesive cycle/ pedestrian network. The Framework also identifies the need for a Transport Assessment to include the potential cycle improvements to the A944 cycle lane.
- 5.19 Public transport will access this area of the site to discourage the use of cars and encourage more sustainable modes of transport. Discussions are currently ongoing with bus operators.
- 5.20 Parking will be discreet and where possible to the rear of the buildings and integrated into the site using landforms. Surface parking should be carefully considered and dealt with in a sympathetic manner. The themes introduced in the earlier phases of development such as appropriate landscaping and enhanced surface drop off areas will be carried forward into this site. The plan on page 40 identifies where decked structures may be possible given the topography.
- 5.21 The initial access into the site will be via the existing road from the east. A Transport Impact Assessment is required to determine whether an additional access could be accommodated onto the A944.

Buildings

- 5.22 The approach to the earlier phases will be carried forward into this site. The previous development has accommodated large buildings with appropriate amenity space. A further hub is proposed within the new site, though at this time no uses are confirmed, these could include uses such as eateries or a convenience unit. The two hubs would be

linked with a strong tree lined boulevard providing a highly legible layout.

- 5.23 The proposal is to cluster buildings together and ensure pedestrian connections to encourage interaction.
- 5.24 Massing of the buildings is an important consideration in particular given the topographical differences and the landscape context. On the plateau careful consideration will be required to buildings in proximity to the friends burial ground and the visual prominence of this area. The central zone will also require sensitive design and consideration and possible breaking up of the massing of some of the buildings to provide variety in design and scale. Page 42 of the framework identifies where the different heights of buildings could be located. Sections through the site and the AWPR and are shown on page 43.

Phasing

- 5.25 The phasing for the whole of Prime Four (including the adjacent existing site) is shown on page 46 of the document. Phases 1-3 have largely been constructed and are occupied. The area that was identified as phase 4 within the OP40 – Kingswells Development Framework and Phase 1 Masterplan has now been moved to phase 5 due to access issues and the new site OP63 is to be phase 4 of the Prime Four development.

6 IMPACT

Improving Customer Experience - The Development Framework sets out principles and options for OP63, Prime Four Business Park Development Framework site. 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, siting 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 – People feel safe throughout Aberdeen’s communities; 2 –

economic growth – the city is recognised as a good place to invest, live, work, visit and export from; 3 – Health and wellbeing – reduced inequalities in healthy life expectancy and improved physical and mental health through increased physical activity.

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 ‘The skills and labour that Aberdeen needs to thrive’

Securing the Future of the North East Economy – A 20 Year Vision for the Well-being of the Place & Our People” was approved by the Council in December 2015. A key objective of the Investment in Infrastructure Programme is to enable the city to realise the development opportunities in the City Centre Masterplan. These proposals and development of a 21st Century public realm are a vital component of the ‘development mix’. High value jobs and skills are globally mobile, and competing for these high value ‘clusters’ of activity is a key part of the Strategy, and the Council’s inward investment plans. In doing so, it becomes easier for Aberdeen to maintain and attract world class talent and business, which in turn delivers positive indirect and induced impacts across the city economy as spend supports jobs in retail, tourism, leisure and other services. However to remain globally competitive, the quality of the ‘place’, the commercial space and the public realm around it all have a role. Developers and subsequent occupants/ employers base their location decisions on being able to attract the best talent and skills to work in their businesses, and they recognise the positive correlation between their business competitiveness and the quality of the public realm.

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 will be carried out for the Development Framework once the consultation exercise has taken place.

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. Going out to consultation ahead of the reporters decision on the Local Development Plan is a risk because there is no certainty that the site will be included in the land allocation.
- 7.3 If the recommendation is not accepted the risk is that no development will take place on the site. There are strong benefits in early engagement with the community; there is a risk that this will not be the case if the recommendation is not accepted. There is also a risk that the employment allocations in 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 Site OP63, Prime Four Business Park 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

- Aberdeen Masterplanning Process 2008 (article 22, Planning Committee Minute, 6/11/08)
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 Aberdeen Local Development Plan:
http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_2016_proposed_plan.asp

7 REPORT AUTHOR DETAILS

Laura Robertson

Senior Planner – Masterplan, Design and Conservation Team

 01224 (52)2246

 larobertson@aberdeencity.gov.uk

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	ACC Response to Scottish Government Consultation: Draft Advice on Net Economic Benefit and Planning
REPORT NUMBER	CHI/16/094
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to provide a response to the Scottish Government's consultation on a Draft Advice on Net Economic Benefit and Planning. The purpose of the Draft Advice is to guide Planning Authorities on when and how they should consider the net economic impacts of development during the planning application decision making process.

2. RECOMMENDATION(S)

It is recommended that Committee agree the contents of this report for submission to the Scottish Government.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. Any future financial implications would be as a result of the publication of a final document by the Scottish Government and would have to be determined at that time.

4. OTHER IMPLICATIONS

There are no direct implications from this report and any future implications would be as a result of the publication of a final document by the Scottish Government, and would have to be determined and reported back to Committee at that time.

5. BACKGROUND/MAIN ISSUES

The issue of how due weight to net economic benefit should be given when considering planning applications process arose when it was

referred to within the drafting in 2013 and subsequent publication of revised Scottish Planning Policy (SPP) in 2014. Following on from this, the Scottish Government has produced Draft Advice on Net Economic Benefit and Planning, which was published on 22nd March 2016 for a consultation period up to 20th May 2016.

The aim of the proposed advice is to help planning authorities and developers assess, in a meaningful way, the contribution of development proposals to the economy, whilst also recognising the potential impacts (which can be positive or negative), and to take account of this in planning decision making.

We welcome the principles of the Draft Advice and the opportunity to comment at this stage of preparation.

The Draft Advice provides much needed clarification as to the meaning of 'net economic benefit' and how it should be taken into account in planning decision making.

The Draft Advice helpfully sets out when an assessment of net economic benefit may be required to accompany an application for planning permission. Further detail here is however requested, and for the Draft Advice to confirm that the ultimate decision on whether an assessment is required or not will sit with the Planning Authority.

It is also important that the Draft Advice provides sufficient detail to ensure such assessments follow a clear and agreed methodology. The Draft Advice could usefully set out the key headings that a competent assessment would be structured around.

The Draft Advice states (paragraph 3) that "where a proposal complies with the development plan, it should not be necessary for the applicant to demonstrate that the proposal creates net economic benefit". Paragraph 4 of the Draft Advice however goes on to advise that, where other material considerations may indicate that the decision on whether to grant planning permission is "finely balanced", then net economic benefit should be taken into account as part of the decision making process (no matter the development plan context).

Firstly, the use of the word "comply" here is queried – as is the use of the term "in line with" in the associated Figure 1. Further clarity in this regard is suggested – does the Draft Advice mean 'comply' (or other alternate wording) with the land use allocation, or the policies in the development plan more generally, or both. It is suggested that the term "in accordance with" would be more appropriate (as per Section 25 of the Town and Country Planning (Scotland) Act 1997, as amended) as it is open to less interpretation.

Secondly, it is suggested that planning authorities may wish to request an assessment of net economic benefit in order to help assess 'compliance' (or other alternate wording), and the Draft Advice should

confirm the ability for the planning authority to request such an assessment in this circumstance if it would consider it helpful to do so.

On the point of the role of the planning authority in assessing the relevant information provided by the applicant, the potential resource implication must also be considered in the wider climate of current cost savings and the Government's principles on streamlining planning applications. The reference to 'proportionality' of information provided is an important one and, we consider, should be made clearer at the start of the Draft Advice. Reference is currently given to this matter in paragraph 28 of the Draft Advice.

Paragraph 4 of the Draft Advice suggests that it will not normally be necessary to make an argument regarding the economic benefit of a proposed housing development. It is suggested that further consideration is given to mixed use sites and sites which include home working units in this regard. Further, consideration must also be given to what the housing land supply situation in an area is, and whether net economic benefit should be considered in this regard.

Examples where assessment of net economic impacts may be required and how they should manifest themselves are provided towards the rear of the Draft Advice, although they are brief and narrow in both their depth and range of subject matters. There is a need for more detailed implementation guidance through additional examples and coverage of a wider range of developments. It is felt that there is a strong need for clear guidance which can be easily interpreted and implemented whatever the proposal, developer and location across the whole of Scotland, whilst being reflective of local circumstances. Case Studies may also be appropriate.

Retail impact issues, particularly where there is no 'sequential testing' required, may also require more detailed guidance, as these may be the more common situations where economic arguments are presented / relevant.

There is also a lack of clarity on ownership of the costs and benefits of proposals to both the private and public purse, over the life of the development. In this regard it is important that the Draft Advice considers the whole life economic implications, rather than simply short term impacts.

Pulling all these issues together it is clear that there is an essential need that the form and content of such assessments on net economic benefit enable decision makers to easily grasp the information required to come to a conclusion on the suitability of a proposal. As mentioned above, a clear methodology / template may be helpful in this regard, allowing adaptation to circumstances, but avoiding long and protracted discussions between planning authorities and those promoting development.

6. IMPACT

Improving Customer Experience –

Please see comments below.

Improving Staff Experience –

Please see comments below.

Improving our use of Resources –

Please see comments below.

Corporate -

Please see comments below.

Public –

Please see comments below.

As this report is a response to a Scottish Government consultation there are no direct Public, Staff or Customer impacts. Any Impacts would be considered on the publication of any final document, after this consultation process, and therefore cannot be determined at this time.

7. MANAGEMENT OF RISK

There are no direct risk implications arising from this report. Any future financial implications would be considered on the publication of a final document by the Scottish Government and would have to be determined at that time.

8. BACKGROUND PAPERS

- [Draft Advice on Net Economic Benefit and Planning](#)

The Economic Development Service have also provided comment which has been incorporated into this report.

9. REPORT AUTHOR DETAILS

Kristian Smith, Team Leader (Development Management),
krismith@aberdeencity.gov.uk or 01224 52 2393.

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	External Funding for Transport Projects
REPORT NUMBER	CHI/16/085
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to inform Members of external funds that have been awarded to, or which may become available to, the Council for transportation projects and to seek approval for officers to spend any funds successfully obtained for the purposes described in this report.

2. RECOMMENDATION(S)

It is recommended that Members:

- a) Approve the draft Smarter Choices Smarter Places programme for 2016/17;
- b) Approve the expenditure of approximately £210,391 in match-funding available to the Council from the Scottish Government's Smarter Choices, Smarter Places programme 2016/17;
- c) Approve the expenditure of any funds awarded to Aberdeen City Council from the Scottish Government via the Air Quality Grant Scheme for the purposes described in this report; and
- d) Approve the release of approximately £6,000 from the Non-Housing Capital Programme Active Travel Infrastructure Fund for repairs and improvements to allow Grandholm pedestrian bridge to re-open to the public as soon as possible in the expectation that such money can be recouped by the Council later in the year when further external funding opportunities become available.

3. FINANCIAL IMPLICATIONS

The Smarter Choices, Smarter Places award comprises 50% match-funding, dependent on the Council and partners committing an equivalent amount to the programme. This will be met with a

combination of existing internal and external budgets (including staff time, Nestrans Capital and Revenue programmes, Air Quality Action Plan grant money, the Bus Lane Enforcement programme and the Council's Cycling, Walking and Safer Streets allocation) and work being delivered by other public and private sector organisations including NHS Grampian, Aberdeen Inspired, Aberdeen Greenspace and Co-wheels. There will be no impact on any other Council budgets.

Air Quality Action Plan grant money is 100% grant funding, therefore there will be no impact on any Council budgets.

Money requested from the Non-Housing Capital Programme Active Travel Infrastructure fund in the short term can be accommodated within this budget which has already been agreed for active travel infrastructure projects associated with the emerging Aberdeen Active Travel Action Plan. There will no impact on other Council budgets. It is anticipated that the Council's contribution to Grandholm pedestrian bridge enhancements from this fund can ultimately be recouped from Sustrans Scotland later in 2016/17 or in 2017/18. If this proves not to be the case, the Council will expect Grandholm Village Residents Association (GVRA) to reimburse the Council for any costs incurred by the Council. The GVRA has been made aware that any financial support either directly from or sourced by the Council does not imply that the Council accepts any future maintenance or liability responsibilities associated with the bridge.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

5.1 Smarter Choices Smarter Places 2016/17

5.1.1 It was reported to this Committee in March 2016 (CHI/16/010 – External Funding for Transport Projects) that up to £210,391 in match-funding had been provisionally awarded to Aberdeen City Council from the Scottish Government's Smarter Choices Smarter Places (SCSP) programme 2016/17. The report recommended that Members note the provisional award and officers' concerns about the Council's ability to identify the requisite match-funding to enable it to take advantage of the full award.

5.1.2 The funding has since been approved by the Scottish Parliament, therefore £210,391 is available to Aberdeen City Council, providing the requisite match-funding can be secured. Since the last report to this Committee, the parameters of the fund have been clarified and a range of eligible match-funding opportunities identified, including:

- Staff time of Council officers and other public and private sector partners (which can make up to 25% of the total cost of the programme);
- Elements of the 2016/17 Nestrans Capital and Revenue Programmes;
- Elements of the Council's Bus Lane Enforcement programme;
- Elements of the Council's 2016/17 Cycling, Walking and Safer Streets programme;
- Air Quality Action Plan Grant money; and
- Work being delivered by a range of other public and private sector organisations.

Officers are now comfortable that the requisite match-funding has been identified to allow the Council to apply for the full award.

5.1.3 The funding is available for 'soft measures' or behaviour-change projects which will achieve modal shift to active and sustainable travel modes and reduce driver-only journeys. The desired overall outcomes of the SCSP programme are:

- Changes in knowledge, attitudes and beliefs towards sustainable travel choices;
- Increased walking and cycling modal share for short local journeys;
- An increase in other sustainable travel choices for longer journeys, i.e. public transport and car share;
- Reduced car use for short local journeys;
- Reduced driver only journeys; and
- Building an evidence base for interventions.

5.1.4 Funds can be used for: strategy development and implementation; travel planning implementation; social marketing; marketing, information and publicity; public transport provision, incentives and improvements; and parking and speed restriction measures. Capital projects, infrastructure and maintenance are not eligible for the funding, although capital expenditure can be used as a proportion of the match-funding offered by the Council.

5.1.5 An application and draft programme of activity have been submitted to Paths for All, who administer the funds on behalf of the Scottish Government, and the draft programme is included as Appendix A to this report. Projects will be delivered under seven workstreams using the existing regional Getabout brand:

1. Getabout in the City

Events and promotional campaigns to encourage sustainable transport use, including the annual In Town Without My Car Day event, a spin-off event 'Reclaiming the West End Streets' and a business breakfast. This will complement work being undertaken as part of the City Centre Masterplan and Locking in the Benefits of the Aberdeen Western Peripheral Route proposals.

2. Getabout at School

An upscaling of efforts to encourage an increase in active travel to school and amongst young people. This will include continuing to work closely with individual schools on walking and cycling promotions and the continued roll-out of Bikeability to primary schools and Go Mountain Bike training to secondary schools. A programme of Road Safety Magic Shows will be re-introduced to primary schools to complement the Safe Drive Stay Alive shows already delivered to secondary school pupils. Schools will also be invited to participate in Living Streets' Travel Tracker, a walking and cycling incentive scheme that has resulted in significant increases in active commuting to school in other areas.

3. Getabout on Foot

Promotional activities to complement infrastructure improvements throughout the City, including pedestrian signage around Tullos and Kincorth, and a Street Audit project in Middlefield/Heathryfold being taken forward by the Communities team in partnership with Living Streets.

4. Getabout by Bike

Promotional activities to complement infrastructure improvements taking place under the 2016/17 Nestrans and Sustrans programmes, including publication of an updated cycle map, publicity around the launch of new cycle routes, improvements to cycle parking and bike roadshows at various locations in the City.

5. Getabout by Bus

Promotional activities to encourage more travel by bus, including an event to mark the opening of the A96 Park and Choose site, further promotion of the Grasshopper multi-operator ticket and development of an updated public transport map. Work will also be undertaken with First Aberdeen to trial bicycle carriage on City bus services.

6. Getabout by Car Share

Working with Co-wheels on further promotion of the car club, including publicity for outlying vehicles, subsidising cars in regeneration areas and trialling the use of a Co-wheels van by businesses. Working with Liftshare to promote and facilitate car sharing and personalised travel planning to local businesses.

7. Getabout by Clean Vehicles

Increased promotion and publicity of electric vehicles and vehicle charging points throughout the City.

Projects require to be completed by the end of March 2017. Members will be kept up to date on the progress of the SCSP programme through the regular Strategic and Local Transport Projects Update Bulletin to this Committee.

5.1.6 It is therefore recommended that members approve the draft SCSP programme for 2016/17 and approve the expenditure of £210,391 in match-funding available from the Scottish Government for SCSP.

5.2 Air Quality Grant Scheme 2016/17

5.2.1 The Scottish Government's Air Quality Grant Scheme is an annual scheme supporting local authorities to improve air quality and implement measures included in their Air Quality Action Plans.

5.2.2 An application to the 2016/17 fund was submitted by Aberdeen City Council in April 2016. A breakdown of the proposals is as follows:

- New air quality PM10 (fine particles) monitoring equipment to replace old equipment at Wellington Road - £30,165;
- To update the City Centre Low Emission Zone Feasibility Study with information from the 2015 Vehicle Emission Tailpipe study - £8,700;
- Promotional campaigns - £5,000;
- Events - £10,000;
- Car Club infrastructure - £2,500;
- School Travel Planning - £5,000; and
- ECO Stars (a fleet recognition scheme) - £45,000.
- **Total = £106,365.**

5.2.3 It is unlikely that the Council will receive the full amount requested as the fund is regularly oversubscribed, in which case the programme will be amended to reflect the award. Updates will be included in a future bulletin to this Committee.

5.2.4 It is recommended that Members approve the expenditure of any funds awarded to Aberdeen City Council from the Scottish Government via the Air Quality Grant Scheme (up to a total of £106,365) for the purposes described above.

5.3 Active Travel Infrastructure Fund

5.3.1 In a report to the August 2015 meeting of this Committee (*CHI/15/228 – External Funding for Transport Projects*), Members were advised that £480,000 in match-funding had been awarded to the Council by Sustrans Scotland for the delivery of cycle facilities on the Third Don Crossing. Members were made aware that, as a condition of the funding, resulting savings from the Non-Housing Capital Programme (NHCP) should be reinvested in other active travel projects throughout the City that meet the priorities identified in the emerging Aberdeen Active Travel Action Plan. A NHCP budget line was therefore created for Active Travel Infrastructure, encompassing the £480,000 resulting from savings to the Third Don Crossing programme.

5.3.2 The Grandholm pedestrian bridge is owned and maintained by the Grandholm Village Residents Association (GVRA) although members of the public have unrestricted access to the bridge. At the beginning of

2016, however, the bridge was closed to all users on safety grounds as a result of damage to the structure sustained during flooding of the River Don in winter 2015/16, and the bridge is currently unusable.

5.3.3 Officers within the Transportation and Environmental Policy teams are currently developing the path network around the River Don, connecting with the new infrastructure delivered as part of the Third Don Crossing. Funding has been secured this financial year for path improvements on the south bank of the river linking to the Grandholm pedestrian bridge and there are future aspirations to improve the path network north of the river in and around Grandholm Village.

5.3.4 In March 2016, the GVRA approached the Council to enquire whether any financial assistance would be available for the repairs needed to allow the pedestrian bridge to re-open to the public. The Council agreed to look into this as:

- The Council's aspirations for the path network in the area will promote increased use of the bridge by members of the public;
- Consultation undertaken for the draft Aberdeen Active Travel Action Plan suggested that improving pedestrian and cycle access to and along the City's rivers was a key priority for members of the public; and
- The bridge acts as an important link between residents living on the north bank of the river and public transport opportunities available in the south in Tillydrone.

5.3.5 The Council proposed to the GVRA therefore that officers approach Sustrans Scotland to seek match-funding, via the 2016/17 Community Links fund, for a package of improvements to pedestrian and cycle links on the north side of the River Don, encompassing path improvements around the perimeter of Grandholm Village and repairs to the pedestrian bridge. As part of this package, the Council would also expect that the bridge be brought up to a standard that would allow it to be used by cyclists as well as pedestrians. It was suggested that the bridge repairs could be match-funded by Sustrans and the GVRA and the pathworks by Sustrans and the Council via the NHCP Active Travel Infrastructure fund. The GVRA is happy with this approach.

5.3.6 Initial discussions with the Sustrans Community Links team have suggested that such a proposal would be looked upon favourably, although the next round of funding opportunities is not due to be announced until late May 2016 and a decision on successful applications may not be made until October. This is problematic in terms of the GVRA's desire to have the bridge re-opened as soon as possible for the benefit of residents and other members of the public. Sustrans have suggested however that, should the Council and the GVRA pay for the necessary repairs and enhancements in the short term, the cost of this could be used as part of the 50% match-funding needed to attract Sustrans money for the wider River Don project later in the year, essentially neutralising the costs incurred by the Council for the bridge repairs.

- 5.3.7 It is proposed therefore that, in the short term, Aberdeen City Council and the GVRA pay for the cost of repairs and enhancements to the bridge on a 50/50 basis. Improvements will be delivered by the GVRA to a design approved by the Council and Sustrans, and the GVRA will invoice the Council for 50% of the works once complete.
- 5.3.8 Once the Sustrans Community Links application portal re-opens, the Council will submit an application for a package of path improvements to the area, to be match-funded by Sustrans and the Council via the NHCP Active Travel Infrastructure Fund. The Council's contribution to this project will include the costs already incurred by the Council and the GVRA towards the bridge improvements. Should the application to Sustrans prove unsuccessful, the GVRA will be expected to reimburse the Council for all costs incurred and pay for the full cost of the bridge repairs themselves.
- 5.3.9 The cost of the bridge improvements suggested by the GVRA is in the region of £10,000. The enhancements required by the Council to bring the bridge up to a cycling standard are likely to increase this cost to approximately £12,000. It is therefore recommended that Members approve the release of approximately £6,000 (or 50% of the cost of the bridge repairs and enhancements, whichever is greater) from the NHCP Active Travel Infrastructure fund for the purposes described above.

6. IMPACT

Improving Customer Experience –

The projects being delivered under the programmes described in this report are intended to benefit all members of the travelling public by making it easier, faster and safer to travel around the City by sustainable modes of transport.

Measures to encourage and facilitate more walking and cycling will enable people to be more physically active and maintain a healthy weight, thus improving health and wellbeing (including mental health). Regular exercise is known to prevent incidences of many health conditions such as heart disease, stroke, diabetes and various types of cancer.

Sustainable transport interventions that encourage a shift away from single-occupancy car travel will have environmental benefits by improving air quality and reducing noise (both of which also impact upon health), and contributing to a decline in carbon dioxide and other harmful emissions.

Measures to improve accessibility by foot, bicycle and public transport and to grow car club membership will improve accessibility to jobs, education and services for those without private transport thus promoting equality of opportunity and helping combat social exclusion.

Improving Staff Experience –

Staff living and/or working in the City will experience the same benefits from the proposed programmes of work as those described for the customer above.

Improving our use of Resources –

Taking advantage of external funds allows the Council to maximise spend and deliver an increased level of service, resulting in net benefits for the taxpayer.

The long-term health benefits accruing from more physically active lifestyles should reduce public sector expenditure on health and social care in the future.

Similarly, the long-term environmental benefits resulting from an increase in sustainable travel at the expense of single occupancy vehicle travel could have financial benefits for the organisation through the reduced likelihood of fines being imposed as a result of air quality breaches and a reduced need for expenditure on responses to events attributable to climate change and on infrastructure measures to cope with such events in the future.

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).

The SCSP programme provides opportunities for joint working with a range of public and private sector partners to deliver the programme's outcomes. In 2015/16, Aberdeen City Council worked closely with Aberdeenshire Council, the Moray Council and Nestrans on projects benefitting the whole of the north east and on a joint evaluation exercise. It is anticipated that a similar approach will be adopted in this year's programme.

Public –

This report may be of interest to members of the public as it details proposed new transport projects, designed to make travelling

throughout the City and the wider region easier, quicker and safer for all members of the travelling public, particularly those travelling by sustainable transport modes.

An Equalities and Human Rights Impact Assessment (EHRIA) has not been undertaken as the projects described in this report flow directly from the Council's Local Transport Strategy 2016 and the Nestrans Regional Transport Strategy, both of which have been subject to their own EHRIAs.

A Privacy Impact Assessment (PIA) has not been undertaken as none of the proposed projects should impact on the privacy of any individual.

7. MANAGEMENT OF RISK

There is a risk that the Council is unable to deliver the whole SCSP programme as presented due to a lack of resource and changing circumstances - should one of the projects offered as a match-fund prove undeliverable for example, this could then restrict the amount of external funding that can be brought in. This will be mitigated by close monitoring of the programme and quarterly updates with Paths for All to advise of any anticipated changes. The 2015/16 programme was constantly evolving to take account of various factors and Paths for All was comfortable with this, providing the overall aims and objectives of the programme remained constant.

There is a risk of reputational damage to the Council in the current financial climate should it decline offers of external funding which would allow an enhanced level of service to be delivered to the public with fewer Council resources.

There will be benefits to working with the GVRA to refurbish the Grandolm pedestrian bridge. Entering into an agreement with the association over the bridge repairs would foster a harmonious relationship between the Council and the GVRA which will be necessary in gaining the association's approval as landowners for further improvements to the path network in the area. Should the Council, on the other hand, refuse to support and facilitate these works, this could harm relationships with the GVRA and therefore negatively impact on the Council's ability to secure the association's agreement for future improvements to the path network in the area. There is also a risk that, should the bridge fail to open in the future, opportunities for walking and accessing public transport in the area will be much reduced, thus going against the aims and objectives of the Aberdeen Local Transport Strategy.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Will Hekelaar, Planner

WHekelaar@aberdeencity.gov.uk

(01224) 523324

Appendix A: Smarter Choices, Smarter Places 2016/17 Outline Project Plan for Aberdeen City Council

Preparation	
Delivery	

			2016												2017		
Initiative	Key Tasks	Partners	Pre Apr	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Initiative 1 Getabout in the City	Purchase of promotional items				Get Quotes and purchase	Delivery bikeweek - distribute at events									Count up how many have been used throughout year		
	In town without my car day	BID and various	Speak to BID about inclusion in programme	Start writing spec for events company	Appoint events company, decide responsibilities	Planning event	Plan event	Plan event	Hold event	Evaluate event							
	West End street reclaim project	BID	Speak to BID about inclusion in programme	See if there is buy-in from businesses	Assign roles	Plan event	Plan event	Plan event	Hold event	Evaluate event							
	Business breakfast	BID, Chamber of Commerce, Speakers	Seek locations and decide on speakers	Speak to BID about idea	Discussion with BID about involvement & content					Invite guests	Host event	Evaluate					
	Altens Travel planning	Wood Group, NESTRANS and Altens travel planning network	Establish Wood Group's plans for TPC	Continue to support	Involve new NESTRANS TPC. Agree programme of events	Support	Support	Support	Support	Support	Support	Support	Support	Support	Support		
	NHS Travel Plan Co-ordinator	NHS	Invite ideas from NHS for 2016/17 schemes		Meet to discuss programme	Support	Support	Support	Support	Support	Support	Support	Support	Support	Support		
Initiative 2 Getabout at school	Travel Tracker	Living streets, Moray, Aberdeenshire, Schools	Living Streets engagement	Discuss programme	Procure												
	Cults	Cults Primary	Discuss with schools	Plan	Plan	Implement									Evaluate		
	Middleton Park	Middleton Park, Glashieburn, Greenbrae Primaries	Discuss with schools		Further school discussions	Plan	Plan	Plan	Implement						Evaluate		
	Magic shows	TBC		Attend	Decide on rollout	Plan	Implement	Evaluate									
	Go Mountainbike	Adventure Aberdeen	Discuss bid	Procure & decide on evaluation techniques	Let them run events throughout year										Evaluate		
Initiative 3 Getabout by bike	Cycle lockers at Dyce railway Station			Get quotes	Procure	Install									Evaluate		
	Roadshows	Adventure Aberdeen		Book and support throughout year													
	Publicity/ launch of new cycle routes	Getabout partnership			Plan project and organise leaflet drop	Leaflet drop to take place									Evaluate		
	Cycle map					Develop new map	Get print quotes	Print and take delivery	Distribute	Distribute	Distribute	Distribute	Distribute	Distribute	Evaluate		
Initiative 4 Getabout by bus	Bus totem installation	Public Transport Unit	Develop project	Hand to PTU to manage										Ensure installed by this date	Evaluate		
	Bus map	Public Transport Unit	Develop project	Hand to PTU to manage										Ensure completion by this date	Evaluate		
	Grasshopper publicity	Public Transport Unit	Develop project	Hand to PTU to manage										Ensure completion by this date	Evaluate		
	A96 park and choose event launch	Getabout partnership						Plan event	Plan event	Hold event					Evaluate		
	Bikes on buses	First and stagecoach		Meet with Moray to get experiences	Plan programme from there									Ensure completion by this date	Evaluate		
Initiative 5 Getabout by car share	Publicity of outlying Co-wheels vehicles	Co-wheels		Develop project	Hand to Co-wheels to manage									Ensure completion by this date	Evaluate		
	Van business trial	Co-wheels, NESTRANS				Make business list	Take delivery of van	Van ready for road	trials	trials	trials	trials	trials	trials	Trials and evaluation		
	Car club promo general	Co-wheels		Develop project	Hand to Co-wheels to manage									Ensure completion by this date	Evaluate		
	Liftshare and my PTP promotion with businesses	Liftshare and NESTRANS		Meet with Liftshare	Develop programme and project timeline							Tie into business breakfast			Evaluate		

	Subsidised Co-wheels car into regeneration area	Co-wheels		Meet with Co-wheels	Decide on car and location					Implement						Evaluate
Initiative 6 Getabout on foot	Tulloch and Kincorth signage	Aberdeen Greenspace	Decide on designs	Contract award and work undertaken												Evaluate
	Living streets project in Middlefield	Living streets, community	Meet with Council regeneration team	Discuss programme	Book items	Support				Hold event						Evaluate
Initiative 7 Getabout by clean vehicles	EV Street	EVAS, Plug in Adventures, Car dealerships			Met with plug in adventurers	Plan event	Publicise	Publicise		Hold event						Evaluate
	Public info on EV charge points				Get quotes	award	print	Implement								

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Supported Bus Services
REPORT NUMBER	CHI/16/093
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to advise Members on the options for implementing two supported bus services. The first is an evening bus service operating Monday to Sunday, between Craigiebuckler / Airyhall and the City Centre. The second is a daytime bus service operating three times per day between Peterculter and Asda Garthdee via Milltimber, Bielside, Cults, Airyhall and Mannofield.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- (a) Approve implementation of an evening supported bus services between Craigiebuckler/Airyhall and City Centre as detailed in appendix 1 and 2 to the report.
- (b) Approve implementation of a three times daily supported bus services between Peterculter and Garthdee as detailed in appendix 1 and 2 to the report.
- (c) Approve the fare level on both services for both adults and children, as detailed in this report.
- (d) Request Officers to report back to the Communities, Housing and Infrastructure Committee on the level of use and performance of both services.

3. FINANCIAL IMPLICATIONS

- 3.1 Funding for supported bus services has been identified as part of the 2016/17 budget setting process. A budget of £83,000 will be allocated to Communities, Housing and Infrastructures' revenue budget. A full

breakdown of the proposed budget spend is detailed in appendix 2 to the report.

4. OTHER IMPLICATIONS

- 4.1 Any supported bus service must adhere to guidelines set by the Traffic Commissioner and appropriate legislation. The vehicle used on the service is required to be accessible to all persons, for this reason it should be wheelchair accessible in order that the Council meets its obligations under the Equality Act 2010.

5. BACKGROUND/MAIN ISSUES

5.1 Bus Services in Airyhall, Craigiebuckler and Lower Deeside

- 5.1.1 The local bus service network in Aberdeen City is primarily operated on a fully commercial basis. Under the conditions of the Transport Act 1985 and the Transport (Scotland) Act 2001 operators have the freedom to set their own routes, timetables and fares. Local Transport Authorities have a duty under sections 63-64 of the Transport Act 1985 to secure the provision of public transport in its area that it deems required.
- 5.1.2 First Aberdeen amended their bus network in September 2012. As part of this review, First Aberdeen registered changes to bus services in Airyhall and Craigiebuckler, whereby the service would cease to operate at approximately 7pm in the evening, leaving the area with no bus service after this time.
- 5.1.3 In response to this change Stagecoach Bluebird introduced an hourly evening bus service on the 17th September 2012 in Airyhall and Craigiebuckler. It was indicated, at the time, that the service would run on a 6 month "use it or lose it" basis. If the service was under-utilised, Stagecoach Bluebird noted that they would then review the service provision.
- 5.1.4 Stagecoach Bluebird following 7 months of running the service withdrew its operation with effect of 15th April 2013. Stagecoach Bluebird stated the reason for this was due to consistently low patronage which has meant that the service was not commercially viable.

- 5.1.5 As aforementioned, Local Authorities have a duty under legislation to supplement transport provision in areas where services may not be commercially viable, and there is a perceived social need for a service to operate. It could be argued that areas, such as Airyhall and Craigiebuckler, in which First Aberdeen and Stagecoach Bluebird have withdrawn services, could fall under this category.
- 5.1.6 Alternative evening bus services are currently available on Queen's Road and St John's Terrace. For those in Craigiebuckler the nearest bus services would be accessible on Queen's Road, this would be a walk of approximately 1km for the properties in Craigiebuckler furthest away from Queens Road. For those in Airyhall the distance between Queen's Road and St John's Terrace is negligible with a walk of approximately 1.5km for the properties furthest away in Airyhall.
- 5.1.7 Airyhall and Craigiebuckler are large residential areas where potential bus passengers may need to negotiate steep footpaths to reach alternative bus routes that people with limited mobility and elderly people may find difficult. Many residents would have to rely upon a taxi, which costs significantly more than bus travel.
- 5.1.8 Without a replacement service the residents of these areas will continue to have high frequency alternative services on the main corridors of St Johns Terrace and Queens Road. However the topography of the residential estates and the distance will make access by foot difficult for elderly and people with mobility problems and for those who do not feel safe walking this distance in the dark evenings. Feedback received at recent public meetings has highlight the demand for an evening bus service and that many have experienced social isolation as a result of there being no evening bus service.
- 5.1.9 In September 2015, First Aberdeen amended their bus network further in the Airyhall and Craigiebuckler areas, whereby two separate 30 minute frequency bus services, Service 5 serving Craigiebuckler to Balnagask via Union Grove and City Centre and Service 15, servicing Airyhall to Beach, via Mannofield and City Centre were combined to a revised 30 minute frequency Service 15 serving Craigiebuckler to Beach via Airyhall, Union Grove and the City Centre.
- 5.1.10 The impact of the change has been slightly extended journey times for residents in both areas. However feedback received to the Public Transport Unit and at public meetings has advised that the loss of a direct link to the Mannofield area has had a negative impact on residents in Airyhall who utilise the community facilities at Mannofield. Although the revised service 15 does provide connections to alternative facilities, these require a considerable bus journey to access.

- 5.1.11 The Lower Deeside area of Aberdeen presents a number of difficulties for bus users. There is a high number of bus services which operate along North Deeside Road. However the topography of the area presents a number of challenges for many residents trying to access these bus services as they are required to negotiate steep footpaths to reach bus routes that people with limited mobility and elderly people have advised they find difficult.
- 5.1.12 Aberdeen City Council in recognition of the difficulties have in the past supported two separate bus services, the latter being the service 93, which operated three times per day and carried over 60 passengers per day, however this service was removed in 2012, as a result of budget pressures.

5.2 Proposed Airyhall / Craigiebuckler Evening Bus Service

- 5.2.1 At Full Council on 25th February 2016 a budget allocation was provided for a supported evening bus service between Airyhall and Craigiebuckler and Officers have prepared a proposed bus service for committee approval.
- 5.2.2 It is proposed that the supported service, service 15a, will follow the route of the First Aberdeen service 15 from Craigiebuckler to Union Street via Airyhall. The service will then serve Market Street, Guild Street and Bridge Street and then travel in reverse back to Craigiebuckler. The route in the City Centre has been designed to take into account the primary night time economy areas along Union Street and at Union Square.
- 5.2.3 The service will operate hourly in both directions between Craigiebuckler and the City Centre commencing after the final First Aberdeen service 15, departing Guild Street at 20:00 and the final journey from the City Centre to Craigiebuckler and Airyhall will depart Guild Street at 23:00. The same timetable will operate Monday to Sunday.
- 5.2.4 The Council has committed, through the Aberdeen City and Shire Fares and Ticketing Strategy, to set fares on supported bus services to broadly reflect the fares on the commercial bus services and for child fares to be set at half the Adult fare. In addition where services are predominantly subsidised return journeys should be charged at 1.5 times the cost of a single journey. Accordingly fares have been set in line with these requirements. As the service provides an evening only link it is proposed to accept any First Aberdeen Day and Season tickets on the service to prevent passengers having to pay for two separate services. In addition all Council supported bus services are party to and will accept Grasshopper multi-operator Travelcards and these services will gain a revenue share from the Grasshopper scheme.

5.2.5 The fully detailed proposed timetable, route and fares are detailed in Appendix 1.

5.2.6 Officers put together a service specification on the basis of the proposals detailed in Appendix 1 and sought quotes from 15 external bus providers. The bidding for this closed on Friday 22nd April 2016. 2 bidders returned submissions. The submissions have been evaluated and full details of the bids received are detailed in Appendix 2 to the report. A summary of the outcome is detailed as follows.

1. Lowest bid at fixed cost

Under this option the Council would pay the service provider a fixed fee and the fare income would be retained by the service provider. A total of 2 bids were received.

2. Lowest bid at fixed cost for Revenue Shortfall (Quoted price less fare revenue collected on service and Concession tickets at reimbursement value)

Under this option any fare revenue taken on the service would come back to the Council to off-set the cost of supporting the service. A total of 2 bids were received, it is recommended not to undertake this option given the estimated low volume of passengers travelling, and as such the return and risk on the Council may not be worthwhile. The cost for the service up to 31st March 2017 would exceed the budgetary provision for this service with both bids and the estimated income to be generated on the service is not anticipated to greatly off-set these costs.

3. Alternative Bid

One tenderer submitted an alternative bid of charging their commercial fare structure on the service as opposed to the fare structure suggested by the Council. This option would meet the requirements of the service and be achievable within budget.

5.2.7 Once a service has been introduced it will operate up to 31st March 2017. This will be closely monitored in terms of use, along with a cost analysis. The service provision will then be reviewed following the year with a report being presented to the Communities, Housing and Infrastructure Committee.

5.3 Proposed Lower Deeside, Airyhall and Mannofield Bus Service

- 5.3.1 At Full Council on 25th February 2016 a budget allocation was provided for a supported bus service for the Lower Deeside area and to link Airyhall and Mannofield. Officers have prepared a proposed bus service for committee approval.
- 5.3.2 It is proposed that the supported service, service 95, will operate between Johnston Gardens North in Peterculter and Asda Garthdee. The route will take in residential streets in Peterculter, Milltimber, Bielside and Cults before travelling along Craigton Road to Airyhall, where the service will then operate to Great Western Road before terminating at Asda Garthdee. The service will operate in reverse on the outbound journey.
- 5.3.3 The proposed service will operate three times per day, Monday to Friday in both directions between Peterculter and Asda Garthdee commencing in Peterculter at 09:30 and the final journey from Asda Garthdee to Peterculter will depart at 15:20.
- 5.3.4 The Council has committed, through the Aberdeen City and Shire Fares and Ticketing Strategy, to set fares on supported bus services to broadly reflect the fares on the commercial bus services and for child fares to be set at half the Adult fare. In addition where services are predominantly subsidised return journeys should be charged at 1.5 times the cost of a single journey. Accordingly fares have been set in line with these requirements.
- 5.3.5 The fully detailed proposed timetable, route and fares are detailed in Appendix 1.
- 5.3.6 Officers put together a service specification on the basis of the proposals detailed in Appendix 1 and sought quotes from 15 external bus providers. The bidding for this closed on Friday 22nd April 2016. 2 bidders returned submission. The submissions have been evaluated and full details of the bids received are detailed in Appendix 2 to the report. A summary of the outcome is detailed as follows.

1. Lowest bid at fixed cost

Under this option the Council would pay the service provider a fixed fee and the fare income would be retained by the service provider. A total of 2 bids were received. The cost for the service up to 31st March 2017 would exceed the budgetary provision for this service with both bids.

2. Lowest bid at fixed cost for Revenue Shortfall (Quoted price less fare revenue collected on service and Concession tickets at reimbursement value)

Under this option any fare revenue taken on the service would come back to the Council to off-set the cost of supporting the service. A total of 2 bids were received, it is recommended not to undertake this option given the estimated low volume of passengers travelling, and as such the return and risk on the Council may not be worthwhile. The cost for the service up to 31st March 2017 would exceed the budgetary provision with both bids and the estimated income to be generated on the service is not anticipated to greatly off-set these costs.

3. Alternative Bid

Both tenderers submitted alternative bids. Tenderer one submitted an alternative bid of operating the service using a Council vehicle which would be managed and maintained by the tenderer. This option would not be viable as this would exceed the budgetary provision and also there is no suitable Council vehicle available as these are fully utilised. The second tenderer submitted an alternative bid operating the service from 30 mins earlier in the day and terminating the final journey at Airyhall instead of Peterculter. This option would meet the majority of requirements of the service and would be achievable within budget.

- 5.3.7 Once a service has been introduced it will operate up to 31st March 2017. This will be closely monitored in terms of use, along with a cost analysis. The service provision will then be reviewed following the year with a report being presented to the Communities, Housing and Infrastructure Committee.

6. IMPACT

Improving Customer Experience –

Transport affects every individual in Aberdeen and by providing supported bus services where there is a deemed social need, assists in meeting customer expectations and ensuring services meet the needs of customers.

Improving Staff Experience –

These services will allow staff to deliver on their duty to provide socially necessary bus services.

Improving our use of Resources –

A consistent approach to delivery of public transport in the City will ensure that local environmental factors, changing priorities and customer needs are considered as well as available budgets are taken into account on a reviewed basis

Corporate -

The development of supported bus services links to the Community Plan vision of creating a *sustainable City with an integrated transport system that is accessible to all.*

The Smarter City document sets out that we will provide and promote a sustainable transport system, which reduces our carbon emissions and that we will work with our partners to seek to reduce the levels of inequality in the city.

The actions in the Action and Delivery Plan assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority – Older People (*Older people in Aberdeen have increased independence*) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in) and the Underlying Principle – (A presumption for community based access to services (Services are accessible to all citizens in the ways which meet their needs)

The provision of supported bus services will assist delivery of the 5 year Corporate Business Plan, in particular the Community, Housing & Infrastructure Directorate's aims to *Support the delivery of a fully integrated transport network.*

Public –

The proposals contained within the report are intended to bring about a substantial change in the operation of transport services for the communities detailed. This report may be of interest to the public as the citizens of Aberdeen have a vested interest in the public transport network and accessibility to services.

As these services should be improving accessibility, an Equality and Human Rights Impact Assessment (EHRIA) has been completed.

7. MANAGEMENT OF RISK

The implementation of supported bus services has been developed as a result of feedback from members of the public and stakeholders. The services will be monitored on an ongoing basis with annual reporting to demonstrate where Council funding, priorities and resources are being invested.

Risk of raising expectations of running service for one year should funding not be available next year. Officers and Members will work in collaboration to establish budgetary resources for continuation of services following any review.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Chris Cormack, Team Leader, ccormack@aberdeencity.gov.uk,
01224 523762

This page is intentionally left blank

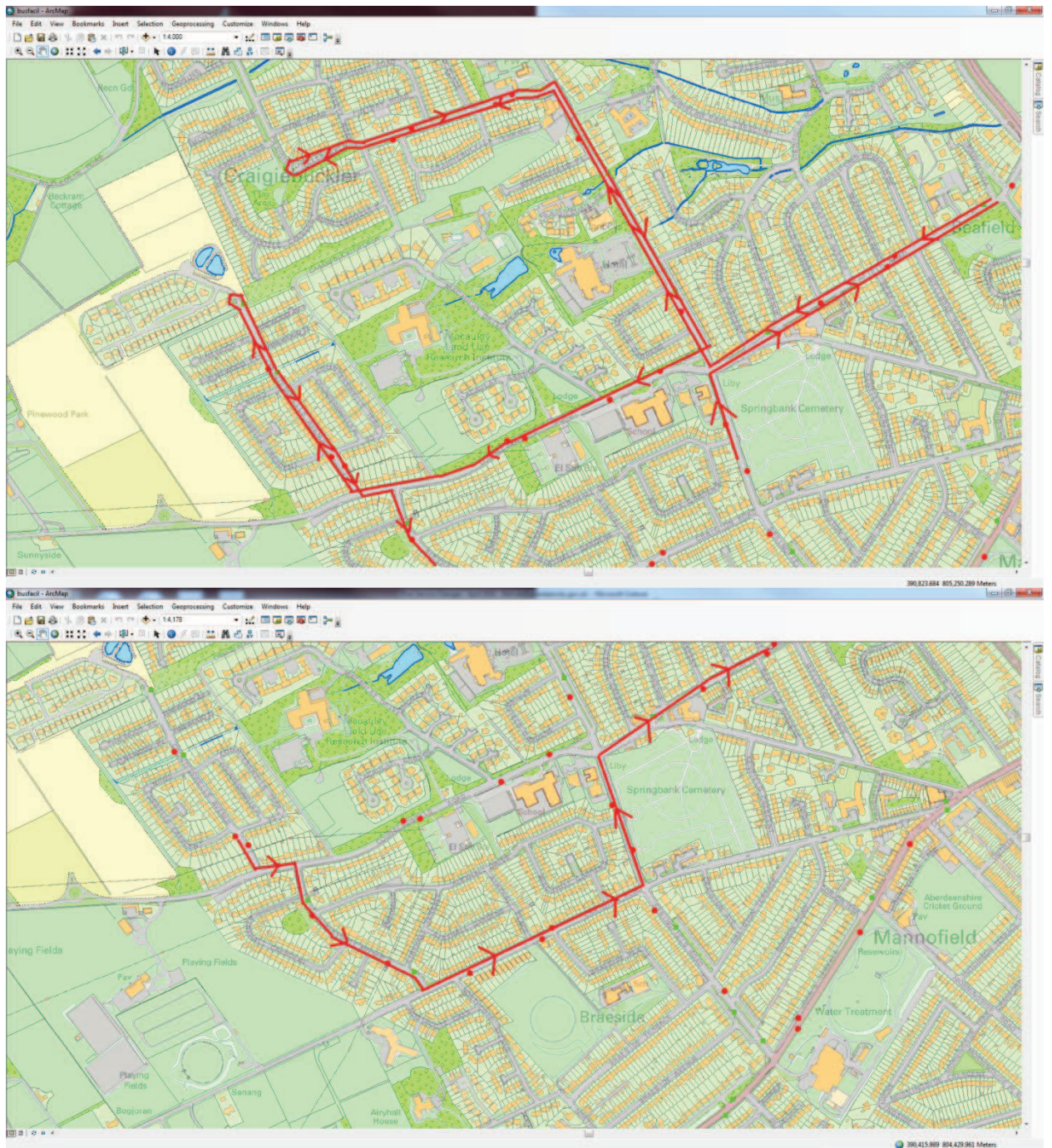
Appendix 1: Proposed Timetable and Route Maps as Tendered For.

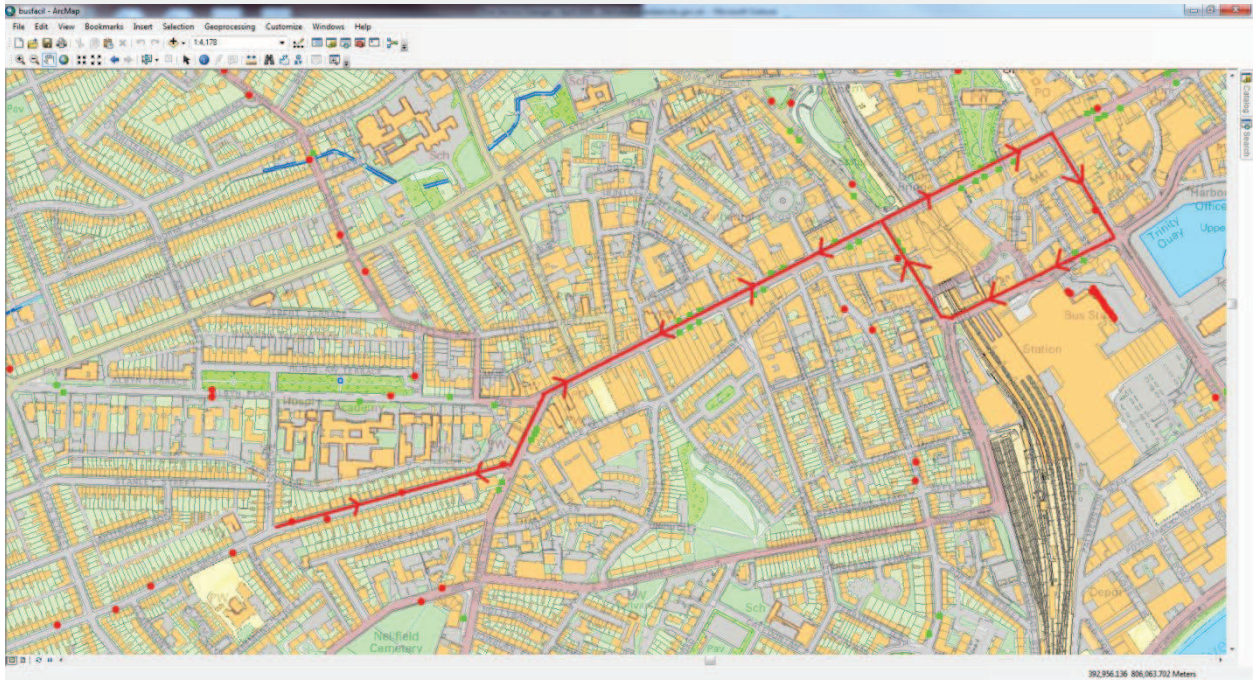
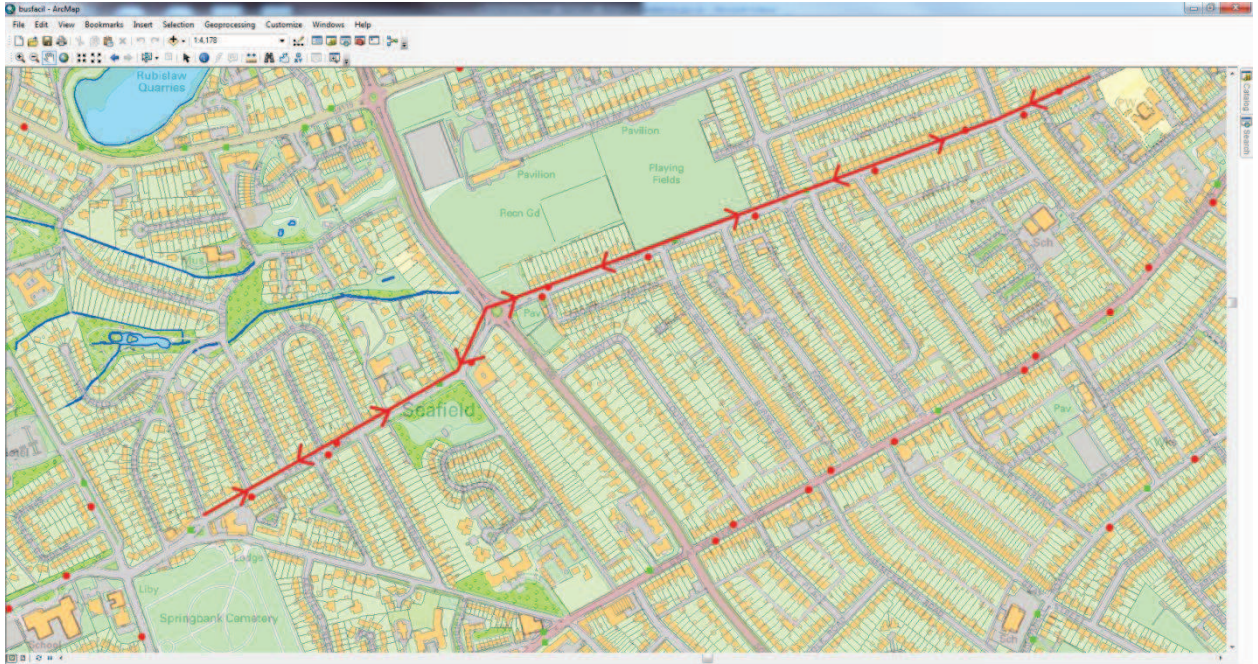
Service 15a | Craigiebuckler / Airyhall – Guild Street

Route List:

Route	Comment
Craigiebuckler Avenue	
Springfield Road	
Countesswells Road	Inbound route
Countesswells Avenue	Inbound route
Countesswells Road	Inbound route
Airyhall Avenue	Inbound route
Craigton Road	Inbound route
Springfield Road	
Seafield Road North	
Seafield Road	
Cromwell Road	
Union Grove	
Holburn Junction	
Union Street	
Market Street	Inbound route
Guild Street	
Bridge Street	

Route Map:





Timetable:

Monday - Friday					
Craigiebuckler Terminus		20:30	21:30	22:30	23:24
Airyhall Avenue		20:37	21:37	22:37	23:31
Seafield Shops		20:42	21:42	22:42	
Holburn Junction		20:48	21:48	22:48	
Union Street		20:54	21:54	22:54	
Market Street		20:56	21:56	22:56	
Guild Street		20:57	21:57	22:57	
Guild Street	20:00	21:00	22:00	23:00	
Bridge Street	20:02	21:02	22:02	23:02	
Union Street	20:05	21:05	22:05	23:05	
Holburn Junction	20:09	21:09	22:09	23:09	
Seafield Shops	20:17	21:17	22:17	23:17	
Craigiebuckler Terminus	20:24	21:24	22:24	23:24	
Saturday					
Craigiebuckler Terminus		20:30	21:30	22:30	23:24
Airyhall Avenue		20:37	21:37	22:37	23:31
Seafield Shops		20:42	21:42	22:42	
Holburn Junction		20:48	21:48	22:48	
Union Street		20:54	21:54	22:54	
Market Street		20:56	21:56	22:56	
Guild Street		20:57	21:57	22:57	
Guild Street	20:00	21:00	22:00	23:00	
Bridge Street	20:02	21:02	22:02	23:02	
Union Street	20:05	21:05	22:05	23:05	
Holburn Junction	20:09	21:09	22:09	23:09	
Seafield Shops	20:17	21:17	22:17	23:17	
Craigiebuckler Terminus	20:24	21:24	22:24	23:24	
Sunday					
Craigiebuckler Terminus		20:30	21:30	22:24	
Airyhall Avenue		20:37	21:37	22:31	
Seafield Shops		20:42	21:42		
Holburn Junction		20:48	21:48		
Union Street		20:54	21:54		
Market Street		20:56	21:56		
Guild Street		20:57	21:57		
Guild Street	20:00	21:00	22:00		
Bridge Street	20:02	21:02	22:02		
Union Street	20:05	21:05	22:05		
Holburn Junction	20:09	21:09	22:09		
Seafield Shops	20:17	21:17	22:17		
Craigiebuckler Terminus	20:24	21:24	22:24		

Fares:

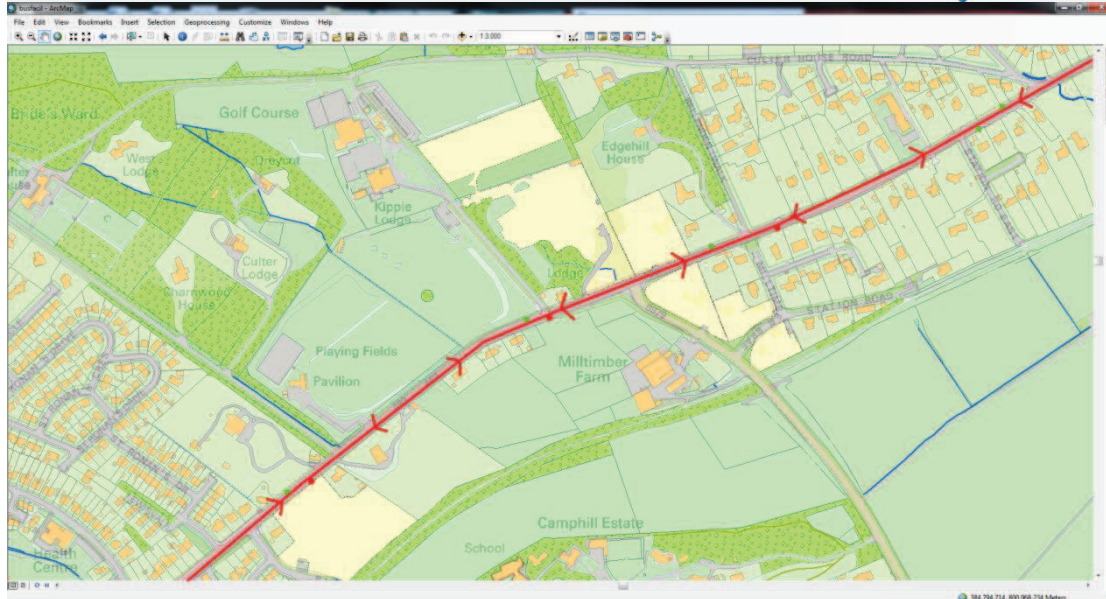
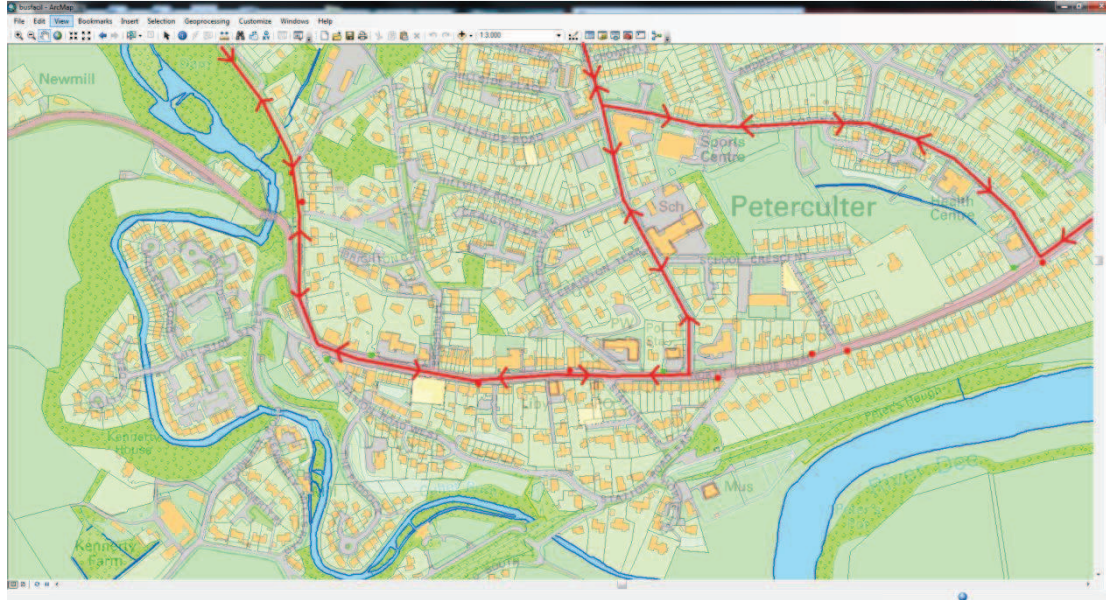
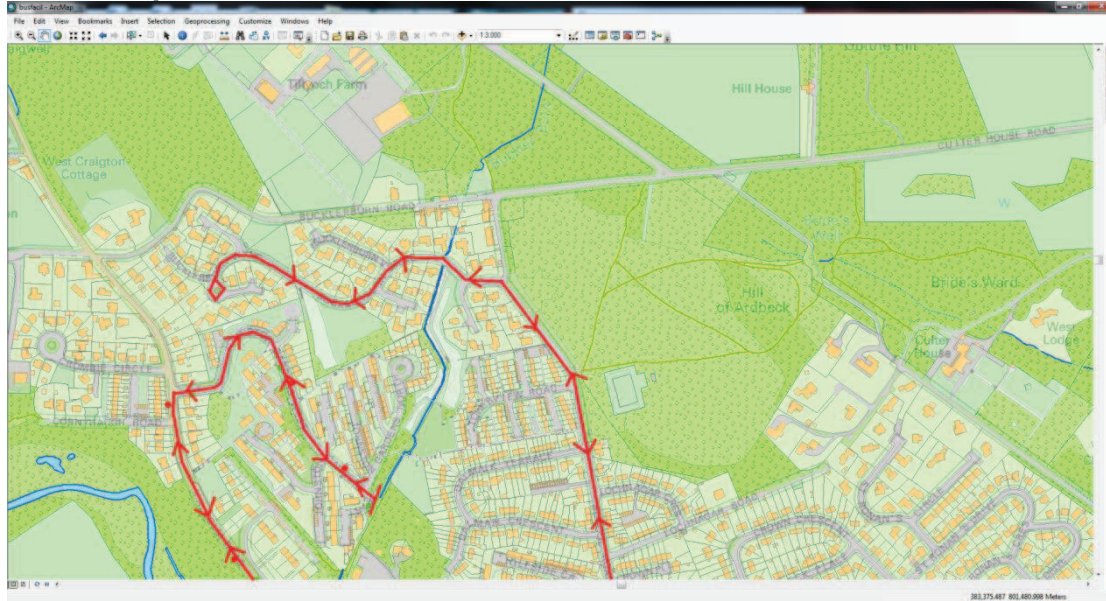
Single Fares			
Fare Stage	Adult	Child	Concession
Stages 1-2	£1.00	£0.50	£0.00
Stages 3-5	£1.50	£0.75	£0.00
Stages 6 +	£2.00	£1.00	£0.00
Return Ticket			
	£3.00	£1.50	N/A
Other Tickets			
First Aberdeen Day and Season Tickets accepted on service			
*Grasshopper Travelcards sold and accepted on service			

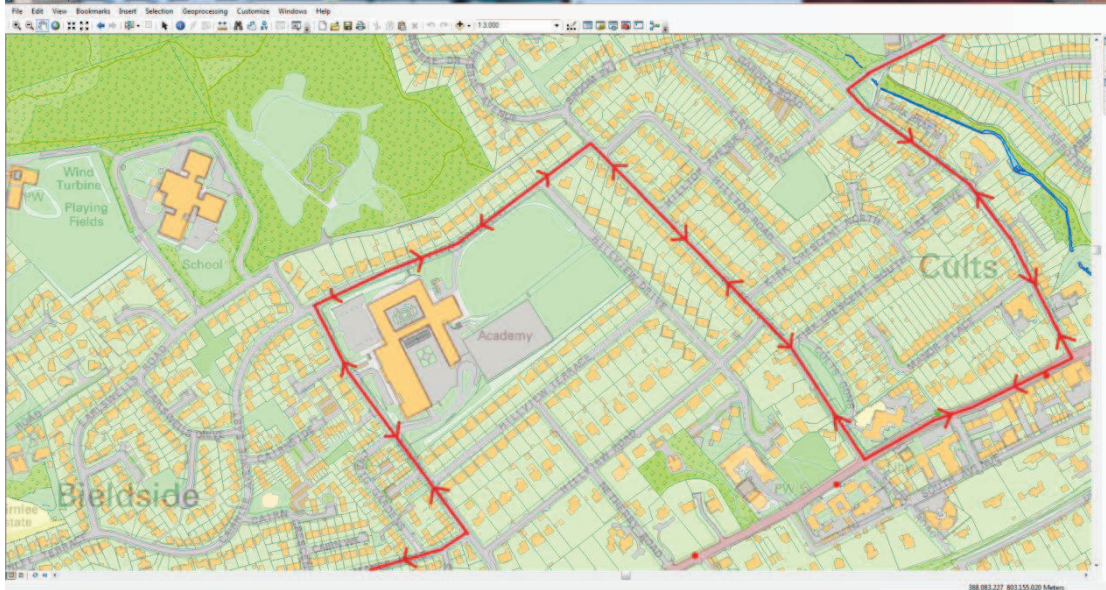
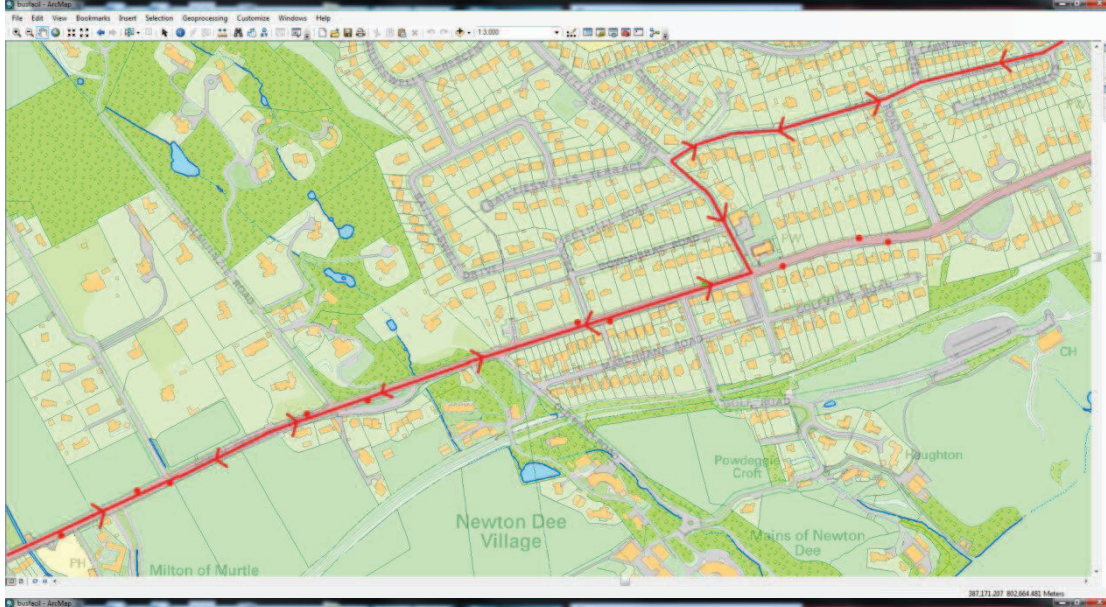
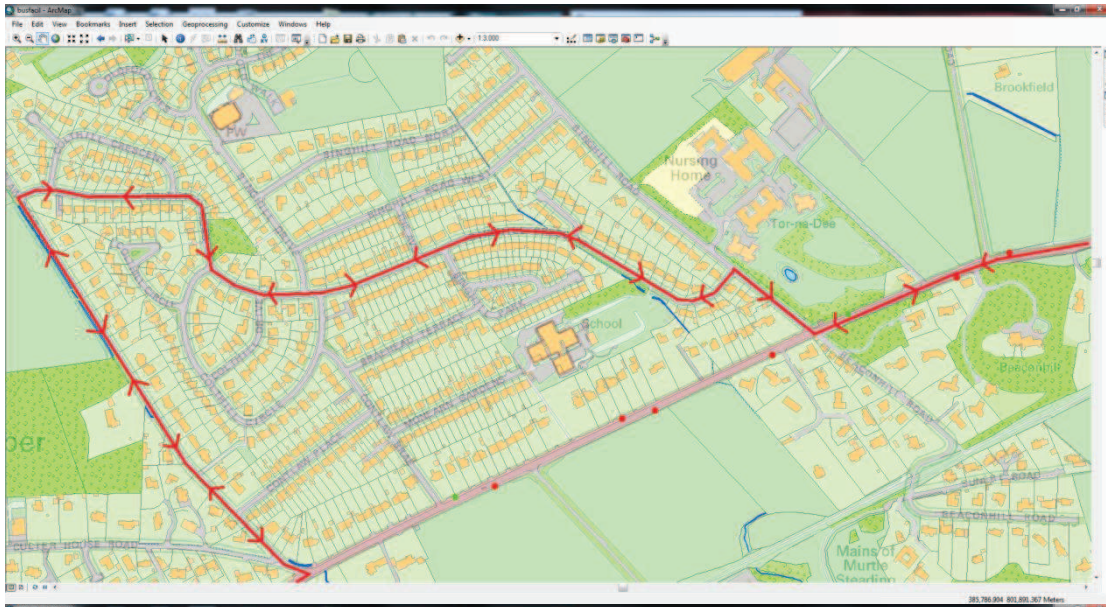
Service 95 | Peterculter to Garthdee, via Airyhall

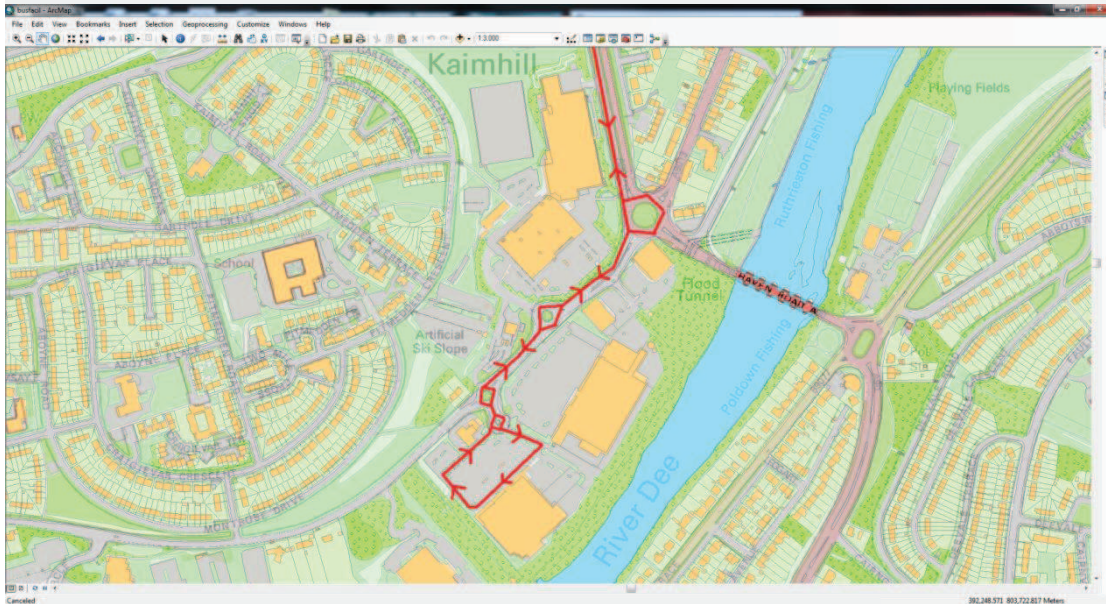
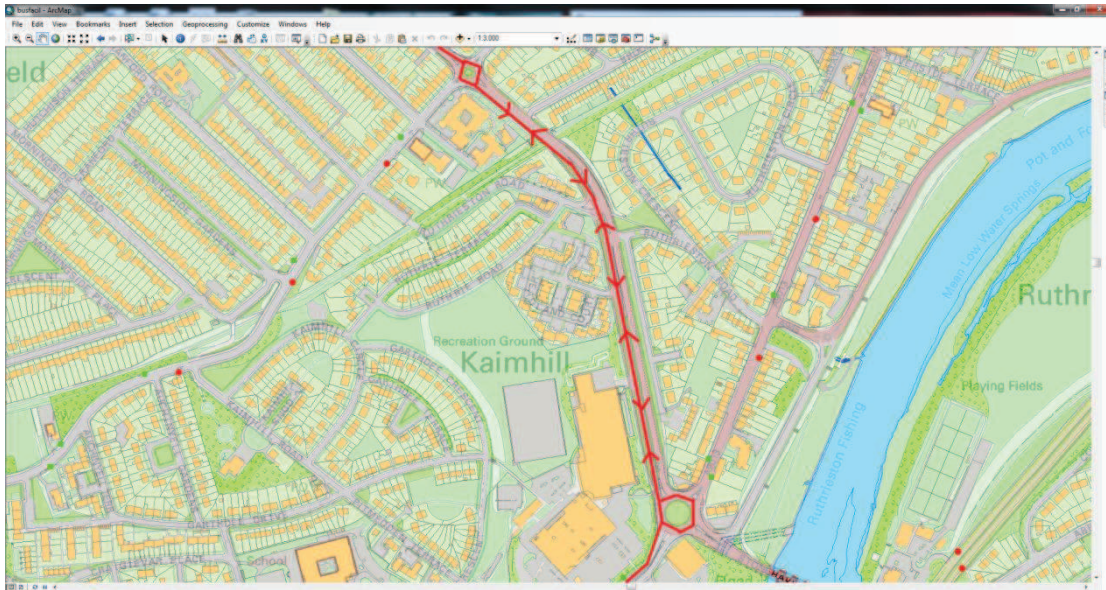
Route List:

Route	Comment		
Johnston Gardens North		Great Western Road (Mannofield)	
Malcolm Road		South Anderson Drive	
North Deeside Road (Culter Village)		Sainsbury's, Garthdee Road	Inbound only
School Road	Hail & Ride	Garthdee Road (North - Asda)	
Bucklerburn Drive	Hail & Ride		
School Road	Hail & Ride		
Coronation Road (Coronation Ct)	Hail & Ride		
North Deeside Road			
Contlaw Road	Hail & Ride		
Colthill Road	Hail & Ride		
Binghill Crescent	Hail & Ride		
Binghill Road	Hail & Ride		
North Deeside Road (Tor-na-dee)			
North Deeside Road (Bielside Village)			
Bailieswells Road	Hail & Ride		
Cairn Road / Manse Road	Hail & Ride		
Quarry Road	Hail & Ride		
Hillview Crescent	Hail & Ride		
Cults Avenue	Hail & Ride		
North Deeside Road (Cults Village)			
Kirk Brae	Hail & Ride		
Friarsfield Road / Craigton Rod	Hail & Ride		
Airyhall Avenue			
Countesswells Road			
Countesswells Avenue			
Airyhall Terminus			
Countesswells Avenue			
Countesswells Road			
Airyhall Avenue			
Craigton Road			
Springfield Road			
St John's Terrace			

Route Map:







Timetable:

Service 95 Timetable, Monday to
Friday

**Peterculter to Asda Garthdee, via
Airyhall**

Destination			
Johnston Gardens North	09:30	11:50	14:10
North Deeside Road (Culter Village)	09:33	11:53	14:13
Coronation Road (Coronation Ct)	09:41	12:01	14:21
North Deeside Road, Tor-Na- Dee	09:51	12:11	14:31
Hillview Crescent	10:01	12:21	14:41
North Deeside Road (Cults Village)	10:04	12:24	14:44
Airyhall Terminus	10:14 (A)	12:34 (A)	14:54 (A)
	10:17 (D)	12:37 (D)	14:57 (D)
Great Western Road (Mannofield)	10:26	12:46	15:06
Garthdee Road (North - Asda)	10:36	12:56	15:16

Asda Garthdee to Peterculter, via Airyhall

Destination			
Garthdee Road (North - Asda)	10:40	13:00	15:20
Great Western Road (Mannofield)	10:48	13:08	15:28
Airyhall Terminus	10:57 (A)	13:17 (A)	15:37 (A)
	11:00 (D)	13:20 (D)	15:40 (D)
North Deeside Road (Cults Village)	11:10	13:30	15:50
Hillview Crescent	11:13	13:33	15:53
North Deeside Road, Tor-Na-Dee	11:23	13:43	16:03
Coronation Road (Coronation Ct)	11:33	13:53	16:13
North Deeside Road (Culter Village)	11:41	14:01	16:21
Johnston Gardens North	11:44	14:04	16:24

Fares:

Single Fares			
Fare Stage	Adult	Child	Concession
Stages 1-2	£1.00	£0.50	£0.00
Stages 3-5	£1.50	£0.75	£0.00
Stages 6 +	£2.00	£1.00	£0.00
Return Ticket	£3.00	£1.50	N/A
Other Tickets			
*Grasshopper Travelcards Sold and Accepted on Service			

Equality and Human Right Impact Assessment: The Form



EHR/IA

Please use this form to any new or revised **policy, strategy, plan, procedure, report or business case** – referred to as “**proposal**” .

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support your decision.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Station Gateway: Development Brief Consultation Results	Date of Assessment: 23.11.15, updated 14.12.15 and 08.02.16
Service: Planning and Sustainable Development	Directorate: Communities Housing and Infrastructure
Committee Name or delegated power reference (Where appropriate): Communities Housing and Infrastructure CHI/16/0/18	Date of Committee (Where appropriate): 17 May 2016
Who does this proposal affect? Please Tick <input type="checkbox"/>	<input type="checkbox"/> Employees <input type="checkbox"/> Job Applicants <input type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List below)
2: Equality and Human Rights Impact Assessment- Pre-screening	

If No impact assessment is required, please complete section 7&8 of the form providing the evidence to support this decision

3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	<p>Aims</p> <p>To set out the planning, urban design and development principles for Station Gateway, identified as project IE5 in the approved Aberdeen City Centre Masterplan. The brief considers how these principles can be adopted so that the Station can continue to complement and support Aberdeen’s economic and cultural growth. The brief provides guidance to ensure that the objective for a greater mix of uses in the area can be delivered complementary to one another. The development brief area is included in the City Centre Masterplan, Aberdeen Local Development Plan and is covered by City Centre Business Zone (C2), Land for Transport (T1) and Mixed Use Area (H2) designations.</p> <p>Effects</p> <ul style="list-style-type: none"> • Better connecting the residents of Aberdeen with the Station, and also seeking to improve connections to and from the rest of the city centre through improved public realm and way finding. • Potential project work has been identified through community and stakeholder engagement on the City Centre Masterplan.

	<ul style="list-style-type: none"> • Responds to the aims and aspirations of the Aberdeen City Centre Masterplan. • The Development Brief will help guide the future provision and deliverability of proposals in the area avoiding piecemeal development. • The Development Brief also offers opportunities for better connections to non-motorised forms of transport. This offers transport choices for citizens and is of particular benefit to those who do not have access to a car. • As part of the modernisation of the planning system in Scotland, public engagement plays a vital role in the preparation of plans. This allows for people's involvement throughout the design and development process, and makes a real difference to the content of the final document.
<p>b- What equality data is available in relation to this proposal? (Please see guidance notes)</p>	<p>There is no equality data available in relation to this proposal. During the consultation process for the City Centre Masterplan consultation participants were not asked any personal information.</p> <p>Upon Committee approval at CHI on 20 January 2016, a 4 week period of public consultation was undertaken on the Station Gateway Draft Development Brief. The consultation period allowed members of the public time to assess and comment on the draft document and submit representations to the Council. These comments have been assessed and responded to by officers', including necessary amendments to the Development Brief as a result of representations.</p>
<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with</p>	<p>City Centre Masterplan Consultation</p> <p>The need for a development brief for the Station Gateway has been consulted upon</p>

employees, service users, Unions or members of the public that has taken place in relation to the proposal.

widely through the City Centre Masterplan consultation process.

Three engagement periods including sessions/workshops have already been completed with the community, relevant stakeholders and statutory agencies, in September 2014, February and May 2015, where participants were invited to view plans, comment on draft proposals and suggest changes. Further comments will be possible once planning applications for bringing forward any of the individual projects specified in the Development Brief have been submitted. The consultation events were open to all.

Feedback

The comments received from the local community and interested stakeholders throughout the consultation process have been used to inform the Aberdeen City Centre Masterplan, of which this is a key project (Intervention Area 5). A summary of the key issues of concern are contained in the Stakeholder Consultation Report: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=65368&sID=26695>

General issues raised include:

- Wayfinding
- Accessibility
- Architecture and Urban Design
- Public realm

These are specifically addressed in the approved Masterplan and, in turn, the development brief.

There were no specific outcomes from the consultation in relation to equalities and/or human rights.

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost £ <input type="text" value="N/A"/></p> <p>Projected Savings £ <input type="text" value="N/A"/></p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>The preparation of the Development Brief is based on Aberdeen City Council's Masterplanning Process, which advocates community and stakeholder engagement in the planning process at the earliest opportunity and seeks to maintain this involvement throughout its preparation. This has already taken place in the Masterplan from which this Brief arises.</p>	
<p>f- How does this proposal link to the Council's Equality Outcomes?</p>	
<p>The Council's Equality Outcomes relevant to the Development Brief are:</p> <ul style="list-style-type: none"> 11. Pavements and footpaths that are safer and easier to use for pedestrians. 12. People who feel safe in their homes and in a city that is family friendly by night. 17. The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people. 	

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)	
Age (People of all ages)		✓		The development brief will set out principles that create a better urban environment with improved pedestrian access to the Station and Guild Street area for all ages.	
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓		The development brief will set out principles that create a better urban environment for all, including those with disabilities, in the Station/Guild Street area.	
Gender Reassignment	✓				
Marital Status (Marriage and Civil Partnerships)	✓				
Pregnancy and Maternity	✓				
Race (All Racial Groups including Gypsy/Travellers)	✓				
Religion or Belief or Non-	✓				

belief					
Sex (Women and men)	✓				
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)	✓				
Other (e.g: Poverty)	✓				


5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article	Evidence
Article 2 of protocol 1: Right to education No	N/A
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	

No	N/A
Article 6: Right to a fair and public hearing	N/A
Article 8: Right to respect for private and family life, home and correspondence	N/A
Article 10: Freedom of expression	N/A
Article 14: Right not to be subject to discrimination	N/A
Other article not listed above, please state:	

7- EHRIA Summary and Action Planning

Station Gateway Draft Development Brief: Consultation Results					
Report Title					
Assessment not required N/A	Evidence				
Assessment completed Yes	As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified.				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:	
No risks identified	N/A	N/A	N/A	N/A	

8: Sign off

Completed by (Names and Services) :	Sandy Beattie Team Leader (Masterplanning, Design & Conservation) Planning and Sustainable Development Communities, Housing & Infrastructure
Signed off by (Head of Service) :	
<p>Only sections 7 and 8 will be attached to the committee report</p> <p>The full EHRIA will be published on Aberdeen City Council's website under http://www.aberdeencity.gov.uk/xeg_EHRIA_Search.asp</p> <p>Please send an electronic format of the full EHRIA without signature to SHoward@aberdeencity.gov.uk</p>	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Fraserburgh & Peterhead to Aberdeen Strategic Transport Study
REPORT NUMBER	CHI/16/059
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report advises Members of the findings of the Fraserburgh & Peterhead to Aberdeen Strategic Transport Study - Part 1 Appraisal Report, which has been developed by Nestrans with input from Aberdeen City Council, Aberdeenshire Council and Transport Scotland, and, and considers appropriate option packages for taking forward to a Part 2 Appraisal.

2. RECOMMENDATION(S)

It is recommended that Members:

- i) Note the contents of this report, and
- ii) Agree the findings of the Fraserburgh & Peterhead to Aberdeen Strategic Transport Study - Part 1 Appraisal Report, and
- iii) Agree that officers respond to Nestrans advising that this Council agrees that, subject to ongoing discussions with Transport Scotland and the Bus and Train operators, the two identified 'Road & Bus' and 'Rail & Bus' option packages are taken forward for a more detailed assessment in a STAG Part 2, and that this Council agrees that those elements of the packages that contain bus measures will provide some journey time and reliability benefits for bus passengers, and
- iv) Instruct officers to continue to update this Committee via the bulletin on this project.

3. FINANCIAL IMPLICATIONS

3.1 The study to date has been funded by Nestrans and Transport Scotland and a budget for the Part 2 Appraisal has been approved as part of the 2016/17 Nestrans programme.

3.2 Any future financial implications for Aberdeen City Council will be included in future reports as new information becomes available.

4. OTHER IMPLICATIONS

4.1 No other implications.

5. BACKGROUND/MAIN ISSUES

5.1 The Regional Transport Strategy (RTS) Refresh produced by Nestrans (The North East Scotland Transport Partnership) contains a commitment to carry out an all-modes study of the Fraserburgh and Peterhead to Aberdeen corridor.

5.2 Nestrans commissioned the Fraserburgh and Peterhead to Aberdeen Strategic Transport Study, the purpose of which is to identify and examine the options for improving strategic transport connections between Fraserburgh, Peterhead, and Aberdeen including incorporating the Energetica Corridor. Members have been kept up to date on progress via the Strategic and Local Transport Projects Update Bulletin.

5.3 The study is being undertaken in line with the Scottish Transport Appraisal Guidance (STAG) with the Pre-Appraisal stage of the study reported in and available at the following link:

[Fraserburgh & Peterhead to Aberdeen Strategic Transport Study Pre-Appraisal Report](#) (SIAS, PBA & Energised Environments, SIAS Ref. 77316, October 2015).

5.4 The seven options recommended from the Pre-Appraisal stage to be taken forward for Part 1 Appraisal are available in the full STAG Pre-appraisal report and are listed below. The options include three road based options, and four public transport (2 No. bus and 2 No. rail) based options.

- 1/ Road Dualling
- 2/ Over-taking Lanes
- 3/ Safety Improvements
- 4/ New direct and Increased Express Bus Services
- 5/ New direct and Increased Express Bus Services and Bus Priority Infrastructure
- 6/ Rail Line to Peterhead and Fraserburgh (via Ellon)
- 7/ Rail Line to Ellon Only

- 5.5 During the option generation process a range of ‘complementary measures’ were also identified. These measures were options that in themselves were not felt to meet the aims of the study, but would support the seven recommended options for Part 1 Appraisal in achieving the study aims.
- 5.6 The next stage in the STAG process, the STAG Part 2 Appraisal, requires a more detailed appraisal of options taken forward from Part 1. A Summary of the key findings of the STAG Part 1 document is included as Appendix A to this report. The STAG Part 1 report and supplementary documents can be found on the Nestrans website at the following link:
- [Fraserburgh & Peterhead to Aberdeen Strategic Transport Study](#)
- 77527 Fraserburgh & Peterhead to Aberdeen Strategic Transport Study - Part 1 Appraisal Report
 - Appendices
- 5.7 Taking cognisance of the key advantages and disadvantages of each of the 7 options, there is evidence to suggest that mixing and matching elements from different options would provide more favourable options over any individual option on its own.
- 5.8 The STAG Part 1 report sets out the possibilities for option ‘packaging’ based around a ‘Road & Bus’ based option and a ‘Rail & Bus’ based option. Key information on the packages can be found in Appendix A and full details can be found in the Full STAG Part 1 report, with the main elements of each package comprising the following, with specific comments highlighted in bold text on measures within Aberdeen City:

Road & Bus Package

Road dualling on the A90(T) between Ellon and the Toll of Birness (from Option 1)

Junction improvements at the Toll of Birness (from Option 1 and 2)

Overtaking lanes (from Option 2) on appropriate sections of the route between Fraserburgh/Peterhead and Toll of Birness.

Safety improvements (from Option 3) on appropriate sections of the route between Fraserburgh/Peterhead and Toll of Birness.

Bypass of Mintlaw

Bus priority infrastructure and Park & Ride improvements (from Option 5) including:

- New sections of dedicated bus lanes on the approaches to junctions on the A90(T) to allow buses to bypass queues - **Consideration can be given to new sections of bus lanes on this corridor within the City and leading to the City Centre where appropriate. Additional**

sections of bus lane would improve journey times and reliability of services.

- Extending operating hours for bus priority lanes between Aberdeen City centre and Ellon on the A956 and A90(T) – **Operation times can be reviewed for sections of bus lane within the City. This has the potential to increase reliability of services for extended periods throughout the day.**
- Development of a Park & Ride Strategy for the study corridor including expansion of existing Park & Ride sites and new mini Park & Ride sites at Mintlaw, Peterhead and Fraserburgh. – **Note that the existing Park and Ride site at the Bridge of Don site is planned to be expanded to 1000 spaces as part of the redevelopment of the AECC site.**
- Express and direct services (from Option 4 & 5) from the Park & Ride sites (as well as the existing Ellon and the Bridge of Don sites) to the main trip attractors in the Aberdeen conurbation, such as: Dyce, Aberdeen Royal Infirmary, Aberdeen Airport, Robert Gordon University etc. – **This would provide greater flexibility and choice of direct service destinations within the City and would make public transport more attractive as a travel choice.**

Rail & Bus Package

Introduction of heavy rail service, via Dyce:

Between Dyce and Ellon on the existing alignment of the Formartine & Buchan Way (from Option 6) - **The rail based option from Dyce to Ellon could provide some accessibility benefits, although consideration would have to be given as to what alternative proposal can be provided for the Formartine & Buchan Way which is a popular long distance active travel route.**

Potential future introduction of heavy rail service, between Ellon and Peterhead on a new rail alignment (from Option 7)

Potential future introduction of heavy rail service between Ellon and Fraserburgh (branch line) or between Peterhead and Fraserburgh (continuation of Peterhead line) (from Option 7)

Bus priority infrastructure and Park & Ride improvements (from Option 5) including:

- New sections of dedicated bus lanes on the approaches to junctions on the A90(T) to allow buses to bypass queues - **Consideration can be given to new sections of bus lanes on this corridor within the City and leading to the City Centre where appropriate. Additional sections of bus lane would improve journey times and reliability of services.**
- Extending operating hours for bus priority lanes between Aberdeen City centre and Ellon on the A956 and A90(T) - **Operation times can be reviewed for sections of bus lane within the City. This has the potential to increase reliability of services for extended periods throughout the day.**

- Development of a Park & Ride Strategy for the study corridor including new mini Park & Ride sites at Mintlaw, Peterhead and Fraserburgh which would service the Ellon Park & Ride site and enable connections between the railway and bus network
 - Express and direct services (from Option 4 & 5) from the mini Park & Ride sites (as well as the existing Ellon and the Bridge of Don sites) to the main trip attractors in the Aberdeen conurbation such as Dyce, Westhill, Altens/Tullos, Aberdeen Royal Infirmary, Robert Gordon University etc. - **This would provide greater flexibility and choice of direct service destinations within the City and would make public transport more attractive as a travel choice.**
- 5.8 The packages of options identified in Section 5.8 above have been identified as likely to produce an optimum proposal and are considered suitable for taking forward to a Part 2 Appraisal.
- 5.9 The Nestrans Board recommended at its meeting on 19 April 2016 to:
1. Note the contents of this report and the progress in developing the Study on the corridor between Aberdeen and Peterhead/ Fraserburgh;
 2. Agree to further work being undertaken to further develop the “hybrid” packages of potential measures as outlined above;
 3. Refer the consultants report to the constituent local authorities seeking their input and views on the key findings and proposed further development of the study;
 4. Agree that officers seek the views of the Councils Public Transport Units and the Bus Operators for consideration;
 5. Instruct officers to report back to a future meeting with the additional information detailed in the report;
- 5.10 In line with recommendations 3. and 4. from the Nestrans Board, Officers from Aberdeen City Councils Transportation Team and Public Transport Unit have reviewed the findings of the study and agree that the two identified option packages would improve strategic transport connections for this corridor, particularly the bus based elements which would provide some journey time and reliability benefits for bus passengers within the City, and therefore, should be taken forward for a more detailed assessment in a STAG Part 2 assessment.
- 5.11 Implication for the city at this stage of the assessment are the improvement of bus journey times and bus reliability within Aberdeen City which along with the introduction of express services and direct services would make public transport a more attractive option for journeys to and from the city to the north. The rail based option from Dyce to Ellon could provide some accessibility benefits. Re-opening of the Formartine and Buchan railway line would mean consideration would have to be given as to what alternative proposal can be provided for this popular long distance active travel route.
- 5.12 The recommendations contained within this report relate only to progressing the packages for further assessment.

6. IMPACT

6.1 Improving Customer Experience:

The customer experience will be enhanced by the improvement of strategic transport connections between Fraserburgh, Peterhead, and Aberdeen including the Energetica Corridor. This includes focusing on all modes of transport including rail, bus, road, and active travel connections.

6.2 Improving Staff Experience:

Improvement along this key transport corridor will provide more reliable journey times, therefore providing more consistent arrival times and increasing staff confidence about their overall journey along this route.

6.3 Improving our use of Resources:

Resources required to implement any measures identified will form part of the continuing work in identifying key transport improvements along this corridor. The study will provide a level of justification for the appropriate use of resources to enable the successful delivery of the transport network improvements which will benefit citizens and business across the Region. This project involves partnership working which is key to efficient resource use for successful project development.

6.4 Corporate:

The improvement of strategic transport connections between Fraserburgh, Peterhead, and Aberdeen links to the Community Plan vision of creating a *sustainable City with an integrated transport system that is accessible to all*.

The study also seeks to meet the vision, aims, outcomes and objectives referred to in the LTS to 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.*

The contents of this report assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in).

The contents of this will assist delivery of the 5 year Corporate Business Plan, in particular the Community, Housing & Infrastructure Directorate's aims to *Protect and enhance our high-quality, natural and*

built environment and Support the delivery of a fully integrated transport network.

6.5 Public:

The contents of this report are likely to be of public and media interest as it relates to a key strategic corridor in the north east, which is a significant transport link for the City and Region. An Equalities Impact Assessment has been undertaken for the Regional Transport Strategy. A Privacy Impact Statement is not required for this report.

7. MANAGEMENT OF RISK

7.1 Future funding beyond the Part 2 Appraisal stage is uncertain but consideration will have to be given to funding sources to continue beyond the appraisal stage to detailed design and delivery of any approved option.

8. BACKGROUND PAPERS

77316 Fraserburgh & Peterhead to Aberdeen Strategic Transport Study Pre-Appraisal Report

77527 Fraserburgh & Peterhead to Aberdeen Strategic Transport Study - Part 1 Appraisal Report

77527 Fraserburgh & Peterhead to Aberdeen Strategic Transport Study - Part 1 Appraisal Report – Appendix

9. REPORT AUTHOR DETAILS

Ken Neil
Senior Engineer – Transport Strategy and Programmes
kenn@aberdeencity.gov.uk
01224 522618

Appendix A – Summary of Key Findings

Fraserburgh & Peterhead to Aberdeen Strategic Transport Study Key Messages

Study Scope

Purpose:

- To identify and examine the (multi-modal) options for improving strategic transport connectivity between Fraserburgh, Peterhead and Aberdeen
- The study looks to 2035 and considers connectivity issues post implementation of the Aberdeen Western Peripheral Route, Balmedie to Tippetty dualling, Third Don Crossing and other committed transport schemes

Study Area:

- Covers the area from central Aberdeen to Peterhead and Fraserburgh incorporating Dyce, Ellon and Mintlaw
- A90(T) and A952 considered the strategic road network
- *Buchan Link* bus services operated by Stagecoach cover the principal bus network
- Closest rail stations at Dyce and Aberdeen
- Principal active travel route along the Formartine & Buchan Way route between Dyce-Newmachar-Ellon-Maud, and then branching Maud-Mintlaw-Peterhead and Maud-Strichen-Fraserburgh

Structure:

- The study has been undertaken in line with the Scottish Transport Appraisal Guidance, initially covering the Pre-Appraisal and Part 1 Appraisal stages

Problems & Opportunities

Problems and Opportunities for the study identified through wide ranging data analysis covering the economy and all transport modes and a full engagement programme covering: businesses, elected officials, community and public, transport operators and providers, NHS, College and Universities, environmental organisations and others.

Appreciation of the economic and social context of the study and a clearer understanding of why and for whom transport improvements needed:

- Clear north-south divide in the study area with a lower economic rate, educational attainment and recent lower growth in northern areas when compared to regional figures

- Clear economic rationale underpinning need for transport improvement given the dominance of primary industries in the area: Oil & Gas, Fishing and Farming. These industries are relatively transport intensive, with a heavy reliance on the movement of goods, principally by road. Current road delay impacts on businesses in the area with stock depreciation, inefficiencies and higher business costs
- Business investment in the Energetica area felt to be constrained by existing transport connectivity
- Accident data (2009 – 2013) highlights entire A90(T) route between Aberdeen and Fraserburgh with higher than expected proportion of ‘serious’ accidents than expected on similar road. Three locations identified with higher than expected proportion of fatal accidents. Southern section of A952 between Mintlaw and the Toll of Birness highlighted with higher than expected proportion of fatal accidents, with the Toll of Birness junction suffering from four accidents classed as ‘serious’ within 100m of the junction. Police Scotland, and Scotland Fire and Rescue suggest accidents caused by; driver frustration at lack of over-taking opportunity, young and inexperienced drivers; and older drivers who rely on the car for travel due to rural nature of their residence with limited public transport alternatives that suit their needs
- Unpredictable nature of delay caused by accidents on business operations noted by business community. Road journey time unpredictability also an issue for bus operators
- Many local people living in Fraserburgh and Peterhead employed in the towns. Important to provide transport connectivity that encourages the retention of local employment opportunities and support the regeneration priority for Peterhead and Fraserburgh
- Population projections for the region alongside aspirations of Aberdeen and Aberdeenshire Local Development Plans will impact on transport network. The AWPR will provide improved journey times by road south of Ellon, but predictions show travel times north of Ellon will increase to above existing journey times by 2023
- Existing travel time by bus not competitive with the car, with lack of direct services meaning interchange in Aberdeen often required.
- No connectivity by rail from Fraserburgh, Peterhead, Ellon etc.
- Distances involved in accessing Aberdeen means active travel not a viable option
- Those without access to a car are disadvantaged in accessing the region’s employment opportunities, and retail and health facilities in Aberdeen
- Strong support from Business community for road improvements but limited support for rail given the ‘just in time’ nature of business operations and size of loads being transported
- Strong support from public for both road and rail improvements

- Support from public for bus improvements – but not to same extent as support for road and rail improvements

Transport Problems consolidated into three key problems:

- Traffic speeds significantly below posted speed limits and unreliable and unpredictable journey times on strategic road links, namely the A90(T) and A952
- Road safety risk on the A90(T) and A952
- Limited travel mode choice

Key Opportunities identified include:

- Supporting both employment and housing land development including supporting and promoting the Energetica project
- Supporting the growth aspiration of local businesses and encouraging inward investment
- Increasing the accessibility of local and regional employment opportunities, and regional health, education and social services
- Supporting the regeneration of Fraserburgh and Peterhead
- Reducing feelings of peripherality and an image of remoteness

Study Objectives

Six study Transport Planning Objectives (TPOs) set which reflect the problems and opportunities:

1. Reduce journey time between North-East Communities and the Aberdeen conurbation
2. Increase journey reliability and predictability between North-East Communities and the Aberdeen conurbation
3. Reduce accidents on the A90(T) and A952
4. Increase strategic travel choice between North-East Communities and the Aberdeen conurbation
5. Increase direct public transport connectivity between North-East Communities and the main trip attractors within the Aberdeen conurbation
6. Increase mode share for non-car based modes between North-East communities and the Aberdeen conurbation

Options for Appraisal

A range of options (around 130 options) developed. Option sifted and developed, and seven options taken forward for appraisal:

- **Option 1 - Road:** Dualling and junction improvements: A90(T) to Peterhead & A952/A90(T) to Fraserburgh
- **Option 2 - Road:** Overtaking lanes & junction improvements on the A90(T) and A952

- **Option 3 - Road:** Safety improvements on the A90(T) and A952
- **Option 4: Bus:** Bus service improvements (new direct and express services)
- **Option 5: Bus:** Option 4 plus bus priority measures and Park & Ride strategy
- **Option 6: Rail:** Phased reinstatement on Formartine & Buchan Way including examining options for light rail or tram
- **Option 7: Rail:** Phased implementation of a new railway alignment (closely following the A90(T) and A952), via the Bridge of Don, including examining options for light rail or tram

Option Appraisal

- Seven options appraised against TPOs, the five STAG criteria (Environment, Economy, Safety, Accessibility & Social Inclusion, and Integration), Feasibility, Affordability and Public Acceptability
- Four public events undertaken, in Bridge of Don, Ellon, Peterhead and Fraserburgh to gather views on the options
- Public event material made available on Nestrans website and public survey undertaken to gauge opinion on the options with the survey advertised through social media channels

Key Appraisal Points:

- Option 7 (a new railway on a new alignment via Bridge of Don), Option 6 (reintroduction of rail route on Formartine & Buchan Way) and Option 1 (dualling) are anticipated to have the greatest environmental impact given the major construction works required and increased noise and air pollution close to railway/road alignment
- The rail alignment proposed in Option 7, via the Bridge of Don, would require significant engineering works to enable a route into Aberdeen rail station from the north
- All options expected to bring safety improvement with the greatest improvements if a road option were implemented. Safety benefits for bus and rail options would be dependent on any mode shift that could be achieved to sustainable transport – expected to be greater for rail than bus
- Tram/light rail implementation (as opposed to heavy rail) would be a suitable option for accessing the City Centre from Dyce or potentially Ellon, however, it would not be suitable for longer distances such as to Fraserburgh or Peterhead which could only realistically be served by heavy rail
- Heavy rail expected to bring greater journey time benefits compared to tram/light rail, given the lower top speeds achievable by tram/light rail and likely additional stops within the Aberdeen urban area – journey times could potentially be up to twice as long by tram to Ellon compared to heavy rail

- Comparison of predicted 2023 journey times by road (which take account of future transport schemes and development) against predicted 2023 journey times **with** road and rail options shows:
 - Road dualling could provide over 10 minutes of journey time saving between Fraserburgh and Aberdeen and up to 8 minutes journey time saving between Peterhead and Aberdeen (dependent on time of day and direction of travel)
 - Overtaking lanes could provide around 30seconds of journey time saving between Toll of Birness and Fraserburgh, and Toll of Birness and Peterhead (although this does not take account of potential further journey time saving on single carriageway sections due to the overtaking of slower moving vehicles on overtaking lanes)
 - Journey times by rail that are:
 - Slower than predicted road journey times northbound in the morning
 - Quicker than predicted road journey times northbound in the evening with rail providing a journey time saving of over 15 minutes to Ellon, Peterhead and Fraserburgh (dependant on alignment)
 - Quicker than predicted road journey times southbound to Aberdeen from Ellon in the morning, but slower from Peterhead and Fraserburgh if the alignment uses the Formartine & Buchan Way. Rail is predicted to be quicker from Peterhead and Fraserburgh if a new alignment via Bridge of Don were implemented (operating as a branch line from Ellon)
 - Slower than predicted road journey times southbound in the evening
- Comparison of predicted 2023 road and rail option journey times shows:
 - Journey time by road, if roads dualled, always quicker than rail northbound in the morning
 - Journey time by rail generally quicker than road (if dualled) northbound in the evening (due to anticipated future outbound road traffic from Aberdeen). Two exceptions are: from Aberdeen to Peterhead on a rail alignment on the Formartine & Buchan Way – due to the circuitous route via Maud, and from Aberdeen to Fraserburgh – if a new rail line via Peterhead were implemented.
 - Journey time by road, if roads dualled, quicker than rail southbound in morning and evening peaks with the exception of in the morning between Ellon and Aberdeen
- Bus options with new direct services estimated to provide journey time saving compared to existing travel time, as an example around 50 minutes journey time saving to Dyce from both Fraserburgh and Peterhead

- The rail and bus options provide the greatest opportunity to integrate transport modes – including with walking and cycling. Limited integration opportunities with road options
- All options would provide improved accessibility but the bus and rail public transport based options provide the greatest opportunity to improve overall accessibility, especially in terms of social inclusion for those without access to a car
- Road dualling and rail options have potential to cost over £1billion in capital costs
- Bus based options would be the lowest cost options
- Rail options have the potential to provide annual revenue costs greater than operating costs – but further work required to firm up on assumptions and analysis
- Anticipated high public acceptability for road options given strong business desire for road improvement, and from public feedback from the Pre-Appraisal engagement programme, Public Events and on-lin survey, as well as local support for the *Why Stop at Ellon?* Campaign
- Limited business desire for rail or bus option implementation given limited impact on business operations
- While there is public support for bus improvements there is stronger public desire for road and rail improvements. If a bus only option were progressed, it would be likely be met with some disappointment that a more major intervention were not advanced. Bus options also unlikely to provide any significant economic benefit to businesses.

Option Packaging:

- Recognition that mixing and matching elements from different options would provide more favourable options over any individual option on its own.
- Two option ‘packages’ developed:
 - Package 1: Road & Bus
 - Package 2: Rail & Bus

Package 1: Road & Bus

- Dualling Ellon to Toll of Birness - could be justified on the grounds of traffic volumes with journey time savings (in 2023) of around 01:30 minutes (£50 - £112.5 million)
- Junction improvement at Toll of Birness – to tackle accident location as well as provide journey time benefits (Approx. £50million)
- Over-taking lanes on A90(T) and A952 – to reduce accidents and provide journey time savings (Approx. £50million)

- Targeted safety improvements on A90(T) and A952 – to reduce high than expected accident rate on the roads, and bypass of Mintlaw on A952 to support impact of traffic growth on A952 due to anticipated future development (Approximately £40-£50million)
- Bus priority infrastructure and Park & Ride improvements - to capitalise on road improvement measures and encourage modal shift (Approximately £30million)
- New direct and express services from the Park & Ride sites to the main trip attractors in the Aberdeen conurbation, such as: Dyce, Aberdeen Royal Infirmary, Aberdeen Airport, Robert Gordon University etc. – to reduce public transport journey times and encourage modal shift (Approximately £12million)

Package 2: Bus and Rail

- Introduction of heavy rail service between Dyce and Ellon on the existing alignment of the Formartine & Buchan Way (£130 - £260million)
- Bus priority infrastructure and Park & Ride improvements - to capitalise on road improvement measures and encourage modal shift (Approximately £30million)
- New direct and express services from the Park & Ride sites to the main trip attractors in the Aberdeen conurbation, such as: Dyce, Aberdeen Royal Infirmary, Aberdeen Airport, Robert Gordon University etc. – to reduce public transport journey times and encourage modal shift (Approximately £12million)
- This option would enable:
 - *Potential* future introduction of heavy rail service, between Ellon and Peterhead on a new rail alignment
 - *Potential* future introduction of heavy rail service between Ellon and Fraserburgh (branch line) on a new rail alignment, or between Peterhead and Fraserburgh (continuation of Peterhead line) on a new rail alignment

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various Small Scale Traffic Management and Development Associated Proposals (New works)
REPORT NUMBER	CHI/16/077
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

This report is to advise this Committee of the need for various small scale traffic management measures identified by officers, residents, local members, emergency services etc. and verified as necessary through surveys by officers. It also brings forward proposals associated with new developments as part of the development management process. In addition to these measures, this report also includes proposals for individual disabled parking bays which now require to be progressed through the normal legal process for the required Traffic Regulation Order.

2. RECOMMENDATION(S)

This Committee: -

- i. Approve the proposals in principle;
- ii. Instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee;
- iii. Instruct the appropriate officers to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking bays and report back to a future meeting of this Committee.

3. FINANCIAL IMPLICATIONS

The table below sets out the financial implications and identifies budgets that will be used to implement the proposals set out in this report.

Budget	Implementation costs (£)	Maintenance costs (£)	Comments
Cycle, Walking, Safer Streets (Scot Gov grant-funded)	9025	2875	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
Developer financed	NIL	440	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Nestrans / Transport Scotland	Nil	200	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Disabled Parking	1000	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 eight traffic management proposals that are the result of routine examination of road safety and traffic flows, while there is also three proposals related to development, and another funded by NESTRANS/SUSTRANS. It is also proposed to install 13 disabled bays at locations citywide. The rationale for all these proposals is set out below and where necessary 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 Cairncry Road / Plane Tree Road - Proposed 'At any time' waiting restrictions

Reports have been received with regard to vehicles parking within very close proximity to the junction of Cairncry Road and Plane Tree Road, which is hampering visibility at this junction in particular when exiting onto Cairncry Road.

Therefore in order to address this issue it is proposed to introduce 'at any time' waiting restrictions in the form of junction protection allowing for increased visibility when negotiating this junction.

Implementation Costs – £250.00

Estimated maintenance costs – £250.00 every 5 years

Ward – Hilton / Woodside / Stockethill

Elected members – George Adam / Neil Copland / Lesley Dunbar

5.2 Cromar Gardens, Kingswells - Proposed 'At any time' waiting restrictions

Following on-site meeting with a resident of Cromar Gardens it was evident that there is a problems with vehicles parking on the west side of Cromar Gardens which causes significant difficulties with residents exiting their driveways opposite, given the angle of their driveways.

Therefore it is proposed to introduce a stretch of 'at any time' waiting restrictions on the west side of Cromar Gardens.

Implementation Costs - £150.00

Estimated maintenance costs - £150.00 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – David Cameron / Steve Delaney / Len Ironside

5.3 Kepplehills Road, Bucksburn – Proposed alternation to existing length of part time 20 mph speed to separate into 2 sections.

Concerns have been highlighted with regard to speeding vehicles and pedestrian safety on Kepplehills Road.

Due to the existing long length off 20 mph speed limit on Kepplehills Road, drivers are not reminded of the speed limit whilst in operation due to the length of the zone. As a consequence, it is proposed to have 2 shorter lengths of part time 20 mph speed limit with a length of 130 metres between where there is no junctions or crossing points.

Implementation Costs - £5,000

Estimated maintenance costs - £100 every 3 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crocket / Graeme Lawrence / Neil MacGregor / Gill Samarai

5.4 **Kingswood Drive, Kingswells** – Proposed extension of ‘At any time’ waiting restrictions

There are existing ‘double yellow’ lines acting as junction protection at the junction of Kingswood Drive and Kingswood Avenue. There has however been some concern expressed by members of the community that visibility to the south of the junction, when exiting Kingswood Avenue, is hindered by parked cars. For reference, the length of the exiting restriction extends 10 metres from the junction, and it is proposed these restrictions are increased in length by 5 metres to improve visibility. This length of road is adjacent to community shops, services, school etc. and a loss of on-street parking capacity, even for a single vehicle, maybe contentious. Nonetheless, it is considered this modest increase in restrictions, when balancing vehicle movement/safety at this junction would be beneficial, and the wider community should be able to consider this proposal by way of consultation.

Implementation Costs - £25.00

Estimated maintenance costs - £25.00 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – David Cameron / Steve Delaney / Len Ironside

5.5 **Palmerston Area (Palmerston Road, Poynerook Road, Stell Road, Raik Road, Russell Road, Old Ford Road)** – Proposed prohibition of parking on footpath

Over recent months there has been a noticeable rise in the number of motorists opting to park on the footpaths when no on-street parking is available within the Palmerston area, this is causing conflicts and safety concerns with pedestrians whilst also damaging the adopted footpaths.

There is currently a Temporary Traffic Regulation Order (TTRO) in which prohibits vehicles from parking on the footpath but in order for this to address

this problem permanently there is a requirement to progress a permanent Traffic Regulation Order (TRO).

Implementation Costs - £1500.00

Estimated maintenance costs – £750.00 every 10 years

Ward – Torry / Ferryhill

Elected members – Yvonne Allan / Graham Dickson / Alan Donnelly / James Kiddie

5.6 **Pitstruan Place** – Proposed extension of ‘At any time’ waiting restrictions

Concerns have been raised by both a local Councillor and the Community Council with regard to vehicles parking on Pitstruan Place in very close proximity to its junction with Broomhill Road. Vehicles park in such a manner that it narrows the carriageway only allowing for one vehicle to pass through, therefore when vehicles are turning into Pitstruan Place they can often be met by an oncoming vehicle and nowhere to pull into the side and give way without obstructing the junction further.

Therefore in order to address this issue and resemble many of the other junctions off Broomhill Road, it is proposed to extend the current ‘at any time’ waiting restrictions on both sides taking them up to the current speed table.

Implementation Costs - £100.00

Estimated maintenance costs - £100.00 every 5 years

Ward – Airyhall / Broomhill / Garthdee

Elected members – Angela Taylor / Gordon Townson / Ian Yuill

5.7 **Station Road, Milltimber** – Proposed ‘At any time’ waiting restrictions

Changes are to be introduced on the Deeside Way cycle track at Milltimber, the cycle track which currently continues the previous Deeside railway line and requires cyclists/pedestrians to cross Milltimber Brae is to be re-routed onto Station Road and cross at a point further north which in future will also consist of an overbridge as part of the Aberdeen Western Peripheral Route (AWPR).

Following an on-site meeting with a local Councillor and residents, in order to remove the potential parking of vehicles on Station Road which causes difficulty for access given the narrowness of the road it is proposed to introduce ‘at any time’ waiting restrictions on both sides of the road.

Implementation Costs - £1500.00

Estimated maintenance costs - £1500.00 every 5 years

Ward – Lower Deeside

Elected members – Marie Boulton / M. Tauqeer Malik / Aileen Malone

5.8 Wellington Road, Cove – Proposed prohibition of ‘U-turn’ manoeuvres

Since the introduction of the new signalised junction on Wellington Road serving access into the Loirston development and Balmoral Business Park, it has been evident that vehicles are taking the opportunity to make ‘u-turn’ manoeuvres at this junction.

Therefore in order to avoid any hazardous conflicts at this junction as well as the signalised junction with the (old) Wellington Road it is proposed to prohibit vehicles from making such a manoeuvre.

Implementation Costs - £500.00

Estimated maintenance costs – minimal

Ward – Kincorth / Nigg / Cove

Elected members – Neil Cooney / Andrew Finlayson / Stephen Flynn

The following proposal will be funded by NESTRANS / Sustrans

5.9 B999 (between A90 Ellon Road and Denmore Road) – Proposed redetermination of footway/pavement to Cycle track

There is currently extensive work to improve cycle infrastructure to the north of the City, with construction underway to introduce a shared cycle track on along the A90 Parkway and extending that on the Ellon Road onto the A90 Ellon Road.

Therefore it is proposed to extend the new cycle track on the A90 Ellon Road onto the B999, in doing so would require the redetermination of the southern footway of the B999 from its junction with A90 Ellon Road and Denmore Road to a cycle track (an unsegregated facility shared by cyclists and pedestrians).

Implementation Costs - £Nil

Estimated maintenance costs – £200.00 every 10 years

Ward – Bridge of Don

Elected members – Muriel Jaffrey / John Reynolds / Sandy Stuart / Willie Young

The following proposals will be funded by developers

5.10 Salisbury Terrace – Proposed ‘At any time’ waiting restrictions

Planning consent has been passed that will allow for the construction of a new flatted development on the corner of Great Western Road and Salisbury Terrace which also includes upgrading an existing car parking access off of Salisbury Terrace.

It is therefore proposed to extend the existing ‘at any time’ waiting restrictions to maintain access and clear visibility, thereby avoiding potential road safety issues.

Implementation Costs - £Nil

Estimated maintenance costs – £100.00 every 5 years

Ward – Airyhall / Broomhill / Garthdee

Elected members – Angela Taylor / Gordon Townson / Ian Yuill

5.11 Fairley Road, Kingswells – Proposed ‘At any time’ waiting restrictions

Adventure Aberdeen is based in premises off Fairley Road (previously Kingswood Nursery). The access to the site is only 3 metres in width and bounded by mature trees and a single lighting column. Previously, it was the case there was a field directly opposite the access and on this field side of the road there was also a daytime waiting restriction to prevent obstructive parking with respect to the previous function of the building as a nursery. In the last couple of years the field has since become the site of a “Dandara” housing development; with the site referred to as “Fairley Grove”.

The issue that has arisen is should cars be parked adjacent to the residential properties on the approach or opposite the access to Adventure Aberdeen it can obstruct access/egress. This is particularly problematic as the centre uses reasonably large vehicles such as mini-buses and at times are also towing canoes or a rock climbing tower. This issue is also not limited to the working day, with vehicles coming and going from the centre throughout the week, and from early morning to later in the evening.

Due to the lighting column and mature trees highlighted at the outset, it would be both problematic and expensive to make any physical adjustments to the current access, so in order to address this problem it is proposed to introduce certain lengths of prohibition of waiting at any time. This should ensure the swept path required for vehicles to access/egress Adventure Aberdeen is kept clear. There is also no real loss in parking, with on-street parking still available on the west side of the road; while the new residential properties have driveways. The restriction has also been limited to the northern side of the access, as Adventure Aberdeen have indicated they would intend to

access/egress the site from the northern side when using larger vehicles / towing trailers.

Implementation Costs - Nil

Estimated maintenance costs - £216.00 every 5 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – David Cameron / Steve Delaney / Len Ironside

5.12 **Kirkton Drive, Dyce** – Proposed ‘time limited’ parking bay

On a site adjacent to Kirkton Drive, Dyce, planning consent has been given for the construction of a new helicopter hanger and associated passenger terminal. As would be expected many passengers will be getting dropped off and picked up at the site. In this regard it is proposed to create a ‘time-limited’ length of parking bay on Kirkton Drive that would allow a maximum wait of 20 minutes, with no return within 30 minutes; this bay would be operational throughout the week. The length of bay would be created within a turning circle area where ‘double yellow’ lines currently exist. In this respect the swept paths of large articulated vehicles have been modelled and it has been found such vehicles can still comfortably negotiate the turning circle with the proposed bay in place.

Implementation Costs – Nil

Estimated maintenance – £124.00 every 5 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crockett / Graeme Lawrence / Neil MacGregor / Gill Samarai

The following proposals will be funded from the Disabled Parking Revenue Budget

- 5.11 **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 – 13 disabled parking bays

49 Donview House	33b School Road
32a Cattofield Place	17 Ruthrie Terrace
8 Craighton Park, Craighton Road	124 Auchinyell Road
170c Clifton Road	16 Grampian Place
128 Willowpark Crescent	26 Portree Avenue
Queens Street, City Centre x3	

Off-street parking

None

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

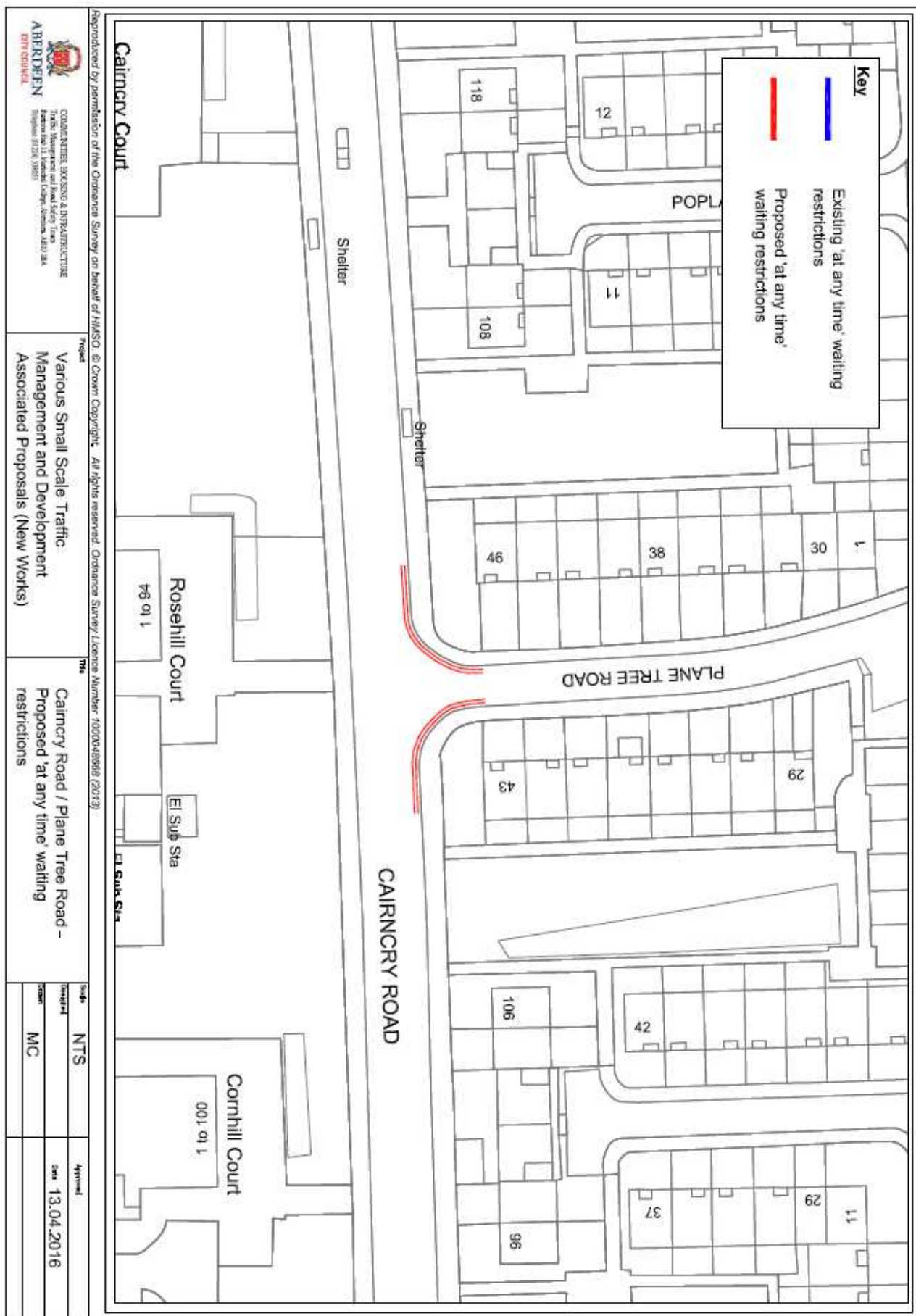
9. REPORT AUTHOR DETAILS

Michael Cowie

Technical Officer

Email: micowie@aberdeencity.gov.uk

Tel. 01224 (52)2316



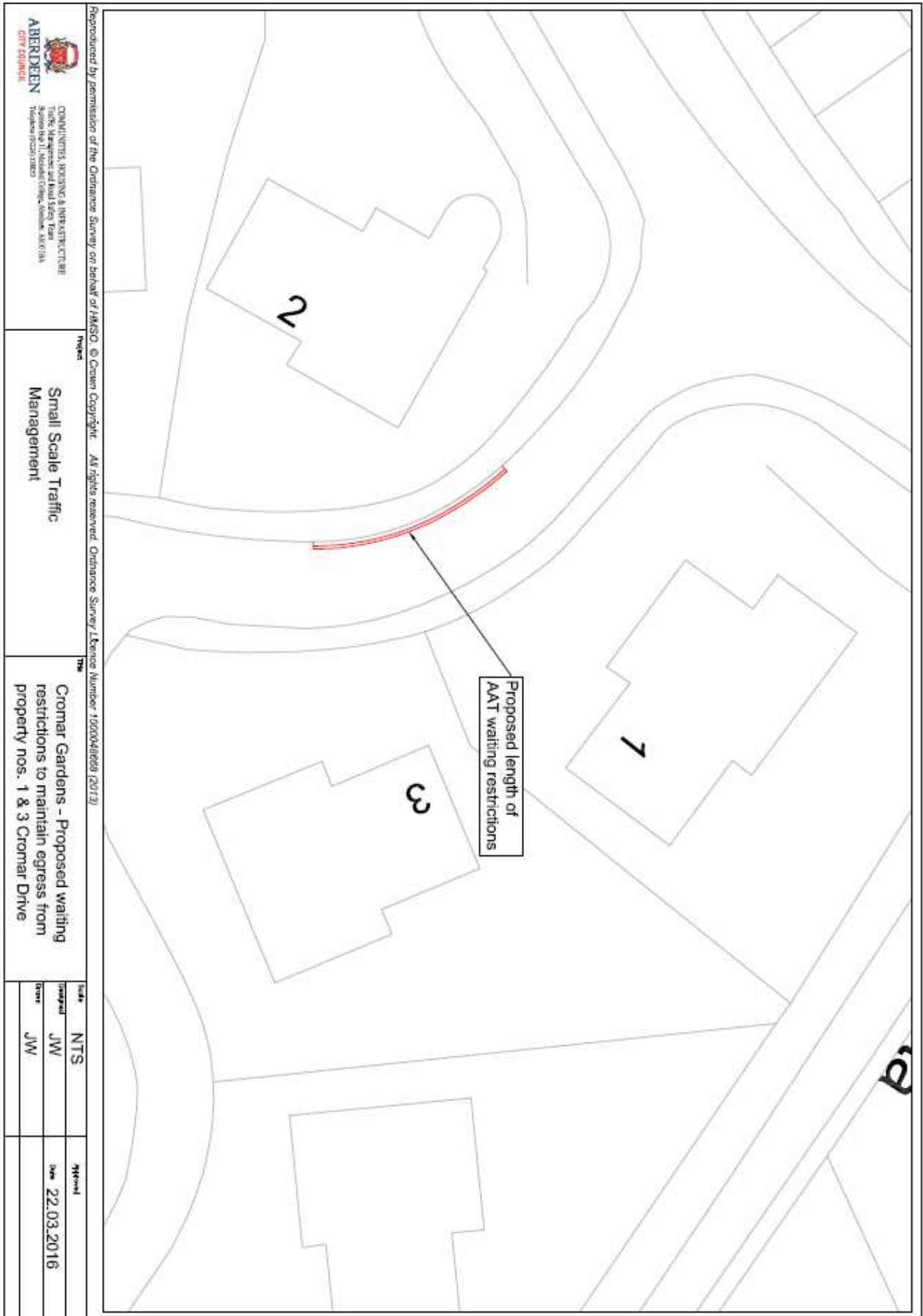
Reproduced by permission of the Ordnance Survey on behalf of HMISO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number: 100049696 (2013)

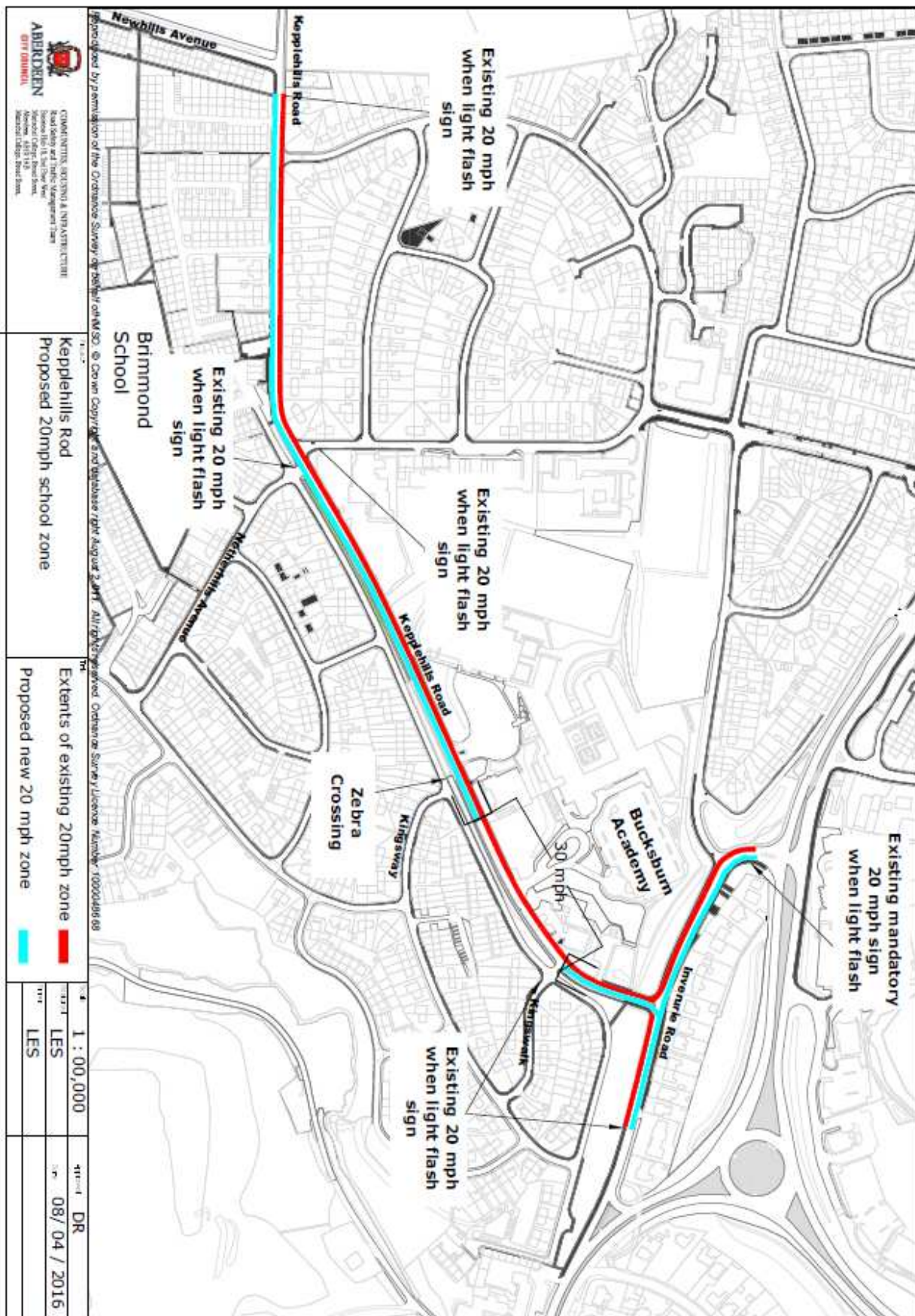
ABERDEEN CITY COUNCIL
 CONSTRUCTION SERVICES & INFRASTRUCTURE
 Traffic Management and Road Safety Team
 Station One 11, Aberdeen City Centre, Aberdeen, AB10 1BA
 Telephone: 01224 378800

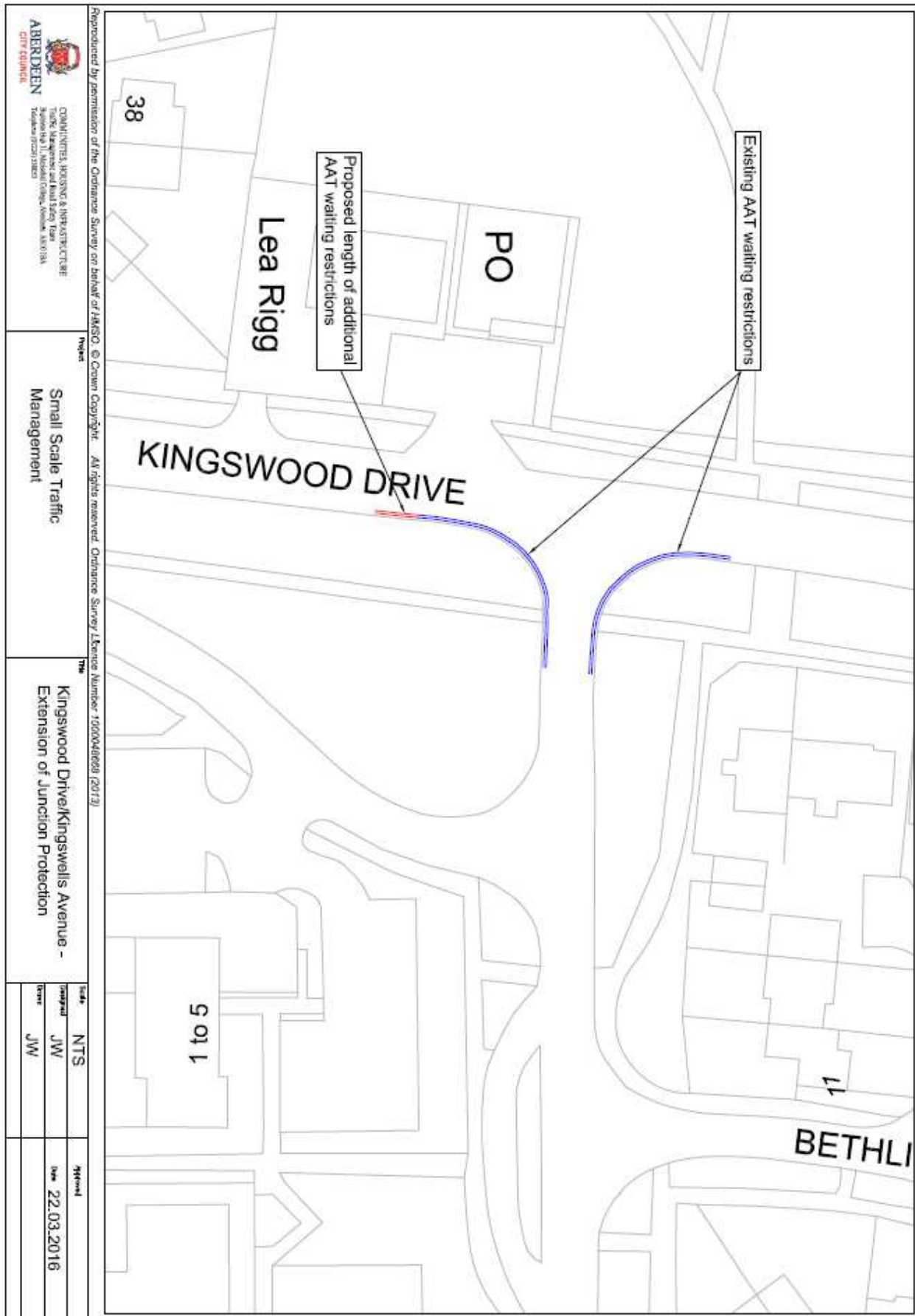
Project
 Various Small Scale Traffic Management and Development Associated Proposals (New Works)

Title
 Cairncry Road / Plane Tree Road - Proposed 'at any time' waiting restrictions

Scale	NTS	Approval
Issued		date 13.04.2016
Drawn	MC	







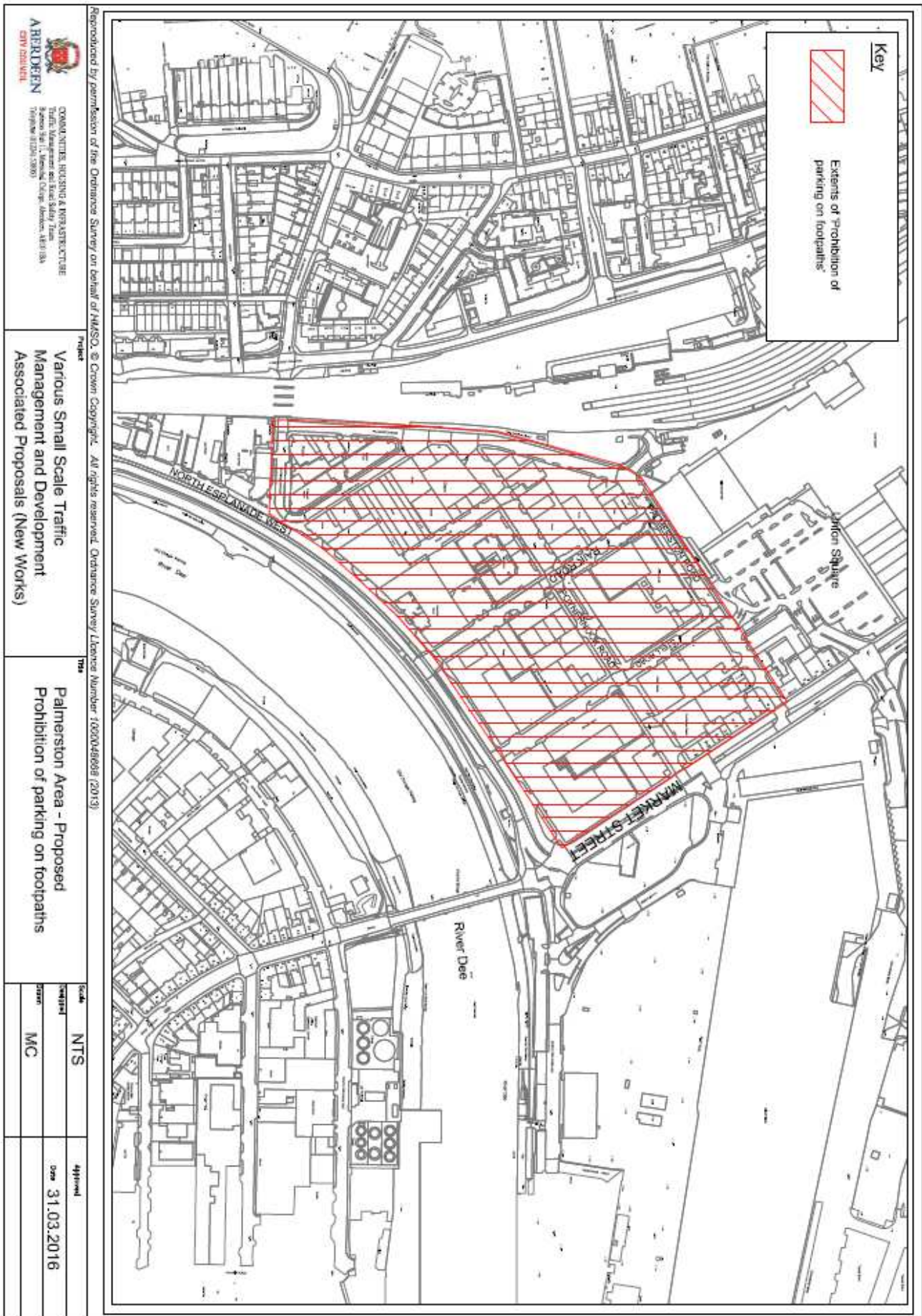
Reproduced by permission of the Ordnance Survey on behalf of HMSSO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number: 1000040688 (2013)

ABERDEEN
CITY COUNCIL
 COMMUNITIES, HOUSING & INFRASTRUCTURE
 Traffic Management and Road Safety Team
 10th Floor, 11, Market Street, Aberdeen, AB9 1BA
 Telephone: 01224 533333

Project
 Small Scale Traffic Management

Title
 Kingswood Drive/Kingswells Avenue -
 Extension of Junction Protection

Scale		NTS	Approval
Original	JW		Date 22.03.2016
Revised	JW		



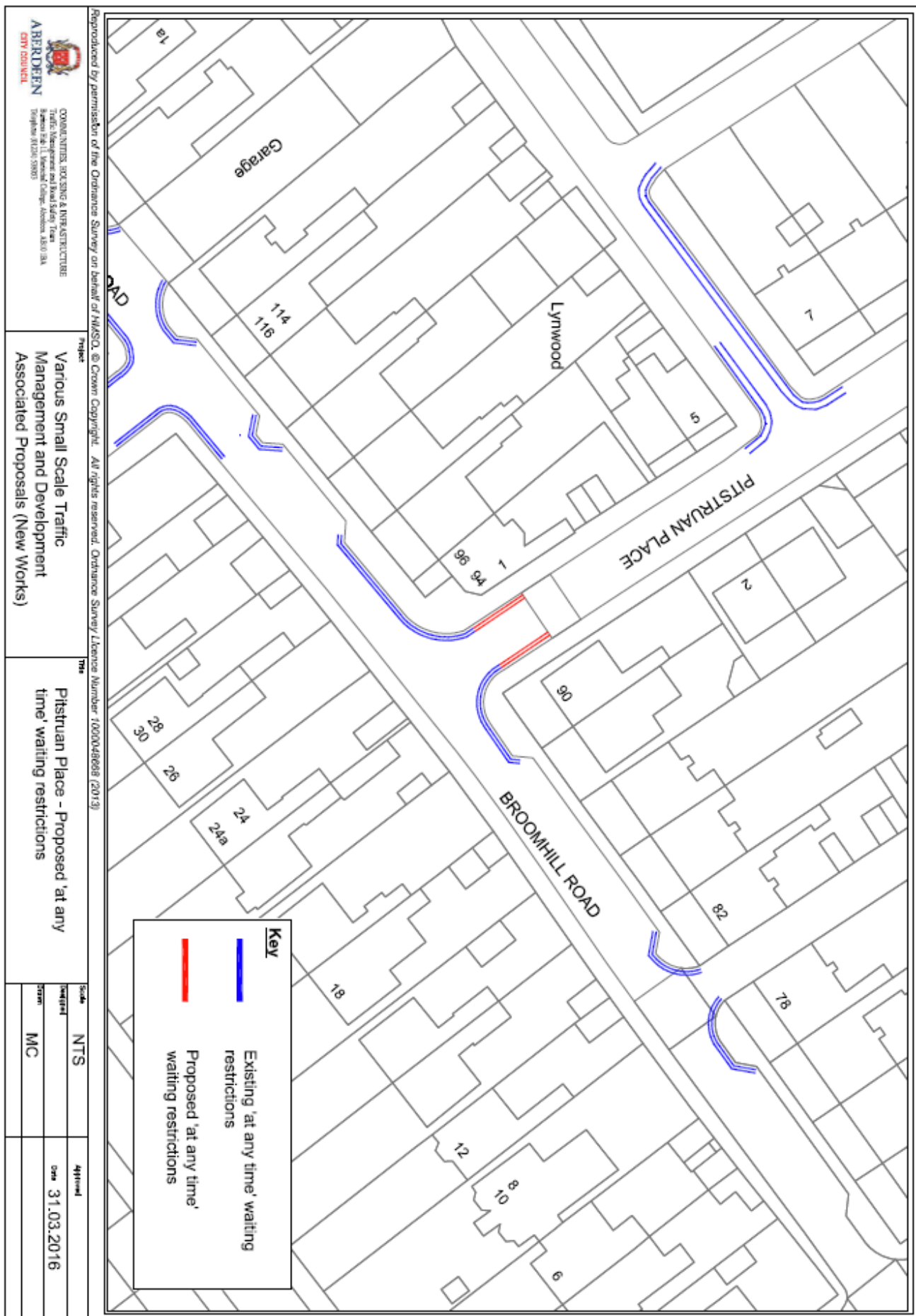
Reproduced by permission of the Ordnance Survey on behalf of HMSSO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number: 1000048998 (2013)

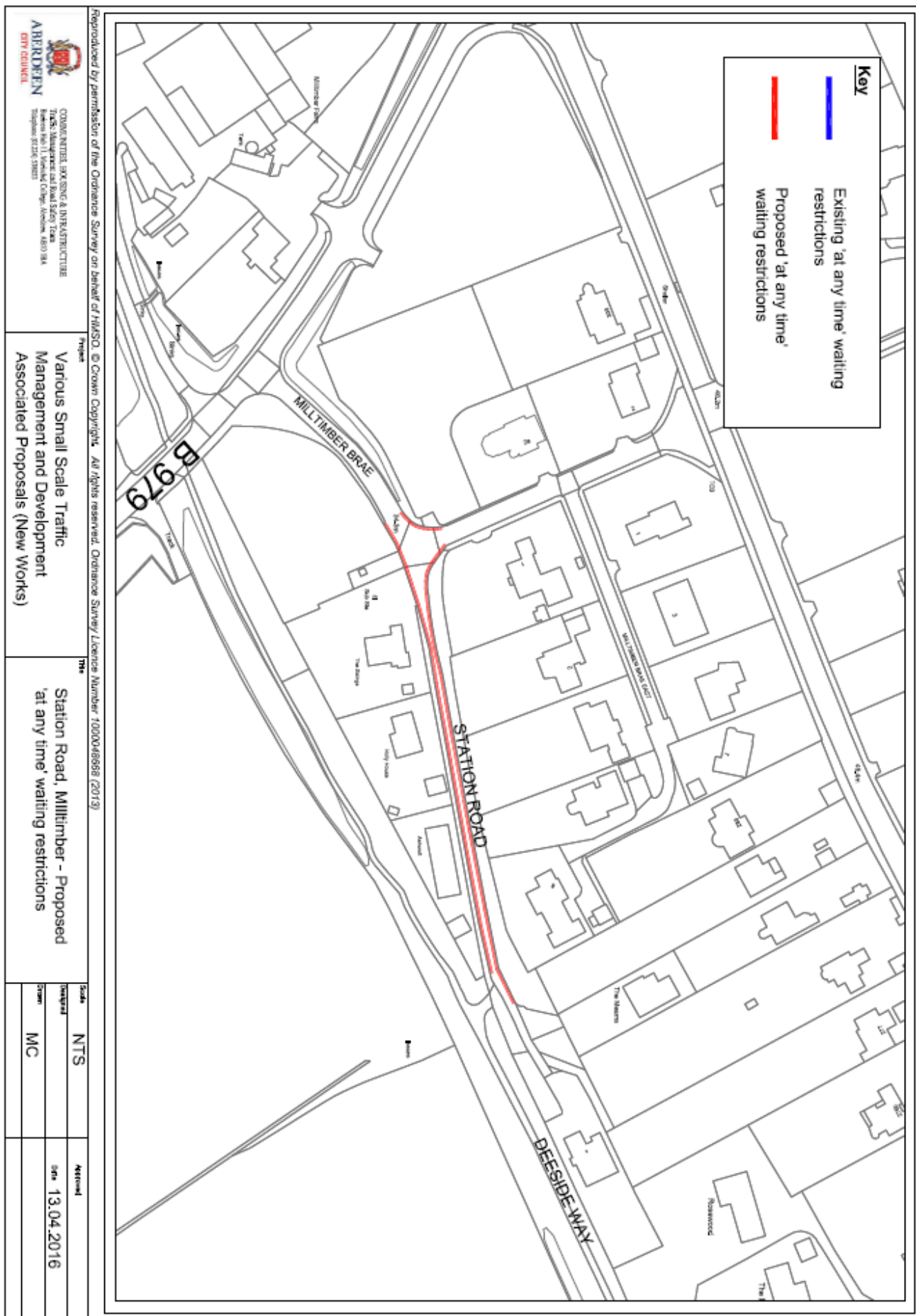
ARBERDEN
 CIVIL ENGINEERS
 CONSULTING ENGINEERS & ARCHITECTS
 Traffic Management and Road Safety Team
 Station 10, Victoria Centre, Aberdeen, AB11 1BA
 Telephone: 01224 328000

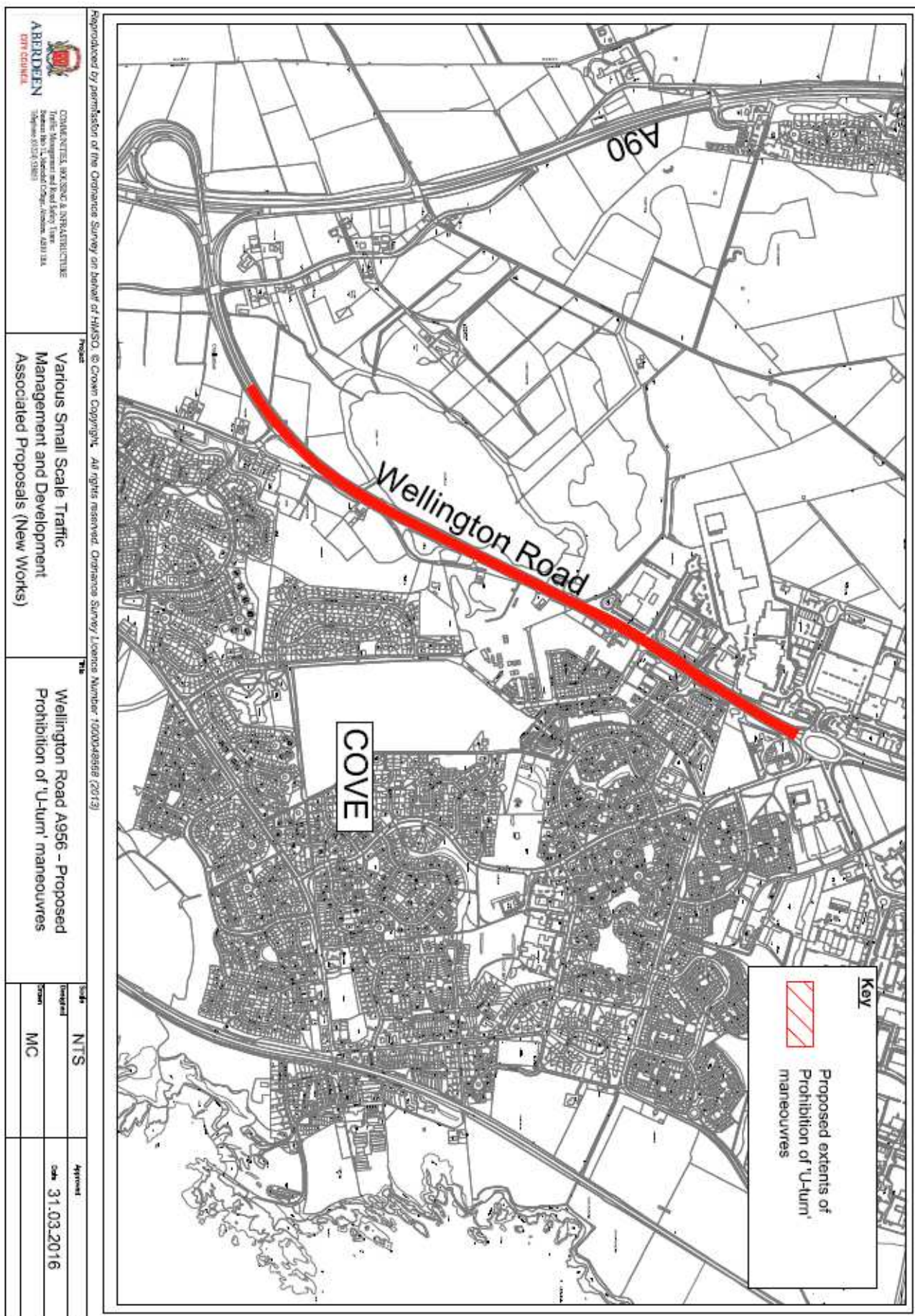
Project
 Various Small Scale Traffic Management and Development Associated Proposals (New Works)

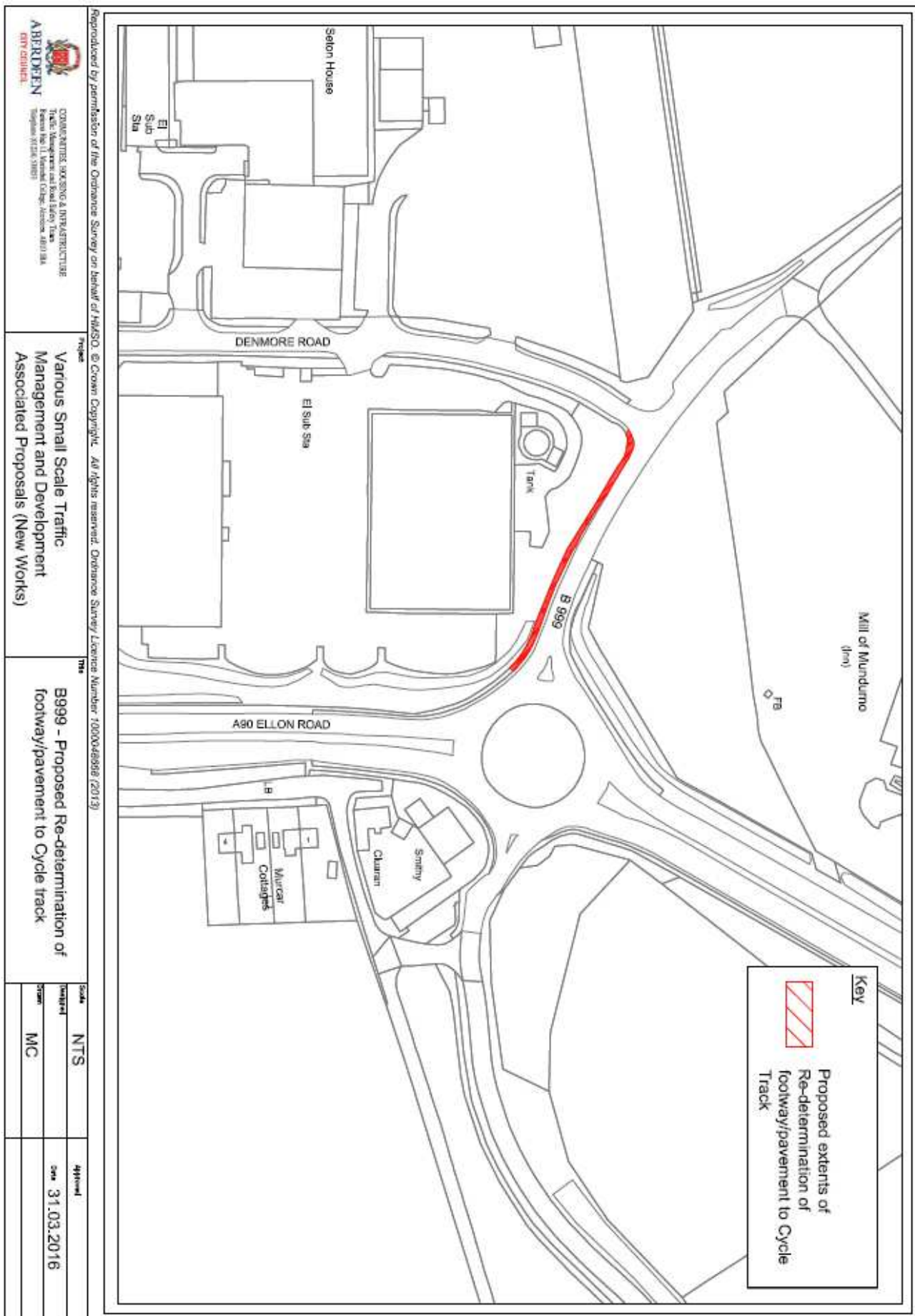
Title
 Palmerston Area - Proposed Prohibition of parking on footpaths

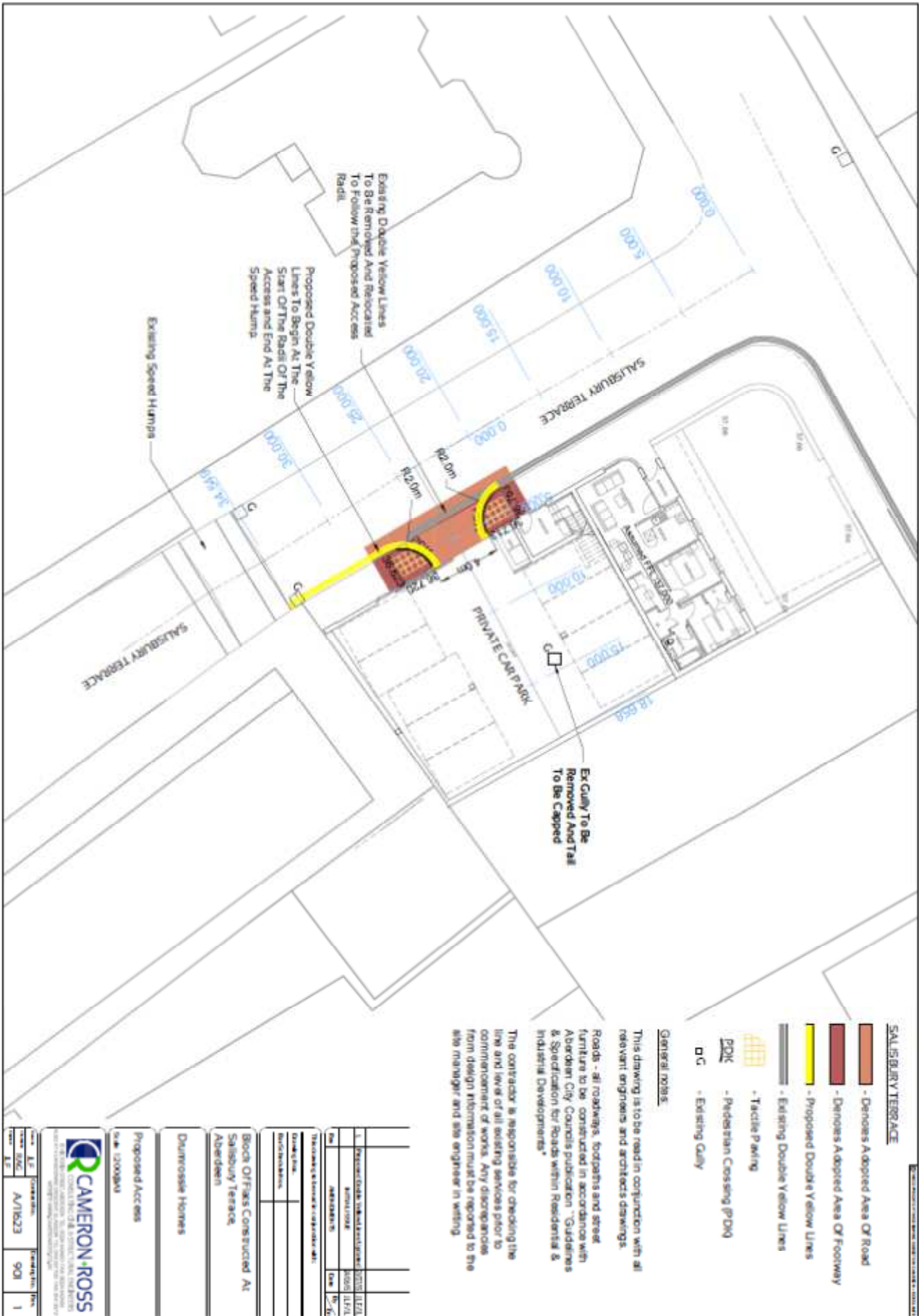
Scale	Author	Approved
NTS	MC	03/31/2016



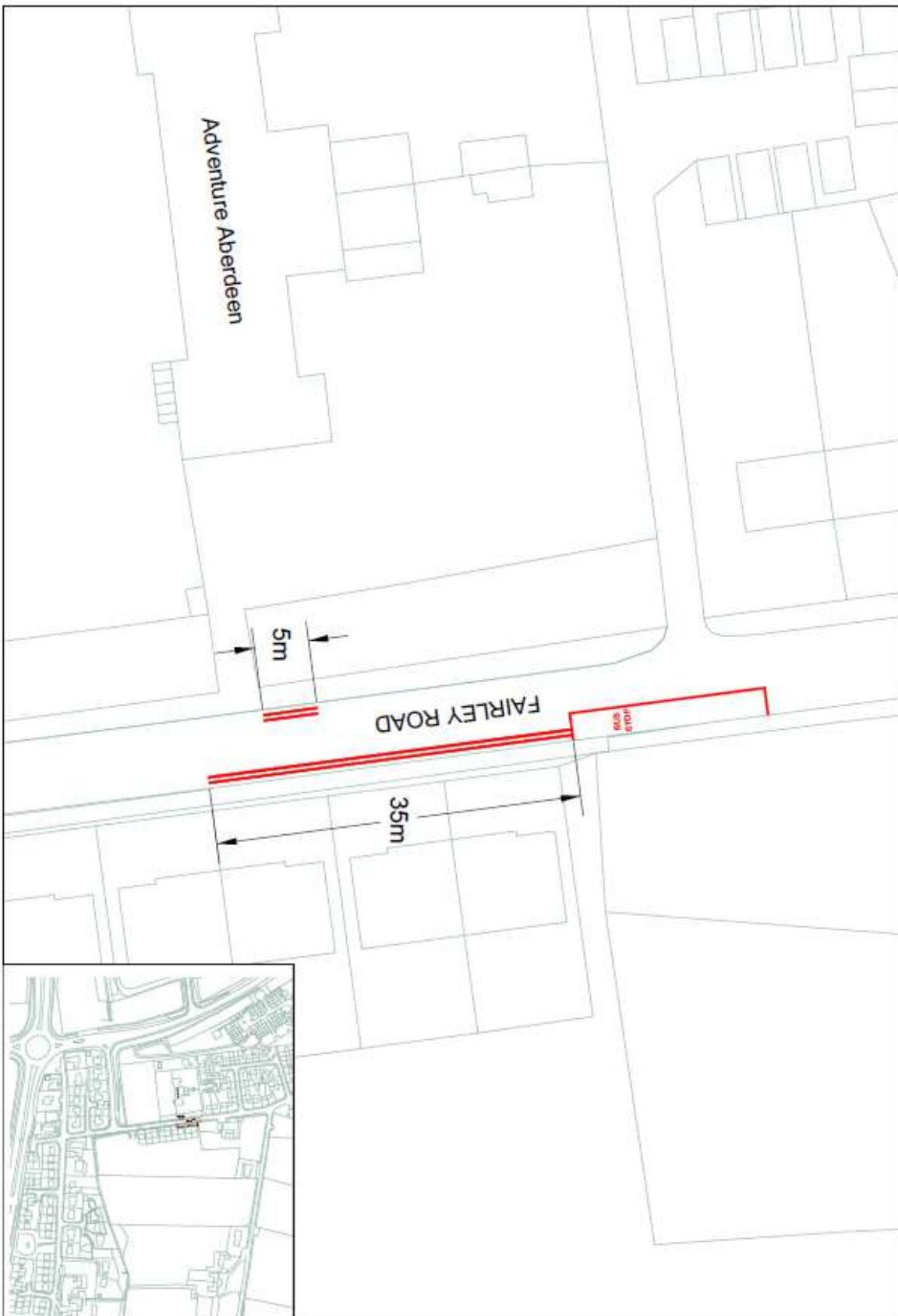




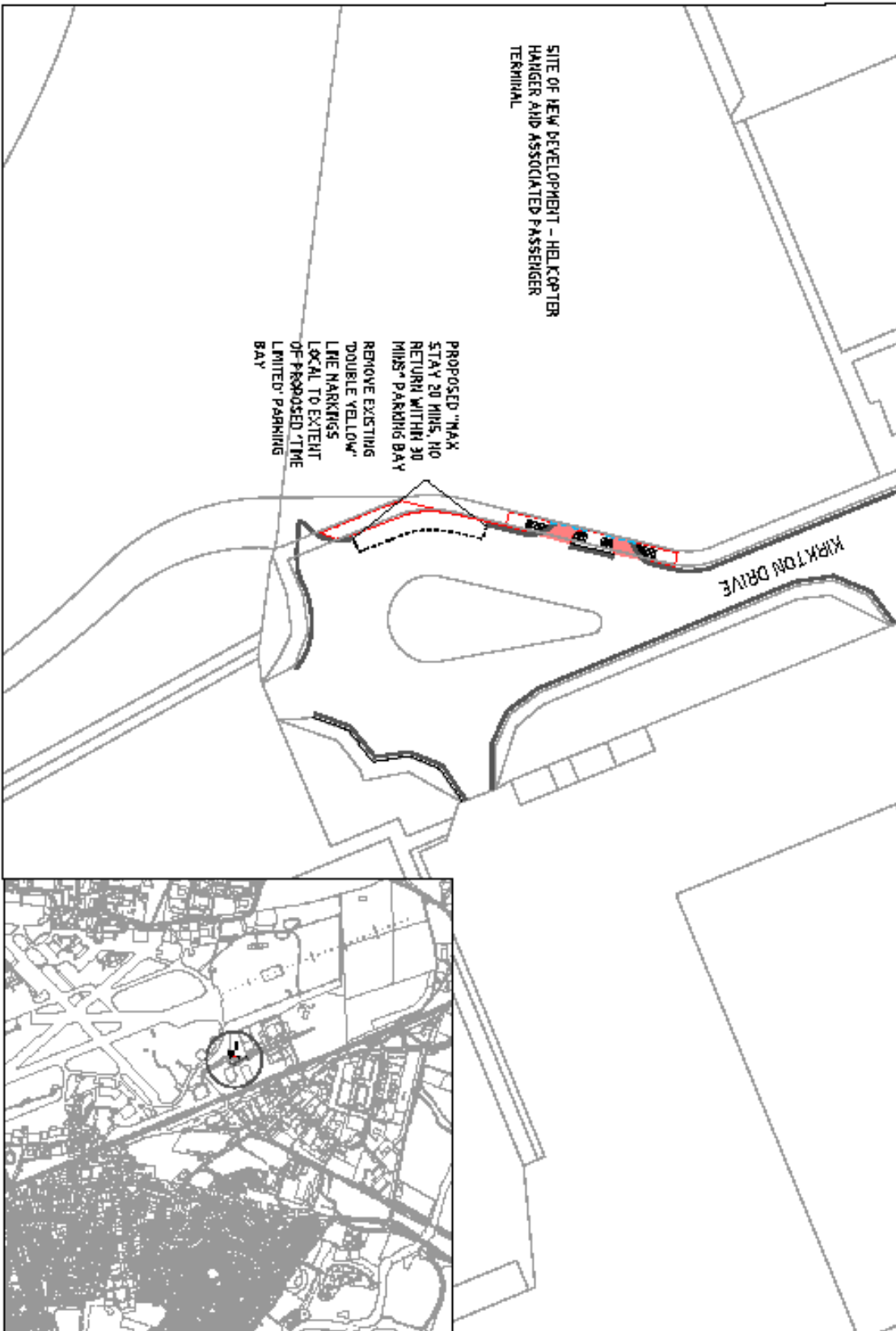




Fairley Road, Kingswells - Proposed lengths of prohibition of waiting at any time



Kirkton Drive, Dyce – Proposed length of 'time-limited' parking bay to provide drop off / pick up parking associated with new passenger terminal for helicopter hanger



ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various small scale traffic management and development associated proposals (Stage 3 – Public Advert)
REPORT NUMBER	CHI/16/079
CHECKLIST COMPLETED	Yes/ No

1. PURPOSE OF REPORT

This report deals with thirteen orders at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect of each of these orders. The public/press notices are attached (Appendix 1), from which members will be able to see the exact content of the proposals.

2. RECOMMENDATION(S)

It is recommended this Committee notes that none of the proposed orders were subject to objections during the statutory consultation period and thereby instructs that all thirteen orders be made and implemented accordingly.

3. FINANCIAL IMPLICATIONS

The table below sets out the financial implications and identifies budgets that will be used to implement the proposals set out in this report.

Budget	Implementation costs (£)	Maintenance costs (£) every 5-10 years	Comments
Cycle, Walking, Safer Streets (Scot Gov grant-funded) Items 5.1 to 5.9	999	839	If budgets are not currently available, locations will be placed on a priority list for when future funding becomes available
Nestrans / Transport Scotland Item 5.10	Nil	400	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Developer financed Items 5.11 to 5.14	NIL	930	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Disabled Parking Item 5.15	14000	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

This section is separated into subsections corresponding to the thirteen orders under consideration.

5.1 The Aberdeen City Council (Broaddykes Drive, Aberdeen) (Prohibition Of Waiting) Order 201(X)

5.1.1 No statutory objections have been received.

5.2 The Aberdeen City Council (Bellfield Road / Simpson Road, Aberdeen) (Prohibition Of Waiting) Order 201(X)

5.2.1 No statutory objections have been received.

5.3 The Aberdeen City Council (Greenbank Crescent, Aberdeen) (Prohibition Of Waiting) Order 201(X)

5.3.1 No statutory objections have been received.

5.4 The Aberdeen City Council (Auchinyell Road / Garthdee Drive, Aberdeen) (Restrictions on length of waiting time and return period) Order 201(X)

5.4.1 No statutory objections have been received.

5.5 The Aberdeen City Council (Cairngorm Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.5.1 No statutory objections have been received.

5.6 The Aberdeen City Council (Ashgrove Road, Aberdeen) (Prohibition of Waiting) (Revocation) Order 201(X)

5.6.1 No statutory objections have been received.

5.7 The Aberdeen City Council (Bloomfield Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.7.1 No statutory objections have been received.

5.8 The Aberdeen City Council (James Street, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.8.1 No statutory objections have been received.

5.9 The Aberdeen City Council (Northernmost Un-Named Access Road off Kingswells Causeway serving Kingswells Park and Ride, Aberdeen) (Prohibition of Driving except for Buses and Cycles) Order 201(X)

5.9.1 No statutory objections have been received.

5.10 The Aberdeen City Council (Off-Street Car Parks, Aberdeen) Order 201(X)

5.10.1 No statutory objections have been received.

5.11 The Aberdeen City Council (Lang Stracht, Aberdeen) (Traffic Management) Order 201(X)

5.11.1 No statutory objections have been received.

5.12 The Aberdeen City Council (North Deeside Road, Peterculter, Aberdeen) (Loading Bay / Disabled Bay / Time Restricted Parking) Order 201(X)

5.12.1 No statutory objections have been received.

5.13 The Aberdeen City Council (Disabled Persons' Parking Places In Aberdeen City) (Regulatory Parking Places) (Ref. 2/16) Order 201(X)

5.13.1 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, 20 January 2016](#)

9. REPORT AUTHOR DETAILS

Graeme McKenzie
Technical Officer
Email: gmckenzie@aberdeencity.gov.uk
Tel. 01224 (52)2319

APPENDIX 1

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

The Aberdeen City Council (Broaddykes Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 Broaddykes Drive, Kingswells, Aberdeen, as defined in the schedule below.

Schedule

Broaddykes Drive

Both sides, from its eastern junction with Kingswood Drive, westwards for a distance of 15 metres or thereby.

The Aberdeen City Council (Bellfield Road / Simpson Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 Bellfield Road and Simpson Road, Bridge of Don, Aberdeen, as defined in the schedule below.

Schedule

Bellfield Road

Both sides, from its southern junction Simpson Road, north-eastwards for a distance of 10 metres or thereby.

Simpson Road

East side, from its southern junction with Bellfield Road, north-westwards for a distance of 10 metres or thereby.

East side, from its southern junction with Bellfield Road, south-eastwards for a distance of 10 metres or thereby.

The Aberdeen City Council (Greenbank Crescent, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 at any time on Greenbank Crescent, Aberdeen, as defined in the schedule below.

Schedule

Greenbank Crescent

North side, from a point 33 metres or thereby east of the (notionally) extended eastern kerbline of Hillview Road, eastwards for a distance of 31 metres or thereby.

The Aberdeen City Council (Auchinyell Road / Garthdee Drive, Aberdeen) (Restrictions on Length of Waiting Time and Return Period) Order 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order would be to modify existing lengths of time restricted parking on Auchinyell Road and Garthdee Drive, Aberdeen. The situation currently is on any day, except Saturdays and Sundays, between the hours of 10 am and 4 pm, vehicles are limited to a maximum stay of 45 minutes, with no return within 15 minutes. It is proposed to change the duration of the maximum stay to two hours, with no return with 90 minutes.

The Aberdeen City Council (Cairngorm Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 at any time on Cairngorm Drive, Kincorth, Aberdeen, as defined in the schedule below. Please note the schedule below takes into account two existing lengths of prohibition of waiting at any time.

Schedule

Cairngorm Drive

North side, between its junctions with Cairnvale Terrace and Faulds Gate.

The Aberdeen City Council (Ashgrove Road, Aberdeen) (Prohibition of Waiting) (Revocation) Order 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to revoke a certain length of prohibition of waiting at any time on Ashgrove Road, Aberdeen, as defined in the schedule below.

Schedule

Ashgrove Road

South side, from a point 15 metres or thereby south-west of its junction with Laurelwood Avenue, south-westwards for a distance of 21 metres or thereby.

The Aberdeen City Council (Bloomfield Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 at any time on Bloomfield Road, Aberdeen, as defined in the schedule below.

Schedule

Bloomfield Road

South side, from a point 52 metres or thereby east of its junction with the Hardgate, eastwards for a distance of 14 metres or thereby.

The Aberdeen City Council (James Street, Aberdeen) (Prohibition of Waiting) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 at any time on James Street, Aberdeen, as defined in the schedule below.

Schedule

James Street

East side, from a point 38 metres or thereby south of its junction with Virginia Street, southwards for a distance of 17 metres or thereby.

The Aberdeen City Council (Northernmost Un-Named Access Road, off Kingswells Causeway, serving Kingswells Park and Ride, Aberdeen) (Prohibition of Driving except for Buses and Cycles) Order 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a prohibition of driving on the northernmost un-named access road, off Kingswells Causeway, that serves Kingswells Park and Ride, with the exception this prohibition will not apply to buses and cycles.

THE ABERDEEN CITY COUNCIL (DISABLED PERSONS' PARKING PLACES IN ABERDEEN CITY) (REGULATORY PARKING PLACES) (REF. 2/16) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Disabled Persons' Parking Places in Aberdeen City) (Regulatory Parking Places) (Ref. 2/16) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984 and its duties under the Disabled Persons' Parking Places (Scotland) Act 2009. The effect of the order is to establish regulatory on-street parking places in the streets listed in the schedule below. In each case, a single on-street or off-street parking place – reserved for the exclusive use of any Blue Badge holder – will be established on the street in question.

Schedule

On-street

Anderson Avenue, Balnagask Road, Bedford Avenue, Bressay Brae, Castleton Drive, Dalmaik Crescent, Deevale Crescent, Deevale Gardens, Faulds Gate, Middlefield Terrace, Park Place, Portree Avenue, Upper Mastrick Way, Wagley Parade, Western Road and Willowpark Crescent.

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 6 April and 28 April 2016, 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 wishing to visit 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. Alternatively, anyone unable to visit Marischal College can telephone 01224 522308 to discuss the proposals with one of the roads officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 6 April and 28 April 2016, 2016, 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.

Traffic Management Team, Business Hub 11, Second Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

The Aberdeen City Council (Lang Stracht / Denview Wynd, Aberdeen) (Traffic Management) Order 201(X)

Aberdeen City Council proposes to make the above-named order 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 the Lang Stracht and Denview Wynd, Aberdeen, as defined in the first schedule below. It is also proposed the speed limit on a certain length of the Lang Stracht should be reduced from 30mph to 20mph, as defined in the second schedule.

First Schedule

Lang Stracht

North side, from its junction with Denview Wynd, westwards for a distance of 15 metres.

North side, from its junction with Denview Wynd, eastwards for a distance of 15 metres.

Denview Wynd

Both sides, from its junction with the Lang Stracht, southwards for a distance of 15 metres.

Second Schedule

Lang Stracht

From its junction with Fairley Road, eastwards for a distance of 215 metres or thereby.

The Aberdeen City Council (North Deeside Road, Peterculter, Aberdeen) (Loading Bay / Disabled Bay / Time Restricted Parking) Order 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a loading bay for the exclusive use by goods vehicles in the new lay-by on the south side of the North Deeside Road adjacent to the site of the former "Village Garage" car dealership at No.279-281 North Deeside Road, Aberdeen. This loading bay will cover the extent of the lay-by during its operational days/hours which will be Monday to Saturday, from 7.00am to 10.00am, and Sunday, from 10.00am until noon.

Also in this lay-by, during Monday to Saturday, from 10.00am until 10.00pm, and Sundays, from noon until 10.00pm, parked vehicles will be limited to a maximum stay of 45 minutes, with no return within 1 hour. Similarly, during the same aforementioned days/hours, a bay will be made available for the exclusive use of a single vehicle displaying a disabled persons' badge (the 'Blue Badge').

The Aberdeen City Council (Off-Street Car Parks, Aberdeen) Order 201(X)

Aberdeen City Council proposes to make the above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to restate the existing equivalent order and introduce the following new arrangements/modifications:

1. Altens Farm Road Car Park would be added to the order and on any day, except Saturdays and Sundays, between the hours of 8.00am and 6.00pm, vehicles will be limited to a maximum stay of three hours, with no return within three hours.
2. There would be a modification to the operation of the Frederick Street Car Park, where the top two floors (Floors 5 and 6) would be changed from 'short stay' parking to 'long stay' parking. The detail is highlighted in the table below:

Frederick Street Car Park – Floors 5 and 6 (Mon-Sat, 8.00am to 8.00pm; Sun 1.00pm to 5.00pm)		
Duration of stay	Current charges associated with 'short stay' operation	Proposed charges associated with 'long stay' operation
Up to 1 hour stay	£1.00	£1.00
Up to 2 hour stay	£2.20	£2.20
Up to 3 hour stay	£3.30	£3.30
Up to 4 hour stay	£4.40	£4.40
Up to 5 hour stay	-	£5.00

Up to 6 hour stay	-	£6.00
Up to 10 hour stay	-	£10.00
Up to 14 hour stay	-	£14.00

3. Duthie Park Car Park would also be included in this the order and on any day except Saturdays and Sundays, between the hours of 8.00am and 4.00pm, vehicles will be limited to a maximum stay of three hours, with no return within 1 hour. This arrangement was originally promoted as “The Aberdeen City Council (Duthie Park, Aberdeen) (Parking Management) Order 2013”.

The Aberdeen City Council (A96 Park & Choose / Un-Named Link Road, Dyce, Aberdeen) (Traffic Management) Order 201(X)

Aberdeen City Council proposes to make above-named order in terms of its powers under the Road Traffic Regulation Act 1984. The effect of this order will be to provide for a range of traffic management measures associated with the introduction of the new A96 Park & Choose site, as well as the un-named link road connecting Dyce Drive and the new roundabout on the A96, which is part of the works associated with the Aberdeen Western Peripheral Route (AWPR). Details of the various measures are summarised below.

Firstly, the A96 Park & Choose site is to operate free of charge but the duration of stay will be time limited to a maximum stay of 36 hours; that is to say any vehicle that exceeds the maximum stay will be issued with a Penalty Charged Notice (PCN). On certain lengths of road within the site it is proposed to introduce a short section of ‘prohibition of driving except for buses’, a 20 MPH speed limit, and a short section of bus lane.

On the new section of un-named link road, it is proposed to set a 40 MPH speed limit and an ‘Urban Clearway’ from its junction with the A96 northwards to its junction with Dyce Drive / Argyll Road, while also prohibiting vehicles making ‘U-turn’ manoeuvres at the two new signal controlled junctions on the link road and the upgraded signal controlled junction at Dyce Drive / Argyll Road.

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 8 April and 2 May 2016, 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 wishing to visit 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. Alternatively, anyone unable to visit Marischal College can telephone 01224 522308 to discuss the proposals with one of the roads officials.

Anyone wishing to object to the proposed order should send details of the grounds for objection, including their name and address, in writing to the undersigned or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from 8 April and 2 May 2016, 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.

Traffic Management Team, Business Hub 11, Second Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	A96 Park & Choose and Dyce Link road (Stage 3 – Public Advert)
REPORT NUMBER	CHI/16/030
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

This report deals with the proposed Traffic Management proposals associated with the A96 Park & Choose and Dyce Link Road Traffic Regulation Order at the final statutory stage; that is to say, the main statutory advertisement period is now over in respect to this order and report presents the objections received.

2. RECOMMENDATION(S)

It is recommended by officers that:-

Committee instructs officers to make 'The Aberdeen City Council (A96 Park & Choose and Dyce Link Road, Aberdeen) (Traffic Management) Order 201(X)' as originally envisaged.

3. FINANCIAL IMPLICATIONS

The funding for this project has been identified within the current capital budget laid out by Council for this specific scheme, which allows for an estimated £15.2M expenditure. The various traffic management proposals contained within this report will be minimal and form part of the overall scheme costs.

The above estimated expenditure does not include the purchase and installation of an Automatic Number Plate Recognition (ANPR) unit and that for a bus lane enforcement camera. The costs of these machines will cost £100,000 and £33,000 respectively and will be funded through the 2016/17 NESTRANS Capital Budget programme.

4. OTHER IMPLICATIONS

There is a risk that any approved traffic regulation order may have to re-enter the legislative process if they are unable to be implemented within the statutory implementation period of 2 years from the start of the public consultation.

5. BACKGROUND/MAIN ISSUES

- 5.1 At its meeting on 20 January 2016, the Communities, Housing and Infrastructure Committee approved the recommendation to commence the necessary legal procedures for the various Traffic Regulations Orders associated with the A96 and Dyce Link road.

The following stage, the initial statutory consultation, was then carried out with no comments/objections received allowing us to automatically progress to the public advertisement stage.

- 5.2 The public consultation for these various traffic management proposals was carried out from the 6 April 2016 to the 27 April 2016; with a press notice advertised in the Aberdeen Citizen and also street notices erected on site. (A copy of this can be seen in Appendix 1.)

5.3 Objections/Comments

No statutory objections have been received.

6. IMPACT

Improving Customer Experience – The content of the report meets with the local Community Plan objectives and as the recommendation is to approve the proposals, there will be a positive impact on current customer experience.

Improving Staff Experience – N/A

Improving our use of Resources – N/A

Corporate – The contents of this report links to the Community Plan vision of creating a “sustainable City with an integrated transport system that is accessible to all”, and will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

This will also assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority –

Integrated Transport (Aberdeen is easy to access and move around in).

Public – This report may be of interest to members of the public as it concerns the proposed management regime of a forthcoming asset that will be of benefit to many people living in and around Aberdeen.

An Equalities and Human Rights Impact Assessment (EHRIA) has been prepared to accompany this report and noted no negative impacts are anticipated on protected groups.

A Privacy Impact Assessment has not been undertaken for the report as, although the report recommends the implementation of ANPR technology at this location, involving the capture of vehicle registration details from which personal information can be extrapolated, such information will be handled in accordance with procedures already in place for the issuing of PCNs (Penalty Charge Notice) in response to parking offences and bus lane violations. There is an existing agreement where, following the issuing of a PCN, the Driver and Vehicle Licensing Agency (DVLA) will release the name and address of the offender to the Council so that a letter can be issued requesting payment of the PCN. Once the PCN has been paid or cancelled, records must be purged to remove any personal information.

The contents of this report links to the Community Plan vision of creating a “sustainable City with an integrated transport system that is accessible to all”, and will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

This will also assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (Safer Roads) and the Multi-lateral Priority – Integrated Transport (Aberdeen is easy to access and move around in).

7. MANAGEMENT OF RISK

There exists a risk that not having the optimum car park management regime in place could result in abuse of the site, leading to reduced availability of car parking spaces for legitimate users. Abuse of the site, or a lack of attraction in the site amongst potential users, could lead to a continued/increase in car travel throughout the area, potentially leading to a worsening of air quality and an increase in carbon dioxide emissions. The option being progressed for implementation, though not without risks, is believed to be the option which minimises these risks as much as possible.

In addition, the risks identified with the further traffic management 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. The introduction of the Traffic Regulation Orders associated with the A96 Park and Choose and the Dyce Link Road are necessary in order to regulate vehicular movements, speeds and parking within the vicinity.

8. BACKGROUND PAPERS

Report of 'CHI/15/330 – A96 Park & Choose and Dyce Link road (Stage 1 – Traffic Management) submitted to Communities, Housing and Infrastructure Committee on 20 January 2016.

<http://committees.aberdeencity.gov.uk/documents/s53186/CHI-15-330%20A96%20Park%20and%20Choose%20and%20Dyce%20Link%20Road%20Stage%201%20Traffic%20Management.pdf>

9. REPORT AUTHOR DETAILS

Michael Cowie
Technical Officer
micowie@aberdeencity.gov.uk
(01224) 522316

Appendix 1

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984 THE ABERDEEN CITY COUNCIL (A96 PARK & CHOOSE AND DYCE LINK ROAD, ABERDEEN) (TRAFFIC MANAGEMENT) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (A96 Park & Choose and Dyce Link Road, Aberdeen) (Traffic Management) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of this order will be to provide a range of traffic management measures associated with the introduction of the new A96 Park & Choose site as well as the Link Road connecting Dyce Drive and new roundabout on the A96 which is part of the works associated with the Aberdeen Western Peripheral Route (AWPR). Details of the various measures are summarised below.

Firstly, the A96 Park & Choose site is to operate free of charge but time limited to a maximum stay of 36 hours, therefore that is to say any vehicle that exceeds the maximum stay will be issued a Penalty Charged Notice (PCN). Through the site there is proposed to introduce a short section of ‘prohibition of driving except for buses’, a 20 MPH speed limit and a short section of bus lane.

On the new section of Link Road, it is proposed to set a 40 MPH and an ‘Urban Clearway’ from its junction with the A96 northwards to its junction with Dyce Drive / Argyll Road, while also prohibiting vehicles making ‘U-turn’ manoeuvres at the two new signalised junctions on the Link Road and the upgraded signalised junction at Dyce Drive / Argyll Road.

Full Details of the proposals are to be found in the draft order, which, together with maps showing the intended measures and an accompanying statement of the Council’s reason for promoting them, may be examined during normal office hours on weekdays between Wednesday, 6 April, 2016, and Wednesday 27 April, 2016, in the offices of the Traffic Management Team at Marischal College, Broad Street, Aberdeen. It is recommended that anyone visiting Marischal College to view the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation of necessary. **The telephone number is (01224) 522316.**

Anyone wishing to object to the proposed order should send details of their grounds for objection, along with their name and address, in writing to the undersigned, or by email to trafficmanagement@aberdeencity.gov.uk , **during the statutory objection period which runs from Wednesday, 6 April, 2016 to Wednesday, 27 April, 2016, 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 email addresses, telephone numbers and signatures removed from this correspondence.

**Traffic Management Team
Aberdeen City Council
Bus Hub 10, Level 2 West
Marischal College
Broad Street
Aberdeen
AB10 1AB**

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Introduce parking charges to three existing car parks, as per Budget proposals (Stage 2 - Initial Statutory)
REPORT NUMBER	CHI/16/068
CHECKLIST RECEIVED	Yes/No

1. PURPOSE OF REPORT

At the Council Budget Meeting on 25 February 2016 there was an instruction to commence the statutory process for introducing parking charges and associated limits on time when parked at (1) Crombie Road Car Park, Torry (2) Dunmail Avenue Car Park, Cults and (3) Station Road Car Park, Bucksburn. The purpose of this report is to highlight the responses received as a result of the initial statutory consultation, and seek approval to proceed to the wider statutory consultation / public advertisement.

2. RECOMMENDATION(S)

It is recommended this Committee: -

- i) acknowledges the responses received as a result of the initial consultation;
- ii) instructs officers in the Traffic Management team to proceed with the full statutory consultation / public advertisement to allow wider consideration of these proposals.

3. FINANCIAL IMPLICATIONS

After taking into account the initial cost of installing appropriate signs / 'pay & display' ticket machines, it was estimated in the report titled "General Fund Revenue Budget 2016/17 and Non-Housing Capital Programme 2016/17 to 2020/21" (*Council Budget Meeting, 25 February 2016*) these car parks had the potential to generate revenue in the region of the following (1) Crombie Road Car Park, Torry: £28K; (2) Dunmail Avenue Car Park, Cults: £9K; (3) Station Road Car Park, Bucksburn £3K. The aforementioned figures were based on the measure being installed for a period of 9 months in the financial year 2016/17. It is however the case, when taking into account the necessary statutory process, that if these proposals are eventually approved, there would only be six months of revenue generated in the 2016/17 financial year.

4. OTHER IMPLICATIONS

This consultation has been carried out in accordance with the Statutory Instrument titled "The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999" that prescribes the procedure that should be followed by local traffic authorities in Scotland for making the main types of traffic and parking orders under the Road Traffic Regulation Act 1984. Within this procedure it is specified certain persons should be consulted with prior to full publication of the proposals.

5. BACKGROUND/MAIN ISSUES

- 5.1 At the Council Budget Meeting on 25 February 2016 there was an instruction to commence the statutory process for introducing parking charges and associated limits on time when parked at (1) Crombie Road Car Park, Torry (2) Dunmail Avenue Car Park, Cults and (3) Station Road Car Park, Bucksburn. For information, plans indicating the location of these car parks are included in Appendices 1, 2 and 3.
- 5.2 The parking controls proposed would operate on any day, except Sundays, between the hours of 8.00am and 6.00pm. The charge for parking would be £1.00 for a maximum stay of two hours. Holders of a valid Disabled Persons' Badge (the 'Blue Badge') would be exempt when considering both the charge and length of stay.
- 5.3 The initial statutory consultation process gave various parties the opportunity to consider this proposal. The various parties consulted appear in Table 1, which is appended to this report. There is also copies of the responses, where received, in Appendix 4. The consultation was also circulated to all members of the Council and the responses received are highlighted within Table 2.
- 5.4 As will be appreciated from the responses received, there are objections / concerns over these proposals. Torry Community Council

expresses concern the introduction of charges at Crombie Road Car Park would be a deterrent to shoppers stopping by businesses located on Victoria Road. They also highlight concerns over road safety, presumably on the basis vehicles currently parked within the off-street facility could be displaced on-street, where drivers may choose to park indiscriminately, thereby blocking visibility splays, being obstructive or hindering the movements of other road users.

- 5.5 When considering Station Road Car Park, Bucksburn and Newhills Community Council express similar opinion, with the proposed charges being to the detriment of local businesses and residents, as instead of encouraging trade at local shops/businesses, residents maybe encouraged to travel to large stores that have dedicated off-street car parks. They also indicate the car park is used by residents, staff from businesses, and by those attending the nearby church. There is also road safety concerns, with it highlighted that vehicles already park on waiting restrictions, in residential off-street car parks etc. and any charge/limit on time imposed on the car park will exacerbate this issue.
- 5.6 With respect to Dunmail Car Park, the Cults, Bielside and Milltimber Community Council have formally objected to the introduction of a charge, but do favour the introduction of 'time limited' parking. When considering the possibility of a charge, they highlight the community has a significant elderly population that use this car park to make relatively short visits to nearby shops/services. They also express the view that carers attending to residents of Dunmail Manor* should not be disadvantaged. In support of 'time limited' parking, the Community Council makes reference to the possible use of this car park by city-bound commuters as an informal park and ride.

**Dunmail Manor is a retirement / sheltered housing complex consisting of 45 owner occupied apartments. It is situated directly adjacent to Dunmail Car Park.*

- 5.7 When taking into account comments / objections received as a result of the initial consultation, it is recommended this Committee acknowledges these and thereafter instructs officers in the Traffic Management team to proceed to the full statutory public consultation / public advertisement. This will provide the opportunity for any concerned party to comment on these proposals thereby enabling the Committee to gauge the wider public opinion on this matter. At this juncture this Committee will be in a position to comply with "The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999" that specifies all objections must be considered before making the necessary order.

6. IMPACT

Improving Customer Experience – These proposals have the potential to ensure there is a turnover of parking within these car parks thereby providing opportunities for visitors to park, whether they be visiting nearby businesses/shops, communities facilities, or residential properties. This is opposed to the current situation where vehicles are possibly being parked all day, thereby blocking opportunities for ‘short stay’ parking.

Improving Staff Experience – Not Applicable

Improving our use of Resources – These car parks are a Council asset and it is appropriate their use for commercial purpose should be considered as a potential source of revenue.

Corporate – These proposals, when considering they could increase parking opportunities near amenities and services, meet the objective in the Single Outcome Agreement that “We live in well designed, sustainable places where we are able to access the amenities and services we need.” They also have the potential to encourage sustainable transport, with commuters, who use these facilities for ‘all day’ parking, compelled to consider other sustainable transport options; this links to the promotion of a sustainable transport system set out in the “Aberdeen – the Smarter City Vision”.

Public – This report will be of interest to the residents / proprietors / businesses within the proposal areas and likewise to the wider public who may use these car parks.

7. MANAGEMENT OF RISK

The proposed commercial use of these car parks was identified as a source of revenue at the Council Budget Meeting on 25 February 2016. Consequentially, if these proposals are not introduced, it would have a negative impact on budgets, with savings having to be considered elsewhere.

Given the possible contentious nature of these proposals there could be public concern and negative media reporting. In this respect, concerned parties would be provided with a thorough rationale as to the background for introducing charges / ‘time limited’ parking.

8. BACKGROUND PAPERS

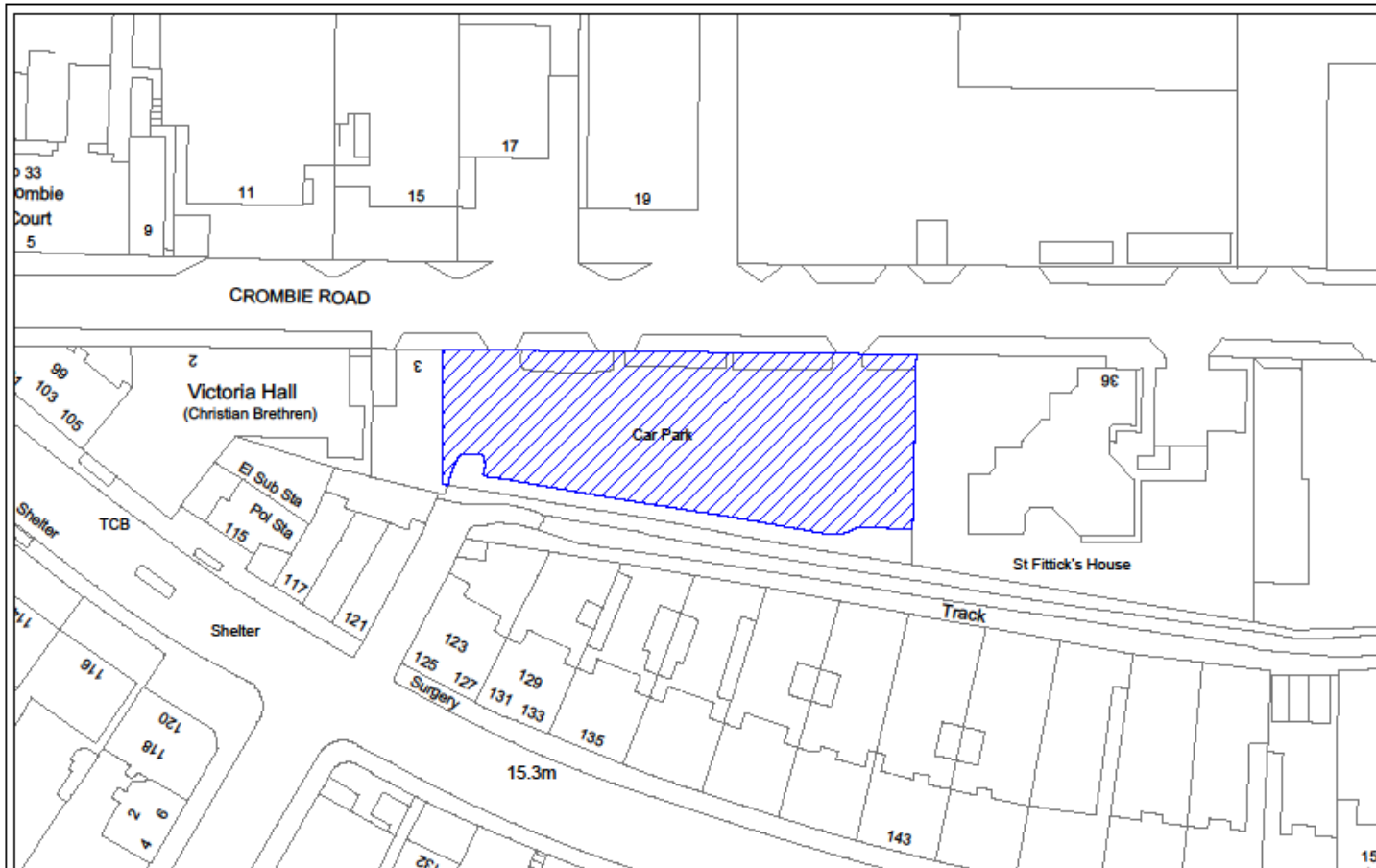
[General Fund Revenue Budget 2016/17 and Non Housing Capital Programme 2016/17 to 2020/21, Council \(Budget\) Committee, 25 February 2016](#)


9. REPORT AUTHOR DETAILS

Graeme McKenzie
Technical Officer
E-mail gmckenzie@aberdeencity.gov.uk
Tel. 01224 (52)2308

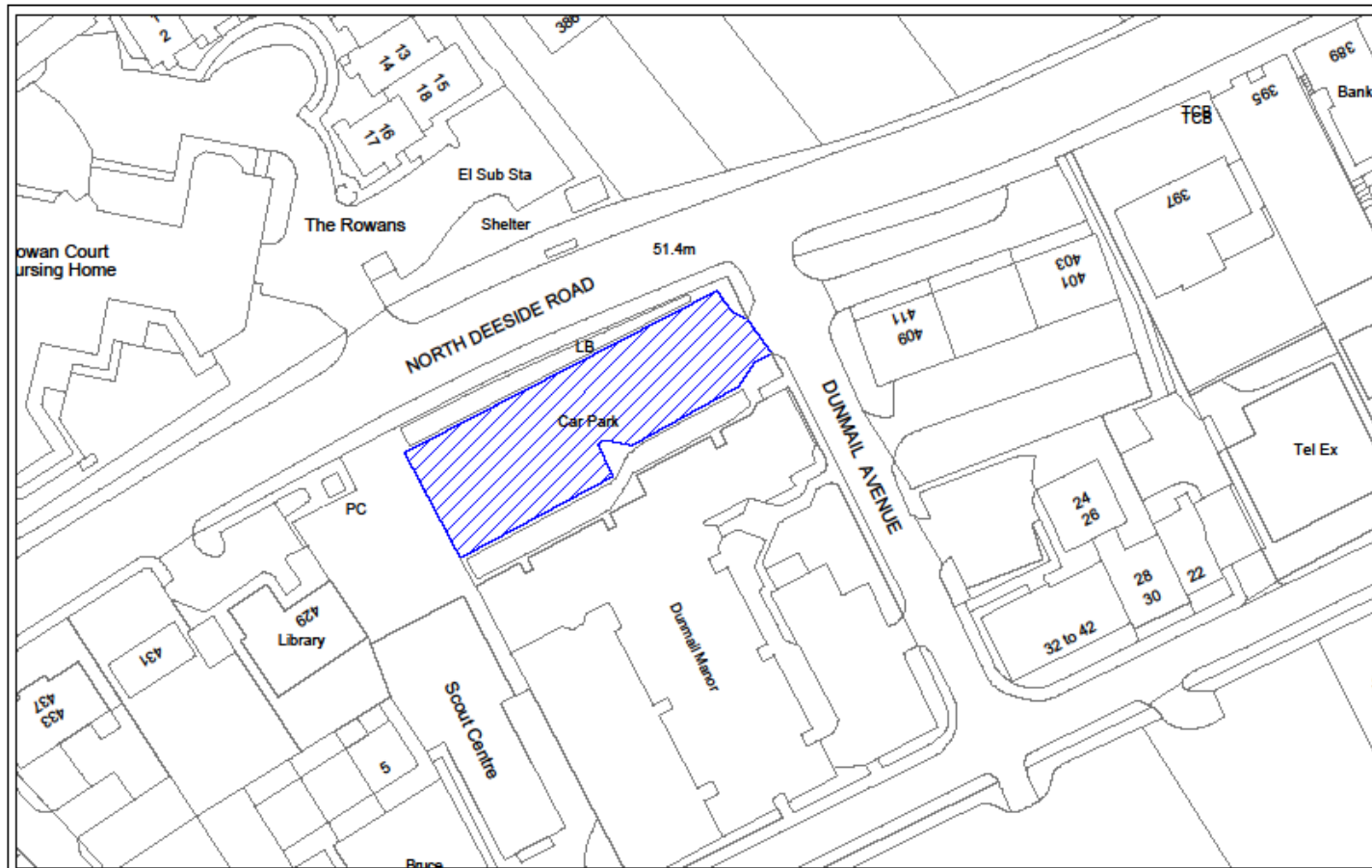
James Watt
Engineering Assistant
Email: JameWatt@aberdeencity.gov.uk
Tel. 01224 (52)2319

Appendix 1 – Crombie Road Car Park



 ABERDEEN <small>CITY COUNCIL</small>	CONSTRUCTION, PLANNING & SURVEILLANCE <small>Traffic Management and Road Safety Team</small> <small>Department of Transport, Planning, Planning & Development</small>	Project Conversion of Free Car Park to £1 for 2 hour max stay chargeable car park - Mon to Sat, 8am to 6pm	Title Crombie Road, Torry	Scale NTS	Approval
		Author JW	Date 07.03.2016		
		Check JW			

Appendix 2 – Dunmail Avenue Car Park



Reproduced by permission of the Ordnance Survey on behalf of HMSO. © Crown Copyright. All rights reserved. Ordnance Survey Licence Number 1000040000 (2013)



City of Aberdeen
 Aberdeen City Council
 Aberdeen City Council
 Aberdeen City Council

Project
 Conversion of Free Car Park to £1 for 2 hour max stay chargeable car park - Mon to Sat, 8am to 6pm

Site
 Dunmail Avenue, Cults

Issue	NTS	Approved
Designed	JW	Date 07.03.2016
Drawn	JW	

Appendix 3 – Station Road Car Park

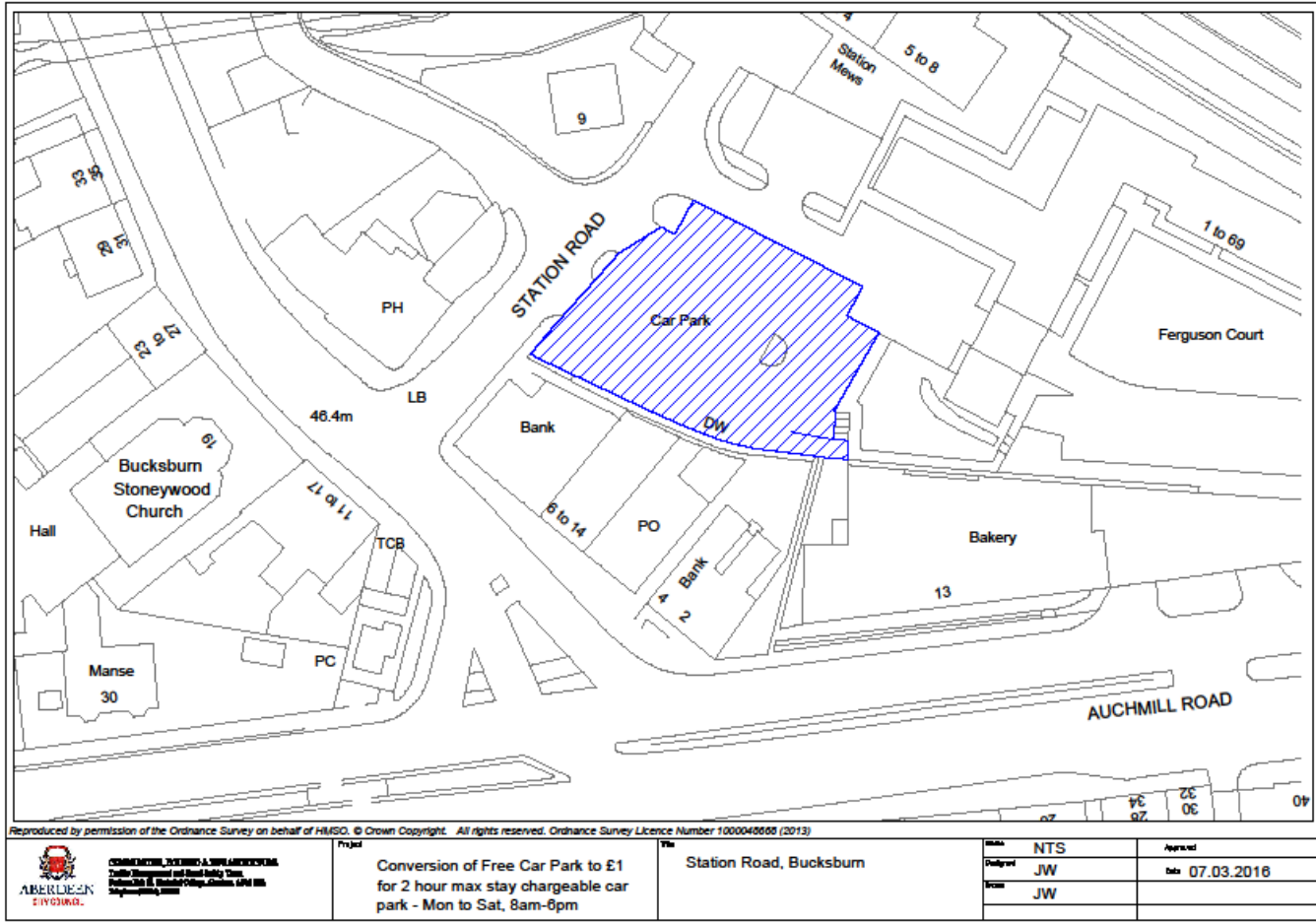


Table 1 – Statutory Consultee list and corresponding responses

<u>Consultee</u>	<u>Response</u>
Police Scotland	Consulted 7 March 2016
Torry Community Council	Comments received 20 March 2016 – See Appendix 4 for detail
Bucksburn and Newhills Community Council	Comments received 1 April 2016 – See Appendix 4 for detail
Cults Community Council	Comments received 26 March 2016 – See Appendix 4 for detail
Scottish Ambulance Service	Consulted 7 March 2016
Stagecoach Bluebird	Consulted 7 March 2016
Public Transport Unit	Consulted 7 March 2016
Bon Accord Access Panel	Consulted 7 March 2016.
Scottish Fire & Rescue Service	Comments received 11 March 2016 – No objection
First Aberdeen Ltd	Consulted 7 March 2016 No objection.
NESTRANS	Consulted 7 March 2016
North East Scotland Federation of Small Businesses	Consulted 7 March 2016
Road Haulage Association	Consulted 7 March 2016
Freight Transport Association	Consulted 7 March 2016
Aberdeen Cycle Forum	Consulted 7 March 2016
Grampian Cyclists Touring Club	Consulted 7 March 2016.

Table 2 – Council members and corresponding responses

<u>Council Member</u>	<u>Response</u>
Councillor George Adam	Consulted 7 March 2016
Councillor Yvonne Allan	<p>“As part of the Crombie road conversion we wanted the street parking on Victoria Road looked at. That is returning the loading and unloading spaces back to the 45mins parking as these bays are sitting empty most of the time. The spar and the bank have loading on walker lane at the rear of the premises and therefore have no need for street parking. This is a request by one of the smaller business which I support.”</p> <p><i>*The feasibility of modifying the existing loading bay on Victoria Road will be investigated by the Traffic Management Team as a separate matter distinct from the possibility of introducing ‘pay & display’ measures within the Crombie Road Car Park.</i></p>
Councillor Marie Boulton	<p>“I would like to make the following representations having had discussions with interested people in my ward; we would like to see a time length restriction during the day on the parking spaces, a maximum being 2 hours but not a charge. The reason they would like to see a time length restriction is that people who work in the shops come and park there virtually all day which takes up a lot of the parking.</p> <p>The reason for no charge and the maximum of 2 hours is that carers, medical and other wellbeing staff attend the residents in Dunmail which can take longer than an hour because they can often be attending more than one resident. The reason we wouldn’t want to add a charge is that many of the attending staff have to accept the parking charges from their own purse and we already struggle to get carers to come out to Lower Deeside partly due to the travel costs either by bus or taking their own car so we wouldn’t want a further cost which could deter carers coming to my residents.”</p>
Councillor David Cameron	Consulted 7 March 2016
Councillor Scott Carle	Consulted 7 March 2016
Councillor Neil Cooney	Consulted 7 March 2016
Councillor Neil Copland	Consulted 7 March 2016
Councillor John Corall	Consulted 7 March 2016

<u>Council Member</u>	<u>Response</u>
Councillor Bill Cormie	Consulted 7 March 2016
Councillor Barney Crockett	Consulted 7 March 2016
Councillor Steve Delaney	Consulted 7 March 2016
Councillor Graham Dickson	Consulted 7 March 2016
Councillor Alan Donnelly	Consulted 7 March 2016
Councillor Jackie Dunbar	Consulted 7 March 2016
Councillor Lesley Dunbar	Consulted 7 March 2016
Councillor Andrew Finlayson	Consulted 7 March 2016
Councillor Stephen Flynn	Consulted 7 March 2016
Councillor Gordon Graham	Consulted 7 March 2016
Councillor Ross Grant	Consulted 7 March 2016
Councillor Martin Greig	Consulted 7 March 2016
Councillor Michael Hutchison	Consulted 7 March 2016
Councillor Len Ironside CBE	Consulted 7 March 2016
Councillor Muriel Jaffrey	"I am a non-driver but I think some members of the public will be unhappy about this."
Councillor James Kiddie	Consulted 7 March 2016
Councillor Jenny Laing	Consulted 7 March 2016
Councillor Graeme Lawrence	Consulted 7 March 2016
Councillor Neil MacGregor	Consulted 7 March 2016
Councillor M. Tauqeer Malik	Consulted 7 March 2016
Councillor Aileen Malone	"Dunmail car park is used as an 'unofficial' park and ride and for this reason, as I previously suggested a couple of years ago, I would ask that we look into changing it to a 45min zone. Although I would like to see this car park used by shoppers for the area it is also used for visitors and carers to Dunmail Manor."
Councillor Ramsay Milne	Consulted 7 March 2016
Councillor Jean Morrison MBE	Consulted 7 March 2016
Councillor Nathan Morrison	Consulted 7 March 2016
Councillor Alex Nicoll	Consulted 7 March 2016

<u>Council Member</u>	<u>Response</u>
Councillor Jim Noble	Consulted 7 March 2016
Councillor John Reynolds	Consulted 7 March 2016
Councillor Gill Samarai	Consulted 7 March 2016
Councillor Jennifer Stewart	Consulted 7 March 2016
Councillor Sandy Stuart	Consulted 7 March 2016
Councillor Angela Taylor	Consulted 7 March 2016
Councillor Ross Thomson	Consulted 7 March 2016
Councillor Gordon Townson	Consulted 7 March 2016
Councillor Willie Young	Consulted 7 March 2016
Councillor Ian Yuill	Consulted 7 March 2016

Appendix 4 – responses from Statutory Consultees

[REDACTED]

From: Secretary Torry Community Council [REDACTED]
Sent: 20 March 2016 15:14
To: James Watt
Subject: Re: Initial Statutory Consultation – Conversion of Free Car Park (Crombie Road, Torry)

Follow Up Flag: Follow up
Flag Status: Completed

Good morning James

Thanks for your note.

Torry Community Council met on Thursday 17th March 2016 and formally opposes the introduction of parking charges for the car park in Crombie Road on the grounds that it will be very detrimental to road safety in the vicinity and will also be a deterrent to shoppers to use Victoria Road where passing trade is very much a factor in their trade.

Regards
David

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: FW: Initial Statutory Consultation - Conversion of Free Car Park (Station Road, Bucksburn)
Attachments: StationRoad.pdf, ATT00001.htm

From: Rhonda Reekie [REDACTED]
Date: 1 April 2016 15:43:53 BST
To: "jamewatt@aberdeencity.gov.uk" [REDACTED]
Cc: anne Florence [REDACTED], Robert Henderson [REDACTED]
Subject: Fwd: Initial Statutory Consultation - Conversion of Free Car Park (Station Road, Bucksburn)

Dear Mr Watt

I am writing on behalf of Bucksburn and Newhills Community Council to formally object to the proposal to make Station Road car park into a pay and display.

This matter was discussed at length at our monthly meeting last night.

We are very concerned at the affect this would have on our residents and our local businesses. With several members having had discussions with both over the last couple of weeks we discovered the car park is well used by both residents, shoppers, local funerals overflow, church attendance and local businesses staff.

We found out that there is an issue already in the area with illegal parking on yellow lines , other vehicles parking in residential areas such as Ferguson Court and large commercial vehicles parking on Old Meldrum Road, when there is no other free car parking in the area or plans to make any . Making this car park pay and display will only exacerbate this problem.

It was felt that with the council backing the nearby Lidl's redevelopment soon and additional car parking there , making Station Road payable would force shoppers to Lidl's and the nearby Tesco's where parking is free , instead of shopping at our local chemist, butcher, post office, baker, fishmonger etc.

I understand it is current council policy to support local shops and bringing in this charge is to the detriment of these local businesses and residents. Given the amount of new housing development in Bucksburn we want to encourage local shopping not force them to travel further to large multi -national stores.

I also understand from councillors there has been no other reason a council officer put forward this proposal other than for monetary reasons. There has been no survey of usage so it cannot be stated retrospectively that there may be long term offshore workers parking there or that it has been introduced to increase easier flow through of customers for the local businesses , in effect that it is just a money making exercise by the council.

I hope this makes our position clear

1

[Redacted]

From: Colin Morsley <cbmcc@cbmcommunity.org.uk>
Sent: 26 March 2016 18:44
To: James Watt
Cc: Nurul Ali; Christine Anderson; David Anstee; Eleanor Brennan; Norman Burt; Colin Caldwell; Lindsay Davidson; Matthew Dickie; Terhi Geider; Guus Glass; Sarah Gordon; Kirstin Gove; Colin Morsley; Shan Parfitt; Graham Payne; Derek Robb; Peter Roberts; Peter Smith; Marie Roulton; M.Tauqeer Malik; Aileen Malone
Subject: Re: Initial Statutory Consultation - Conversion of Free Car Park (Dunmail Avenue, Cults)

James

Cults, Bieldside and Milltimber Community Council objects to Aberdeen City Council's proposal to make the Dunmail Avenue Car Park subject to a £1 charge for 2 hours parking. As you know, this community has a significant proportion of elderly people who make relatively short visits to the Cults shopping centre by car for whom this is the only public off-road parking available. We are also concerned that carers attending residents of Dunmail Manor should not be disadvantaged.

We recognize that this car park is vulnerable to use as an informal park and ride facility by Aberdeen-bound commuters. In order to discourage this use, we propose that a better course of action would be to introduce time-limited parking.

Thank you for the opportunity to comment on the proposal at this stage. Please keep us informed of further developments.

Regards

Colin Morsley

Correspondence Secretary

Cults, Bieldside and Milltimber Community Council

[Redacted]

[Redacted]

[Redacted]

[Redacted]

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Bus Lane Enforcement Net Surplus – Proposed Expenditure 2016/2017
REPORT NUMBER	CHI/16/060
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek approval for the programme of proposed projects to be funded in 2016/17 using the net surplus from the Bus Lane Enforcement System generated in 2015/16

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a. agree the proposed priority projects and the order thereof, to be implemented from 2016/17 onwards and funded by the net surplus raised from the Bus Lane Enforcement (BLE) System during 2015/16;
- b. instruct officers to place any shortlisted schemes that cannot yet be funded on a reserve list so that, should additional funding be made available, they could be taken forward in this priority order; and
- c. instruct officers of the Transport Strategy and Programmes team to include a copy of this report with Aberdeen City Council's report to the Scottish Government.

3. FINANCIAL IMPLICATIONS

The total income for 2015/16 arising from penalty charge notices from bus lane offences was £685,121

The income must to be used for projects identified as helping to meet the objectives of the Local Transport Strategy and as such the following projects are proposed in this order of priority:

1. To fund the operation and resourcing costs of the Bus Lane Enforcement System in 2015/16 - £149,728
2. To fund strategic road maintenance of £500,000 in 2016/17 as agreed through the budget process,
3. To fund the Senior Engineer post within the Transportation Strategy and Programmes team in 2016/17 as agreed through 2013/14 BLE programme - £50,000
4. To fund the Bus Shelter Replacement programme that was agreed through 2013/14 BLE programme - £76,000

Any underspend remaining from the previously approved 2015/16 BLE programme must also be re-committed to fund future projects and work streams that help the Council meet its objectives contained within this Local Transport Strategy (LTS) as per the requirements of “The Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011”. The 2015/16 programme received £1,263,772 of funding of which £510,047 had been spent by the end of March 2016.

The budget required for completion of the 2015/16 programme is £620,525. Of the original twenty-seven projects which made up the 2015/16 programme, fifteen are still to be completed, four of which were showing zero spend up to the end of March 2016. These four are shown below.

Project	Budget Allocation	Current Status
Smart Technology Parking Officer	£40,000	A tender process has been started to find a consultant to carry this out
Strategic Model Upgrade	£40,000	Delays in getting tender published due to continued discussions with Transport Scotland regarding the requirements of the upgrade
Traffic signal refurbishment	£125,000	Contract awarded
New Dyce area links on cycle network	£100,000	Currently out for retender following issues with the cost of the original submission

The “Current Status” information indicates that the four projects are sufficiently developed to give confidence that they will be completed in 2016. Therefore, once budget has been left aside for the completion of all fifteen projects from 2015/16, this leaves £155,656 of budget available for reassignment to the 2016/17 programme. Once operation and resourcing costs have been deducted, this gives a total budget of £690,656 available to fund the 2016/17 programme.

As the income arising from penalty charge notices is significantly lower than previous years and part of 2016/17 budget is already committed to funding the projects above, this leaves only £65,049 available in 2016/17 to fund the remaining proposals. The reduced revenues have

been caused by a falling number of charge notices issued, which has dropped from 29,161 in 2014/15 to 21,225 in 2015/16. Current predictions suggest that this downward trend in the issue rate will continue in 2016/17.

4. OTHER IMPLICATIONS

The Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 at Part VII Financial Provisions, regulation 32(2) states:

“Any sums paid to an approved local authority by way of charges under these Regulations must be applied by that authority for the purpose of directly or indirectly facilitating the achievement of policies in that authority’s Local Transport Strategy.”

It should be noted that any monies paid to ACC from bus lane charge notices should be traceable, auditable and clearly linkable to the Local Transport Strategy.

Monitoring of project progress and financial out-turns is undertaken on a monthly basis and reported to the Communities Housing and Infrastructure Committee via the Strategic and Local Transportation Update Bulletin.

The programme of proposed projects has been assessed in terms of their fit with achieving the LTS policy objectives. Of all of the projects considered these projects best meet those objectives. In addition they also contribute towards the delivery of the Local Development Plan (LDP), Strategic Development Plan (SDP), Regional Transport Strategy (RTS), the Single Outcome Agreement (SOA), Air Quality Action Plan (AQAP) and the evolving City Centre Masterplan (CCMP). The proposed projects will also contribute to the Smarter Aberdeen vision.

5. BACKGROUND/MAIN ISSUES

As per the approved policy, all Council services were invited to submit their bids by early-February 2016 for consideration within the new 2016/17 programme.

Twenty-six submissions have been received and have been subject to assessment and prioritisation by officers in accordance with the LTS vision and objectives. Proposals have been scored according to the extent to which they meet LTS aims and objectives with factors such as travel mode hierarchy, whole life costs and maintenance taken into account.

Following the second full year of operation, a review of the project/proposals scoring has been undertaken and subsequently refined the assessment to better reflect the aims and objectives of the recently approved LTS 2016-21. The revised scoring has now combined walking and cycling together as Strategic Walking and Cycling and has been allocated a score of 5, Public Transport has been upgraded from a score of 3 to a score of 4 to reflect its priority with regards to the modal hierarchy, and the reviewed scoring system is included as Appendix A.

All projects agreed by Members to be implemented from 2016/17 onwards will be monitored monthly by officers to ensure any potential issues are highlighted and addressed at the earliest possible opportunity to enable appropriate corrective actions to be taken and to maximise the use of the funding available.

Updates for Members will be included within the Strategic and Local Transport Projects Bulletin for each cycle of the Communities, Housing and Infrastructure Committee. Officers will also ensure ACC's bus lane webpage is updated regularly to provide the citizens of Aberdeen with a transparent overview of schemes which are funded directly from bus lane offences net surplus.

Following deduction of the operation and resourcing costs of the Bus lane Enforcement system, the proposed priority order for the programme of projects for 2016/17 onwards and associated spend and score is shown overleaf. The three schemes which already have committed funding through the BLE programme (shaded in light grey).

This leaves £65,049 of surplus. It is proposed that a contingency of £30,000 is set aside for the programme, leaving £35,049 to fund any new schemes arising from the twenty-six submissions. Following their assessment against the LTS objectives, these schemes are presented from highest scoring to lowest. The highest scoring scheme is the "Active Travel Infrastructure, Events and Promotions" project (shown in dark grey), which would deliver small-scale improvements to active travel infrastructure throughout the City and promote sustainable forms of transport, especially walking and cycling, in Aberdeen. At £30,000, this would be the only additional project which could be funded in its entirety in 2016/17.

The other shortlisted schemes will be placed on a reserve list and it is proposed that, should additional funding be made available, they could be taken forward in this priority order. The established monthly monitoring process for all confirmed schemes funded through the BLE programme will ensure that any underspend is quickly identified.

The shortlisted schemes for BLE Surplus funding 2016/17

Project Name	Description of Work	Funding Amount	Score (Project Relevance to LTS)	Transportation Managers Comments
Strategic Maintenance	Allocation of the BLE income to be allocated to Strategic Road Maintenance	£500,000	N/A	Scheme already committed
Transportation Team member	Full time member of staff to support, manage, promote, improve and delivery the Local Transport Strategy. They will also support our partners in the delivery of the regional transport strategy. As part of a multi-disciplined team the member of staff will contribute to the delivery of the projects which contribute to achieving the aims and objectives within the LTS.	£50,000	N/A	Scheme already committed
Bus Shelter Replacement Programme Year 3	<p>Year 3 of ongoing replacement programme of Trueform Bus Shelters in the City. These shelters are in poor condition and replacement of such will ensure continued bus shelter provision at these sites.</p> <p>Under this project shelters will be replaced with shelters more standard across the City and which have proved to have a good length of lifespan and relatively low maintenance costs. Ongoing maintenance and cleaning costs would be met from existing budgets. Electrical works will also be undertaken to create remote electrical access via haldo pillars which will allow electricians to be isolated improving the current position where power is fed directly to the shelter.</p> <p>The proposal is to replace a further 15 Trueform shelters in 2016/17 which will leave around 20 remaining to be replaced.</p>	£76,000	N/A	Scheme already committed
Overall Programme Contingency	Provision for any scheme overspend. Decision for any additional funding would be made by CHI Committee.	£30,000		
Active Travel Infrastructure, Events and Promotions	A fund is requested for small-scale improvements to active travel infrastructure throughout the City and the continued promotion of walking and cycling (and other forms of sustainable transport) to the people of Aberdeen through events, leaflets, information campaigns, promotional goods, etc. This is likely to include, but is not limited to, cycle parking improvements, participation	£30,000	176	High scoring project that meets many LTS objectives

	in Cycling Scotland's Give Everyone Cycle Space safety campaign, events to celebrate Bike Week and European Mobility Week, continued support of Middleton Park School's annual sponsored cycle challenge, and the development of local active travel maps. The ultimate aim of the project will be to encourage a shift to sustainable modes of transport, primarily walking and cycling for everyday journeys, such as to work and school.			
AWPR Locking in the Benefits	Feasibility study to investigate and design improvements that can be made city wide to "lock in" the benefits for bus routes and active travel due to traffic reductions predicted as a result of the AWPR.	£30,000	176	High scoring project that meets many LTS objectives
Assessment for City Centre Masterplan Schemes	Contribution to detailed assessment of Aberdeen City Centre Masterplan options.	£100,000	176	High scoring project that meets many LTS objectives
Cross City Connections	1. Continuation of feasibility study to investigate ways to maximise connectivity between new developments in the Aberdeen Local Development Plan. 2. Completion of STAG Part 1 element plus early stages of STAG Part 2.	£50,000	176	High scoring project that meets many LTS objectives
Wellington Road Multi-Modal Study	Carry out STAG Part 1 element of study to consider potential Transport improvement measures on Wellington Road.	£50,000	176	High scoring project that meets many LTS objectives. NESTRANS 16/17 programme includes a contribution to this
Traffic Signal Refurbishment Programme Phase 2	The project is to carry out a second phase of traffic signal refurbishment works in financial year 2016/17 to replace and upgrade sites within the inventory which have exceeded their design lifespan. This bid would provide the funding to replace and upgrade the traffic signal equipment at the following three sites; Pelican crossing on Gallowgate at Seamount Court Pelican crossing on St Swithin Street near Queen's Cross Pelican crossing on Schoolhill near Backwynd The equipment at each of these sites is at least 20 years old and the signal controllers have been declared obsolete by the manufacturers. As such, spare parts for these controllers are no longer being made	£100,000	72	Project that meets LTS objectives

	<p>and any spares have to be sourced from existing stocks around the country, which are now in short supply. It is intended that the existing crossing facilities will be replaced with Puffin/Toucan crossings, which provide an enhanced crossing facility for all pedestrians, but especially those with mobility or visual impairments. In addition, as the new equipment utilises LED's in the signal heads and has a much lower power consumption than the old equipment it replaces, the carbon footprint at each installation will be greatly reduced.</p>			
Supported Bus Services	<p>Provision of subsidy for non-commercial, socially inclusive local bus services, augmenting the commercial bus network and filling gaps in provision of the local bus network.</p> <p>There are a number of gaps in provision which have been identified and these are detailed below along with proposal and costs for consideration for each. Consideration to be given as to whether any or all should be taken forward. The provision of non-commercial, socially inclusive bus services ensures the provision of a transport system which ensures the movement of people in a safe manner; this will also reduce car use. These services ensure accessibility and inclusion for large proportions of society some of who would be isolated otherwise and this ensures quality of life and health. Accordingly this ensures an increased modal share for public transport in turn reducing the dependence on private car which has benefits for air quality. These are ranked in order of priority in terms of social need:</p>	N/A	N/A	See schemes below
	<p>Dubford / Demore (Sunday Service)</p> <p>The Dubford area currently has no Sunday bus service. The nearest services are up to 1.5km walk. Supporting a Sunday bus service would fill this void and improve accessibility of those in the area, it is estimated the Sunday bus service would cost approximately £25k per annum to operate an hourly service operating from 08:30 – 22:30.</p>	£25,000	70	Project that meets LTS objectives

	<p>Leggart</p> <p>The Leggart area only has a small number of services operating through it a day and these are services supported by Aberdeenshire Council which kindly stop and provide a service in Aberdeen. These only operate a couple of times a day leaving many residents with no service as they are unable to walk to stops on Stonehaven Road / Riverside Drive. It is proposed to utilise the Kincorth/Cove shuttle. This would have to be a small vehicle of no more than 29 seats so the vehicle could turn at Leggart. This would be provide an service approximately every two and a half hours to/from the City Centre Mon – Fri. (Combination cost £65k)</p>	£65,000	70	Project that meets LTS objectives
Bon Accord Square, design work (CCMP)	<p>Bon Accord Square to become a local garden space benefitting from improved perimeter planting, raised beds, seating areas, improved ramped access and new public realm replacing existing car park spaces.</p> <p>The project would aid the efficient movement of people on public transport, cycle and foot in the city centre. It will create a more safe and secure and a cleaner, greener transport system by removing private cars from some streets and spaces in the city centre. The reduction in private cars in the city centre will vastly improve the accessibility and reliability of the public transport network. The reduction will also facilitate healthy and sustainable living by improving the Air Quality Management Areas and encouraging people to use active travel by creating a better environment for pedestrians and cyclists.</p> <p>This project proposal covers the design work that would be undertaken to create this space at Bon Accord Square. The work could be done either in-house or managed in-house and the design work undertaken by an existing consultancy framework or another consultancy</p>	£35,000	66	Low score reflects the limited impact on LTS objectives

Golden Square Design Work (CCMP)	<p>Golden Square will become a new outdoor performance space limited to the Music Hall, with South Silver Street to become a pedestrian priority zone and Golden Square to become a cycle hub and secure sheltered parking.</p> <p>The project would aid the efficient movement of people on public transport, cycle and foot in the city centre. It will create a more safe and secure and a cleaner, greener transport system by removing private cars from some streets and spaces in the city centre. The reduction in private cars in the city centre will vastly improve the accessibility and reliability of the public transport network. The reduction will also facilitate healthy and sustainable living by improving the Air Quality Management Areas and encouraging people to use active travel by creating a better environment for pedestrians and cyclists.</p> <p>This project proposal covers the design work that would be undertaken to create this space at Golden Square. The work could be done either in-house or managed in-house and the design work undertaken by an existing consultancy framework or another consultancy.</p>	£128,000	66	Low score reflects the limited impact on LTS objectives
H2 Cars Aberdeen (Promotional Material)	<p>The H2 Cars Aberdeen Project is part of the Aberdeen City Hydrogen Storage (ACHES) project where hydrogen cars are being introduced to Aberdeen. The introduction of hydrogen cars will see a cleaner, greener transport available to the public of Aberdeen in 2016. The project in essence is to deliver a marketing, communication and promotional campaign to inform and encourage usage of the hydrogen cars locally in Aberdeen. The initial key message from the campaign being that the hydrogen cars will be a UK and European first in a car club. Ongoing messages will relate to the availability of zero emission vehicles in the city using a locally produced renewable, clean energy. The project will require financial support to undertake a series of events and promotions to make the cars known in the city. Supporting materials will also be required including</p>	£5,000	64	Low score reflects the limited impact on LTS objectives

	<p>photography, film footage, brochures and leaflets.</p> <p>The hydrogen cars in the CoWheels car club will be a first for Aberdeen, Scotland, the UK, and Europe. It is possibly a world first. It will encourage people to try out the technology and bolster the hydrogen vehicle industry.</p>			
River Don Path improvements Ellon Rd – Seaton Park	<p>Full restoration of the path. The areas where drainage is an issue will be identified and a system of French drains or similar designed to take the water away from or under the path or levels adjusted to divert water off the path. The routing of the path may be moved in some places to avoid areas where water collects. The path will be reconstructed to form a well drained path approx. 2.0m constructed from compacted type 1 sub base or similar with a compacted granite dust surface.</p>	£67,500	60	Low score reflects recreational rather than strategic nature of route
River Don Path improvements Woodside - Persley	<p>2) This section of path has been severely damaged by the River Don flooding in January 2016. Some of the river bank has been eroded away exposing some built structures that form part of the river bank or the mill lades that were used to take water from the river to power mills etc. The path was on top of these structures. Some sections of these built structures have been damaged or exposed where before they were covered. These will need professional engineers to inspect and make recommendations reflecting the archaeological significance of these structures. Once this has been completed the precise nature of the reconstruction/restoration of the path will be known. The finished surface will be a compacted granite dust surface; the design of the sub-base will be dependent on the engineers findings. The path will be reconstructed to form a well drained path approx. 2.0m.</p>	£70,000	60	Low score reflects recreational rather than strategic nature of route

Westburn Park Carriegeway Reconstruction and Resurfacing Works	<p>Works to construct and resurface the existing area in a tarmacadam surface including the excavation and formation on the area leading towards the Indoor Tennis Centre.</p> <p>Works will include the excavation down to a sound base and resurface in tarmacadam area 850M2. The proposed works will enhance the appearance of the park and will provide a safer surface for multi sport and park</p> <p>The proposed works will enhance the appearance of the park and will provide a safer surface for commuters, sports users and park users alike</p>	£43,000	60	Low score reflects the limited impact on LTS objectives
Bikeability	<p>The project aims to increase the impact and future sustainability of the Bikeability programme currently being rolled out to the city's primary schools. It aims to do this by investing in 4 key areas, designated personnel to lead the programme, resources for volunteers, promotional materials and training in basic bike maintenance skills and Cycle Training Assistants.</p> <p>The project will run from August 2016 – March 2017</p> <p>The person leading on the project would be based at Adventure Aberdeen Base in Kingswells and be line managed by the Adventure Aberdeen Programme Manager.</p>	£33,000	60	Low score reflects the limited impact on LTS objectives
Core Path 83: Souterhead Road to Cove Crescent	<p>Works to construct and resurface the existing area in a tarmacadam surface including the excavation and formation along the south boundary to lay half-battered kerbs.</p> <p>The proposed works will enhance the appearance of the park and will provide a safer surface for commuters, sports users and park users</p>	£58,125	48	Low score reflects recreational rather than strategic nature of route
Blue Badge Enforcement Officer	<p>A 12 month extension to the fixed term post for the Blue Badge Enforcement Officer who has been in post since June 2015 as part of a previous BLE project which is funded up until May 2016.</p> <p>The Enforcement Officer has undergone 4 months of training with council Fraud Team to give the officer the tools required to carry out investigation into potential blue badge misuse, record and evidence cases of fraud including writing reports of a quality that can be submitted to the procurator fiscal for consideration.</p>	£31,500	24	Low score reflects the limited impact on LTS objectives

Electric vehicle charge point maintenance	In 2016/17 , 20 electric vehicle charge points warranty and maintenance agreement are due to expire. In order to ensure that the units remain operable, safe and to prevent the Council from being hit with any unexpected bills for component failure, funds are sought from the BLE budget. These funds will allow the following to take place - The warranty, maintenance and SIM data agreement on the units to be extended for a further 36 months. - The replacement of the CHAdeMO plug on the Sclattie Park rapid charging unit with a more reliable, user friendly, redesigned type - A small contingency budget to cover any instances of damage caused by vandalism in order to ensure that units can be quickly brought back into service again	£13,000	21	Low score reflects the limited impact on LTS objectives
Coastal Path, Torry	This project will deliver improved drainage to the path network and create a better quality path accessible to a wide range of non-motorised users and improve safe connections for the local schools with sites for outdoor learning opportunities, a key part of the Curriculum for Excellence. This funding will bring this section of the Coastal Path up to a standard comparable to the rest of the route and make it more accessible to non-motorised users along the full length.	£95,000	9	Low score reflects the strategic nature of the road for walking only and not walking and cycling
Core Path 6: Seaton Park – Car & Bus Parking Facility	Works to construct and resurface the existing area in a tarmac surface including the excavation and formation along the south boundary to lay half-battered kerbs. The proposed works will enhance the appearance of the park and will provide a safer surface for commuters, sports users and park users alike, this also meets with one of the priorities of the Friends of Seaton Park.	£32,500	6	Low score reflects the limited impact on LTS objectives

6. IMPACT

Improving Customer Experience –

The ability to use the net surplus of funds from the Bus Lane Enforcement (BLE) System for transport projects allows the Council to deliver a much greater range of projects for the benefit of its citizens than it would otherwise be able to do.

Improving Staff Experience –

The wide range of projects on the list has the potential to lead to much greater partnership working, both internally and externally, resulting in much better quality projects and a greater understanding of the work of different teams.

Improving our use of Resources –

Using funds that have been collected through these fines allows the Council to deliver a much larger number of schemes than would have been possible with the existing Council funding alone.

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.*

The projects will contribute to delivery of the Smarter Mobility aims of Aberdeen – The Smarter City: *We will encourage cycling and walking, and we will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.* This is part of the Local Transport Strategy.

The project will assist in the delivery of actions identified in the Single Outcome Agreement (SOA) 2013, in particular the Thematic Priority of Safer Communities (*Safer Roads*) and the Multi-lateral Priority – Integrated Transport (*Aberdeen is easy to access and move around in*).

Public –

This report may be of interest to members of the public as it concerns the use of surplus funds from penalty charge notices for bus lane offences being used to improve the transportation infrastructure for the travelling public in the City.

Having consulted the relevant documentation, it has been concluded that an Equalities and Human Rights Impact Assessment (EHRIA) is not required for this report.

A Privacy Impact Assessment has not been undertaken as the recommended option does not necessitate collecting personal information about individuals.

7. MANAGEMENT OF RISK

Risk 1	Category	Cause	Impact
Risk of projects not being delivered on time	Control	Unforeseen circumstances arising	Public lose faith in the Council and benefits of new schemes take longer to be realised

Controls	Risk Class	Further planned mitigating actions
Monthly Project Status Reports (PSRs) to be produced by all project leads	Reputation and Employee morale	The ability to accrue unused funds, giving the project longer to be completed than just 12 months

Risk 2	Category	Cause	Impact
Risk of projects going over budget	Control	Unforeseen circumstances arising	Other funding sources need to be found or projects may not be able to be delivered in their entirety
Controls	Risk Class	Further planned mitigating actions	
Monthly Project Status Reports (PSRs) to be produced by all project leads	Financial		

8. BACKGROUND PAPERS

The previous BLE programmes can be found at the following links

2014 March EP and I Item 7.9

<http://councilcommittees/documents/g2899/Public%20reports%20pack%2013th-Mar-2014%2014.00%20Enterprise%20Strategic%20Planning%20and%20Infrastructure%20Committee.pdf?T=10>

2015 May CHI Item 12.7

<http://councilcommittees.acc.gov.uk/documents/g3593/Public%20reports%20pack%2019th-May-2015%2014.00%20Communities%20Housing%20and%20Infrastructure%20Committee.pdf?T=10>

9. REPORT AUTHOR DETAILS

Cameron Baillie
 Technical Officer (Transport Strategy and Programmes)
 CaBaillie@aberdeencity.gov.uk
 Tel. No. (52)2080

Appendix A – Scoring matrix

10 Scoring of Project Against Transport Modes	
Please indicate (x) which mode(s) of transport this proposal will benefit (score is in brackets)	
Mode	
Strategic Walking and Cycling (5)	
Public Transport (4)	
Social, Collective and Environmental (3)	
Freight (2)	
Recreational Walking and Cycling (1)	
Other Vehicle (1)	
Mode Total Score	
<u>Definitions</u>	
Strategic Walking and Cycling: Improving or developing strategic walking and cycling including incentives, education and Infrastructure; which should connect residential areas and places of employment/education.	
Public Transport: Improving or developing the Public Transport network.	

Social, Collective and Environmental: improving or developing multi-occupancy vehicle proposals, ulev's (ultra-low emission vehicles) proposals and socially inclusive modes of transport.

Freight: Improving or developing the Freight network

Recreational Walking and Cycling: Improving or developing recreational walking and cycling.

Other vehicle: Any other mode

11 Scoring of Project Against LTS Aims and Outcomes

Please indicate **(1)** what aims and outcomes of the LTS this proposals contributes towards:

LTS Aims	
A transport system that enables the efficient movement of people and goods.	
A safe and more secure transport system	
A cleaner, greener transport system	
An integrated, accessible and socially inclusive transport system	
A transport system that facilitates healthy and sustainable living	
LTS Outcomes	
Increased modal share for public transport and active travel	
Reduce the need to travel and reducing dependence on the private car	
Improved journey time reliability for all modes	

Improved road safety within the City		
Improved air quality and the environment		
Improved accessibility to transport for all		
Aim And Outcome Total Score		

Mode Total Score x Aim and Objective Total Score = Project Proposal Score

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Aberdeen Crematorium and Hall of Remembrance Management Rules
REPORT NUMBER:	CHI/16/052
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To present to the Council the outcome of the formal public consultation as approved by the Communities, Housing and Infrastructure committee on 20 January 2016 on the draft Management Rules for Aberdeen Crematorium and Hall of Remembrance and any modifications made as a result of this public consultation.

2. RECOMMENDATION(S)

That the Committee:

- i) Note that there were no objections or comments received following the public consultation regarding the draft Aberdeen Crematorium and Hall of Remembrance Management Rules 2016 and that no further modifications are required.
- ii) Approve the form of the Aberdeen City Council (Aberdeen Crematorium and Hall of Remembrance) Management Rules 2016 as set out in Appendix 1
- iii) Instruct the Head of Legal Services to sign and seal the Management Rules on behalf of Aberdeen City Council. These Management Rules (Appendix 1) will then remain in force for a period of 10 years from the date of execution unless revoked by Aberdeen City Council.

3. FINANCIAL IMPLICATIONS

There are no financial implications in this report.

4. OTHER IMPLICATIONS

It is considered that the Management Rules support the use of the city's Crematorium, Hall of Remembrance and their associated grounds.

5. BACKGROUND/MAIN ISSUES

The making of Management Rules is not a mandatory requirement. Section 112 of the Civic Government (Scotland) Act 1982 details the process by which local authorities can make Management Rules.

Making Management Rules

- 5.1 As required by the above Act, a formal public notice was posted in the Press and Journal on 29 February 2016 with a deadline of 7 April 2016 for any comments or objections. Copies of the proposed Management Rules were made available for inspection at the Marischal College Customer Service Centre. No objections, responses, comments or queries regarding these Management Rules were received.

6. IMPACT

Improving Customer Experience –

The Management Rules will provide clear guidance to our Customers.

Improving Staff Experience –

The Management Rules will provide our staff with clear guidance in carrying out their duties.

Improving our use of Resources –

The Management Rules sets out how the Council's resources will be used.

Corporate -

The report relates to the Single Outcome Agreement and the Council's policy statement, Aberdeen: The Smarter City.

Our Vision is for Aberdeen to be an ambitious, achieving, smart city. We will ensure all citizens are encouraged and supported appropriately to make their full contribution.

Public –

The content of this report is not relevant to the Equality Act 2010 public sector general duty as completing the recommendations is considered to impact all.

7. MANAGEMENT OF RISK

Following through the recommendations set out in this report should ensure that any risk associated with Aberdeen Crematorium and Hall of Remembrance remains at an absolute minimal level and that there is an improved service provided to our customers.

8. BACKGROUND PAPERS

Aberdeen City Council (Aberdeen Crematorium and Hall of Remembrance) Management Rules 2016 (Appendix 1)

9. REPORT AUTHOR DETAILS

Steven Shaw
Environmental Manager
stevens@aberdeencity.gov.uk
Tel : 01224 489273

APPENDIX 1

ABERDEEN CITY COUNCIL (ABERDEEN CREMATORIUM AND HALL OF REMEMBRANCE) MANAGEMENT RULES 2016

Aberdeen City Council (“the Council”) in exercise of the powers conferred on them by Section 112 of The Civic Government (Scotland) Act 1982 hereby make the following Management Rules which shall apply to Aberdeen Crematorium and Hall of Remembrance and their grounds.

1. Interpretation

- 1.1 In these Rules: “**Council**” includes any authorised Council employee; “**Crematorium**” means the Aberdeen Crematorium owned and operated by the Council at Hazlehead, Aberdeen; “**Hall of Remembrance**” means the former crematorium at Kaimhill, Aberdeen; “**Viewing Room**” means the area containing the Books of Remembrance at the Crematorium; “**Memorial Garden**” means the garden areas at the Crematorium in which memorial plaques are displayed; “**Gardens of Remembrance**” means the gardens attached to the Crematorium and the Hall of Remembrance; “**Registrar**” means the Registrar of Burials and Cremations appointed by the Council or any members of staff acting on his/her behalf; “**Crematorium Manager**” means the Manager of the Crematorium or any members of staff acting on his/her behalf; “**Funeral Director**” means the person employed as a funeral director by a person instructing a cremation.
- 1.2 The Interpretation Act 1978 shall apply to the interpretation of these Management Rules as it applies to an Act of Parliament.

2. Responsibility for Charges

The person instructing a cremation is personally liable for all cremation dues and fees. Prepayment of such dues and fees may be requested at the discretion of the Registrar.

3. Notice of Cremation and Receipt of Documents

- 3.1 The Chapels at the Crematorium will be available for services of cremation during such hours as may be laid down from time to time by

the Council. A booking for a cremation cannot be accepted if both of the chapels are already booked for the time in question.

- 3.2** To make a booking Notice of Cremation must be given to the Registrar, on the approved application form accompanied by all the necessary documents, to allow not less than 24 hours between the receipt of the notification and cremation. Saturday, Sunday or a Public Holiday cannot be included in the 24 hour period.
- 3.3** If all the necessary documents have not been received by the Registrar at the time specified in paragraph 3.2 it may prove necessary to postpone the service. In any event the Registrar may refuse an application for a cremation at his/her discretion.
- 3.4** All cremations must be authorised by the Registrar prior to the arrangements being publicly announced.

4. Acceptance of Coffin

- 4.1** The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the restroom at the Crematorium as agreed in advance with the Crematorium Manager, the Funeral Director's responsibility towards it ceases and that of the Council begins.
- 4.2** No coffin will be accepted at the Crematorium unless the lid is secured down. It is only permissible to open the coffin within the premises where prior agreement has been made with the Crematorium Manager and the Crematorium's procedures are adhered to
- 4.3** No coffin will be accepted at the Crematorium unless it bears adequate particulars of the identity of the deceased person therein.
- 4.4** No coffin can be removed from the Crematorium after the service except for a lawful purpose.

5. Floral Tributes

Floral tributes shall be placed at the appropriate place during each service under the direction of the Crematorium Manager. It will be the duty of a florist or the Funeral Director to liaise with the Crematorium Manager to ensure that the floral tributes are identified to the correct service and are in the correct location.

6. Construction of the Coffin

The construction of the coffin must be in all respects in compliance with the "Instructions for Funeral Directors" as laid down from time to time by the Federation of British Cremation Authorities, or to such specification as may be defined by the Council from time to time.

7. Services

A period of time is allotted for each service and the officiating clergyman or person in charge of the service must ensure that this timescale is adhered to.

8. Disposal of Ashes

8.1 Ashes will be retained free of charge for eight weeks following the date of the cremation. At the end of this period unless arrangements have been made for the disposal or retention of the ashes notice shall be given by recorded delivery mail to the person who made application for the service. This notice will be to the effect that the ashes will be scattered at the expiry of 2 weeks from the date of the letter unless other arrangements are made.

8.2 Ashes may be scattered in the Gardens of Remembrance by the relatives/applicant, or by the Crematorium Manager or may be removed from the Crematorium by the applicant for the service or the applicant's Funeral Director/nominated person.

9. Availability to the Public

The Crematorium, the Hall of Remembrance, the Gardens of Remembrance, the Viewing Room and the Memorial Garden shall be open to the public daily, during such hours and subject to such restrictions as the Council may fix.

10. Gardens of Remembrance

10.1 The placing of commemorative benches, plants or trees is only permitted at the discretion of the Council. Application must be made to the Registrar and in considering an application, the Council will take into account the style of bench or type of tree and the proposed location. The Council will not undertake any responsibility for these items, and cannot be liable for any subsequent damage, but may undertake certain aspects of routine maintenance subject to charges which may be set from time to time.

10.2 No memorials, vases or any other types of flower containers are permitted to be placed in the Gardens of Remembrance. Flowers may

be placed in the Gardens of Remembrance and these shall be cleared away when they become unsightly, of which the Crematorium Manager shall be the sole judge.

11. Books of Remembrance

- 11.1** Entries may be requested in the Book of Remembrance on the approved application form, subject to the payment of the fee set down by the Council from time to time. Each entry must comply with the conditions laid down on the application form and entries may be refused at the discretion of the Registrar.
- 11.2** The Books of Remembrance will be on display during hours which will be set from time to time by the Council. Outwith those hours it may be possible under specific circumstance to have books made available by prior arrangement with the Registrar.
- 11.3** The Books of Remembrance will display the page relating to the current date, but where it is desired to see another page, staff on duty will display the requested one.

12. Hall of Remembrance

- 12.1** The Council undertake to continue to store the caskets of ashes currently in the Hall of Remembrance but no further caskets will be permitted to be stored there.
- 12.2** No new flower vases or containers can be placed within the Hall of Remembrance, and where a vase or container appears not to be in use, the Crematorium Manager shall remove it and keep it in store pending its being claimed. Flowers shall be removed when they become unsightly, of which the Crematorium Manager shall be the sole judge.
- 12.3** The Council shall continue to display the commemorative plaques on the walls of the Hall of Remembrance. Plaque reservations will only be valid where the applicant can produce evidence of the title to such space either by registration from the Council or its predecessors in title. Any reservation must be renewed every 5 years, or will cease to be valid.
- 12.4** The Council will undertake the placing of new inscriptions on plaques on written request from the registered applicant. Inscriptions may be refused at the discretion of the Registrar. Inscriptions will be subject to charges laid down from time to time by the Council.

12.5 The Council will take all reasonable steps to protect the urns, commemorative plaques and vases or flower containers in the Hall of Remembrance, but shall have no duty of care to the people who put them there.

13. Memorials

13.1 The Council, exercising its absolute discretion, will make available facilities at the Crematorium for the display of memorials. Such memorials shall only be available from the Council and any memorial plaque may be suitably inscribed by the Council upon request. Inscriptions may be refused at the discretion of the Registrar. The cost of memorials and any inscription, which will be deemed to include the cost of display, will be determined by the Council.

13.2 The choice of a 10 year or a 20 year display period for the memorials will be offered by the Council. The chosen period may be extended for any number of further periods of 10 years or 20 years upon payment to the Council at the commencement of each extension of a charge determined by the Council.

13.3 At the expiry of the display period and in the event that no request has been made to extend that period, the Council shall be entitled, upon giving not less than one month's written notice served by the recorded delivery mail procedure to the person who last paid the charge at the latest address provided to the Registrar, to remove the memorial from the display and reallocate the display space.

13.4 Space for a second memorial plaque inscription may be reserved by written agreement with the Registrar. When this space has been reserved such reservation will only be valid where the applicant can produce evidence of the title to such space. An additional charge, determined by the Council, will be incurred when applying for an inscription at the reserved space.

14. General

14.1 In the Crematorium, the Hall of Remembrance, the Gardens of Remembrance, the Viewing Room and the Memorial Garden:

(a) Children under 12 years of age must be accompanied by an adult.

(b) Members of the public must not pull flowers, or in any way damage shrubs or trees.

- (b) No animals shall be permitted, except for guide dogs.
- (d) No person shall conduct himself in a manner likely to cause alarm, distress, nuisance or annoyance to any other person.

14.2 Collection of donations for charitable or other bodies are permitted within the Crematorium or its grounds following a written request to the Crematorium Manager.

14.3 The Council shall be at liberty to alter the charges made for cremations and allied services from time to time.

15. Contravention of the Rules

15.1 Any authorised Council employee may:

(a) if he/she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, expel that person from the Crematorium or the Hall of Remembrance or their grounds.

(b) if he/she has reasonable grounds for believing that a person is about to contravene any of these Management Rules, exclude that person from the Crematorium or the Hall of Remembrance or their grounds.

15.2 The Council, may decide that a person who has, in respect of the Crematorium or the Hall of Remembrance or their grounds, persistently contravened or attempted to contravene any of these Management Rules and is, in their opinion, likely to contravene them again, shall be made subject to an Exclusion Order, all in terms of Section 117 of the Act.

15.3 Any person who fails to comply with an expulsion, an exclusion or an Exclusion Order as set out at 15.1 and 15.2 above, shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.

16. Citation and Operation

16.1 These Management Rules shall be cited as the Aberdeen City Council (Aberdeen Crematorium and Hall of Remembrance) Management Rules 2016.

16.2 These Management Rules come into force on the date of their execution and shall remain in force for a period of 10 years thereafter unless earlier revoked or amended.

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

_____ 2016

CIVIC GOVERNMENT (SCOTLAND)
ACT

1982

ABERDEEN CITY COUNCIL

(ABERDEEN CREMATORIUM AND
HALL OF REMEMBRANCE)

MANAGEMENT RULES 2016

2016

Head of Legal and Democratic
Services

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Provision of Forestry Consultancy Services
REPORT NUMBER	CHI/16/082
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To seek approval for Aberdeen City Council to acquire the continuation of specialist expertise to assist in the development, design, delivery and promotion of the future sustainable management of the Council's woodland resource at strategic and operational levels. This would make a significant positive contribution to the Council's environmental credentials and would help the Council become a national exemplar of Local Authority-owned and managed urban woodland.

The proposal for procuring this expertise is to issue a tender for the supply of retained consultancy services on a "no win - no fee" basis for a period of five years to 2021, after which time the need and basis for such services would be reviewed in light of performance and outcomes.

2. RECOMMENDATION(S)

That the Committee:

- (i) Instructs Officers to issue a Procurement Exercise for the Provision of Forestry Consultancy Services for the period 2016-2021 and that Officers report back to Committee in August 2016 on progress made

3. FINANCIAL IMPLICATIONS

The anticipated value is in the order of £50K over the 5-year period. This is based on an assumed average input requirement of 2 days per calendar month at an estimated professional fee rate of £400 per day inclusive of expenses and is derived from recent previous experience.

As with previous procurement exercises the quotation documentation would emphasise that the procurement by Aberdeen City Council of the specified consultancy services would be on a “no win – no fee” basis. In effect those quoting would do so on the understanding that consultancy fees and expenses would have to be met and absorbed by external grant and other funding.

Essentially we will not engage in work unless the Consultant has generated funds to pay for that pre agreed work and his own fees either through grant aid, European money or through improved management of our 400ha of woodland etc.

Thus all woodland related projects and activities would be delivered at no cost to Aberdeen City Council.

Earlier work of a similar nature has levered in external funding through various types of State Aid.

The main funding Partners for such projects have been Forestry Commission Scotland (through Scottish Rural Development Programme / Woodland In and Around Town (WIAT) and other match funding initiatives) and Aberdeen Greenspace. Whilst these will continue to be important sources of income it is intended that this post would be active in looking to secure funding through other initiatives such as the Carbon Code, increases in timber revenues from timber, firewood and supplying fuel for Biomass boilers e.g Duthie Park.

4. OTHER IMPLICATIONS

Legal: Quotation documents and contracts will need to be drawn up for Procurement to proceed. ACC Legal Service staff and Officers from Procurement will be asked to assist in this process

Resource: ACC Officers currently directly or indirectly involved in tree and woodland related matters either do not have the range or depth of specialist forestry skills needed to deliver and sustain the City's woodland objectives and are in any event operating at or near capacity within their own departmental remits.

Personnel: Whilst working independently on his/her account, the consultant would be expected to work closely alongside, and as part of a team of Aberdeen City Council officers, in pursuance of the Council's vision and objectives for the Granite City Forest.

On a day-to-day basis the consultant would report to the Council's Arboricultural Officer.

Sustainability and Environmental: Procuring the proposed forestry expertise at no cost to the Council will help deliver the City's woodland related projects and associated benefits to its communities, biodiversity, environment and carbon emission credentials (including

support of its wood fuel / biomass plant) that far outweigh what could otherwise be achieved over the same timescale using ACC's internal resources.

5. BACKGROUND/MAIN ISSUES

The challenges to maintain our woodlands

Aberdeen City Council currently owns approximately 400 hectares of woodland situated across the city.

The breadth of specialist forestry expertise required to help the City achieve its woodland-related aspirations dictates that prospective consultants must be able to demonstrate established track records in the following areas:

- planning, funding and practical delivery of urban woodland management projects where there are multiple objectives and stakeholder interests, and particularly in a Local Authority context;
- trained and experienced in forest and urban woodland design;
- all aspects of woodland management and silviculture, including timber production forecasting, harvesting and marketing;
- GIS skills;
- first hand experience in the community woodland sector, including public and other community consultation and engagement;
- intimate knowledge and experience of private and public sector funding streams and grant schemes, particularly SRDP (RDC-RP) applications;
- ability to communicate effectively at policy, strategic and operational levels;
- strategic and operational knowledge of certification, the UK Woodland Assurance Standard and the new Woodland Carbon Code.

Risk Assessment

Without external consultancy assistance: **High**

- the City's current and future woodland-related projects and aspirations will not be met;
- those projects that have been initiated are at increased risk of failing, resulting in potential grant / funding reclaims with associated loss of credibility for the Council;
- the multiple social, environmental and local economic benefits from management of the City's existing woodland resource will not be achieved.

With external consultancy assistance: **Low**

- Cost to the Council (professional consultancy costs covered by external grant other funding and woodland generated income streams);
- Professional consultants engaged at own risk;
- Risks of future failure of woodland-related projects mitigated.

Timing

There is now the need for proactive management of the Council's existing 400ha woodland resource to avoid losing momentum and compromising the success of current woodland projects.

To implement the action points for woodland management plans that have, as yet, had no work done, specialist forestry consultancy is currently being provided on a *pro bono* basis - an unsustainable arrangement beyond the very short term - pending a more formal and stable procurement process.

Additionally, a new phase of Government funding, WIAT III, has been announced This is currently being applied for and will incorporate woodlands within the Don Corridor and in Torry. This has the potential to help manage and improve access to several of the Council's woods such as Danestone, Woodside and Seaton.

The requirement for securing the above consultancy services is therefore now urgent. These services will focus on the tasks outlined in the attached Appendix '**Forestry Consultant Terms of Reference**'.

6. IMPACT

Improving Customer Experience –

Through all of its woodland management the Council always strives to make its woodlands more sustainable, attractive places to be. With good access and infrastructure they should be easily accessible to all sections of society with good path networks and interpretation. Visits to them should aim to improve mental and physical health

Previous experiences from earlier projects mentioned have highlighted how well maintained woods with good path networks achieve all of the Council's aims and an extension of these works is very necessary.

Improving Staff Experience –

The last decade has shown that when working in partnership with professional foresters the scope and breadth of woodland management has vastly improved. They are able to focus on single issue tasks that current resources would not permit.

Completion of projects gives tremendous job satisfaction when these partnerships bear fruit.

Improving our use of Resources –

The unusual nature of this proposal, that is, all funding must be generated externally before fees are paid ensures that the Council achieves a very clever use of resources.

By maximising potential income from projects with professional forestry knowledge, the Council achieves its objectives –well run and sustainable woods-for no cost.

Corporate –

Contributes to the following sections of Aberdeen: The Smarter City –

- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another.
- We will challenge inequalities wherever they exist and bring our communities closer together.
- We will promote Aberdeen as a great place to live, bring up a family, do business and visit.
- “Promote and improve opportunities for physical activity and sport to enable Aberdeen’s citizens to lead more active, healthier lives.”
- “Provide a clean, safe and attractive streetscape and promote biodiversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside.
- Assist the Council in delivering the Single Outcome Agreement’s National Outcome 12 “We value and enjoy our built and natural environment and enhance it for future generations” and will contribute to several other outcomes including No.6 “We live longer, healthier lives”, No. 7 “Tackling inequalities” and No. 10 “We live in well-designed, sustainable places where we are able to access the amenities and services we need”.
- The report contribute towards the delivery of the Aberdeen Open Space Strategy 2011-2016

Other corporate and service initiatives that the report will contribute to will include:

- The achievement of creating Scotland’s first climate change park at Hazlehead.

Public –

This project is all inclusive to all members of society and it is thought that an “Equality and Human Rights Impact Assessment” is not required. From past experience it is clear that any potential woodland related works are likely to be of interest to the public. There will be

other public interests identified and initiatives developed which will involve social enterprises, the local community and other local organisations over the duration of the consultancy.

7. MANAGEMENT OF RISK

This report is seen as a benefit to all, the assessment of risk associated with this report is very low.

8. BACKGROUND PAPERS

Forestry Consultancy Report to Housing and Environment Committee 2010.

Forestry Consultancy Bulletin Reports to Housing and Environment Committee 2011

9. REPORT AUTHOR DETAILS

Richard Nicholson

Arboricultural Officer

richardn@aberdeencity.gov.uk

07802 332 642

Appendix 1

THE Granite City FOREST

TERM FORESTRY CONSULTANCY, WOODLAND & PROJECT MANAGEMENT 2016-21

Terms of Reference for Consultant Framework

The anticipated specific day-to-day requirements of the forestry consultant in connection with the above are as set out in the Schedule below:

	Description
Ongoing Woodland Projects - On-going Maintenance Programme, 2016-2021	
1	Continue with regular monitoring of condition of all planting sites during the term consultancy period with respect to weed control, vermin damage, tree losses, vandalism etc., and provide silvicultural advice / prescriptions to ACC as required to achieve full establishment whereby no further maintenance will be required.
2	Prepare specifications and bills of quantity for weed control, beating up and other maintenance works as appropriate and obtains quotes as required by ACC to carry out remedial works in compliance with ACC's procurement procedures.
3	Prepare Work Instructions and Contracts for remedial works as required.
4	Provide regular progress reports to ACC and attend site meetings with ACC and/or contractors as required.
5	Supervise remedial works to satisfactory completion.
6	Receive, review and recommend for payment contractor invoices as appropriate.
7	Prepare and submit any relevant grant claims as appropriate.
On-going tree and woodland planting within the Granite City Forest - Design & Implementation	
8	Identify potential future planting sites in conjunction with Aberdeen City Council Officers.
9	Prepare preliminary maps, outline planting design, technical forestry and silvicultural advice, proposals and costings and discussion with ACC Officers (to include for all site and office-based meetings).
10	Prepare and submit relevant SRDP (Forestry Grant Scheme) and /or other relevant grant funding applications
11	Advise on aspects of the Granite City Forest project in connection with submission of Report & Recommendations to ACC Housing and Environment Committee.
12	Prepare community consultation information and/or display material and plans for the Granite City Forest tree and woodland planting programmes.
13	Prepare for and attend community planting events with ACC Officers.
14	Attend community consultation open events and Community Council meetings as required.
15	Consult with SNH in relation to deer management issues and advise ACC accordingly.
16	Assist with briefing for, and attendance at, official PR events in connection with promotion of the Project and/or the Granite City Forest.
17	Attend and assist with community planting events as appropriate.
18	Prepare tender details, bills of quantity, accompanying maps etc., for planting and other forestry related programmes as appropriate.
19	Evaluate tenders and provide recommendations to ACC for acceptances / rejections of quotations for forestry-related work programmes in accordance with ACC's procurement procedures.
20	Prepare Site Instructions (Including Hazard Plans etc) and Contracts for each contractor/ site.
21	Plan, set out and supervise implementation of forestry-related work programmes to completion.
22	Receive, examine and recommend for payment all contractor invoices as appropriate.

Item	Description
On-going tree and woodland planting within the Granite City Forest - Design & Implementation (... / cont)	
23	Prepare and submit relevant grant claims.
The Granite City Forest – tree and woodland strategy, management & development.	
24	Assist ACC Officers with drafting, consultation, finalisation and periodic review of the Granite City Forest Tree & Woodland Strategy (TWS)
25	Assist ACC Officers with facilitation and development of appropriate partnership working and delivery mechanisms for implementation of the TWS.
26	Assist ACC Officers with the development and implementation of work programmes that deliver the TWS's operational objectives.
27	Maintain and update existing ACC woodland management plans, compartment and monitoring records as required.
28	Prepare woodland management plans for other ACC woodlands not yet covered by existing plans.
29	Prepare a budgeted programme, including cash flow forecast, of all silvicultural and other woodland related operations as prescribed by the management plans, including a timber production forecast, for discussion and approval by ACC. Advise ACC with regard to additional woodland operations as may be required.
30	Prepare SRDP, WIAT and other grant funding applications and action plans as appropriate to assist with implementation of ACC's woodland and city-wide strategic objectives, where appropriate working in conjunction with other ACC Officers, Projects and external partners.
31	Prepare a 3-5 (as required by ACC) year operation schedule(s) for the implementation of the woodland management programme for approval by ACC.
32	Advise and work with ACC in respect of required internal (ie within ACC) and external consultation in relation to the proposed woodland management programme, including liaison with FCS and other funding bodies as appropriate.
33	Prepare felling licenses etc., and any necessary accompanying supporting documentation as appropriate, for submission to FCS on behalf of ACC.
34	Advise, prepare and implement the management and site supervision of any timber operations on behalf of ACC, including marking of thinnings / fellings as required, Prepare of standing or roadside sales particulars and tender and contract documentation.
35	Advise, prepare and implement the management and supervision of all other relevant woodland related operations, including Prepare of bills of quantities, specifications, tenders, quotations, risk assessment and contract documentation, on behalf of ACC.
36	Receive, review and recommend for payment contractor invoices as appropriate.
37	Prepare and submit relevant grant claims as appropriate.
38	Submit periodic woodland management progress and budget reports to ACC as required.
39	Prepare periodic ACC internal Committee Reports as required.
40	Advise, prepare and implement on behalf of ACC the means for obtaining sustainable forest management certification for the Granite City Forest and, potentially, certification under the Woodland Carbon Code.

Aberdeen City Council, February 2016

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 th May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Waste Enforcement Review
REPORT NUMBER	CHI/16/076
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to give an update on the progress of the Waste Enforcement Project in the city centre.

2. RECOMMENDATIONS

That the Committee:

1. Notes the content of the report.
2. Agrees that a Bulletin Report will be submitted as a further update in 6 months time.

3. FINANCIAL IMPLICATIONS

The August 2015 report outlined a net budget of £57,190. The project is expected to be delivered within this figure.

4. OTHER IMPLICATIONS

There are no other implications as a result of this report.

5. BACKGROUND/MAIN ISSUES

- 5.1 The Waste Enforcement Report was approved at Committee in August 2015. It was agreed to second two officers from the City Warden Service on a 12 month project focussed on waste crime in the city centre area. The officers would develop enforcement processes and procedures and would be investigating issues such as abuse of domestic on-street bins, fly-tipping, non-compliance with the Duty of

Care (Environmental Protection Act 1990) and the Waste (Scotland) Regulations 2012.

5.2 The background work required to get the officers in post and prepare them for their duties has been ongoing over the past few months. However, the formal start of the project (12 months) has been agreed as 1st March 2016.

5.2 Update

5.2.1 An internal recruitment process was conducted and two officers were appointed and have undertaken a 2-day intensive training course on waste legislation. These officers will remain in uniform and be managed by the City Warden Service and will work on the same shift pattern which includes evening and weekend working. A Project Team has been established which will oversee the project and includes representatives from Waste & Recycling, City Warden Service, Environmental Health and SEPA.

Early 2016 has been spent discussing the practical and procedural issues involved in this work and also introducing the project to other services and agencies such as Environmental Health and SEPA, to establish appropriate communication routes and to avoid duplication. The post title of “Compliance Officer” has been agreed.

5.2.2 The officers have also spent time with the Waste & Recycling Team to gain a better understanding of the services that the Council provides.

5.2.3 Officers are also arranging job shadowing with compliance/enforcement officers in other authorities who have been carrying out this type of activity for some time.

5.2.4 With effect from Monday 28th March the two officers have been on the street engaging with the community. They have been given details of known “hot spots” from the Council’s trade waste team and other sources and are focussing on these in the first instance. Whilst no FPNs have been issued to date, the expectation is that the early stages of the project will take a more informal approach and aim to work with householders and businesses and gather evidence and information the issues that are faced and work to resolve these informally if possible.

5.2.5 A breakdown of the team’s activities are shown in Appendix A.

5.2.6 The team are currently drafting the documents to gain a good picture of and notices required to enable more formal action to be taken when/if this be required.

6. IMPACT

Improving Customer Experience –

This project will raise the profile of waste issues in the city centre and promote better waste behaviour by both businesses and residents.

Improving Staff Experience –

This project allows an opportunity for staff development and training and these roles will provide support to other areas of the Council's Waste & Recycling Team.

Improving our use of Resources –

Improved waste management in the area will lead to reduced resources being required to keep the area clean and tidy and promote increased recycling and reduced waste disposal.

Corporate -**Public –**

An EHRIA and PIA was completed as part of the original report in August. No further assessment is required as this report is a project update.

7. MANAGEMENT OF RISK

No risks identified.

8. BACKGROUND PAPERS

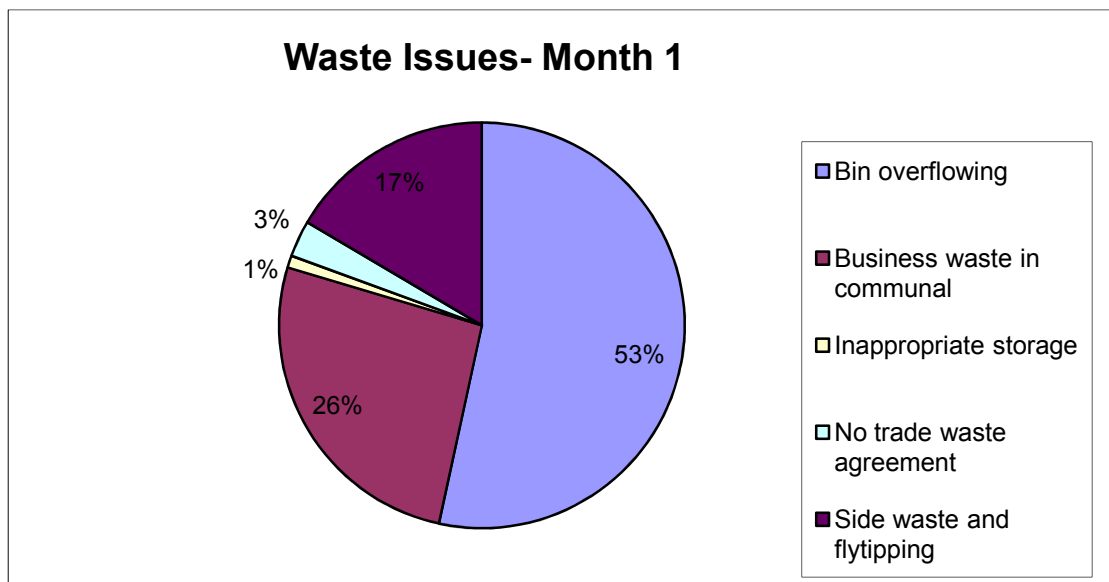
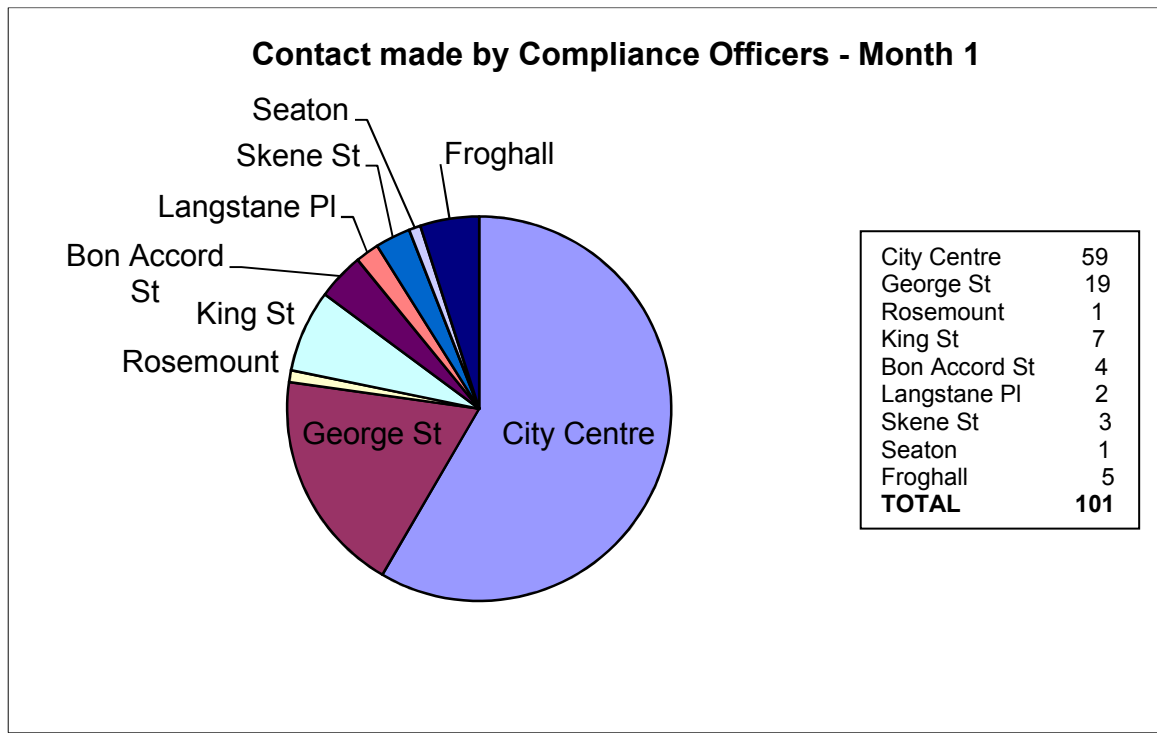
Report to CH&I Committee CHI/15/246 – Waste Enforcement Review.

9. REPORT AUTHOR DETAILS

Pam Walker
Waste Strategy Manager
Email: PWalker@aberdeencity.gov.uk
Tel: 01224 489344

APPENDIX A

Summary of activity of Compliance Officers – Month 1 – March-April 2016.



ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing and Infrastructure
DATE:	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT:	Mill of Dyce – Declare Surplus
REPORT NUMBER:	CHI/16/086
CHECKLIST COMPLETED:	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek the agreement of Committee to declare land owned by the Council at Mill of Dyce surplus to the requirements of Waste and Recycling Service.

2. RECOMMENDATION

It is recommended that the Committee:-

1. Agrees that land at Mill of Dyce, is declared as surplus to the requirements of the Waste and Recycling service.
2. Agrees that this asset is transferred to Land Property and Assets for future management/disposal.

3. FINANCIAL IMPLICATIONS

The release of the site from the management of the Waste and Recycling Service allows the potential realization of value from the site through sale, lease or beneficial use by other Council services.

4. OTHER IMPLICATIONS

The former quarry and landfill at Mill of Dyce is currently unused with no activity on the site. By declaring the site surplus it would become available for other services to consider future opportunities for development.

5. BACKGROUND/MAIN ISSUES

- 5.1 In the 1980's Aberdeen City Council entered into a lease with the site owners to allow the restoration of a sand and gravel quarry at Mill of Dyce through the disposal of waste. Landfilling on the site was controlled through a planning permission that was time limited. Approximately two-thirds of the site was infilled with what is believed to have been non-hazardous domestic, industrial and commercial waste by the time the planning permission expired. The lease required the Council to purchase the site upon its expiry.
- 5.2 Following the transfer of ownership to the Council, the Waste and Recycling Services undertook a review of site conditions and in conjunction with the Council's Contaminated Land team and with advice from SEPA determined that some further restoration works were required in order to ensure the site was not a hazard to the community and the environment. These works were completed in 2014.
- 5.3 The approx. 17 Ha site is now mainly grassland with parts of the base of the quarry subject to periodic inundation as groundwater levels rise and fall.
- 5.4 The site is not subject to a Waste Management Licence or any other form of regulatory control. The Council's Contaminated Land team has undertaken groundwater monitoring of the site for a number of years; there is no evidence that the site is contributing to ground water pollution or producing landfill gas to levels that require any intervention or further management activities.
- 5.5 The site, situated directly under the main flight path of Aberdeen Airport and 1 km from the airport perimeter, is not considered suitable for any future waste management-related activities, is not subject to any regulatory requirements and is not considered a risk to the community or the environment. As a result, the site is surplus to the requirements of the Waste and Recycling Service.
- 5.6 It is proposed that this asset is transferred to Land Property and Assets for future management/disposal.

6 IMPACT

Improving Customer Experience – Placing the site under alternative internal management or sale of the site provides an opportunity for beneficial future development of the site

Improving Staff Experience – It is not anticipated that this activity with any significant impact on staff experience.

Improving our use of Resources – The land at Mill of Dyce is currently unmanaged. Either by allowing other services to develop the site or by its sale value can be created.

7. MANAGEMENT OF RISK

7.1 The site is a partly a former landfill site and as such there are risk of environmental and human health impact. The age of the waste is such that these risks are now considered to be very low. Any future development of the site would require some form of planning permission and this process will provide a mechanism for assessing risks and ensuring that if acceptable they are subject to suitable mitigation measures.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Peter Lawrence
Waste and Recycling Manager
plawrence@aberdeencity.gov.uk
01224 489331

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	17/05/16
DIRECTOR	Pete Leonard
TITLE OF REPORT	Flooding - Property Level Flood Protection Grant Scheme
REPORT NUMBER	CHI/16/092
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek Committee approval to introduce grant support for a Property Level Flood Protection Scheme in relation to domestic properties. The scheme will reduce the number of properties vulnerable to internal flooding.

2. RECOMMENDATION(S)

This report recommends that the Committee:

- i) agrees to the introduction of grant support for the provision of Property Level Flood Protection for domestic dwellings;
- ii) notes that a budget of £500,000 has been allocated for this project within the agreed Non-Housing Capital Budget, i.e. £100,000 a year from 2016/17 to 2020/21;
- iii) agrees that, a grant up to a maximum of £100 per property be made to affected property owners, on receipt of proof of expenditure for a Flood Survey for the property carried out by an accredited organisation;
- iv) agrees that, a grant of 50% of the cost of installing Property Level Protection up to a maximum of £1575 per property be made to affected property owners, on receipt of proof of expenditure; and
- v) instructs officer to monitor take up of the grant and to report back to the Committee via the 6 monthly Flood Bulletin.

3. FINANCIAL IMPLICATIONS

The Table below is the annual spend from the NHC for implementation of the scheme:

	2016-17	2017-18	2018-19	2019-20	2020-21
PLP Grant	£100,000	£100,000	£100,000	£100,000	£100,000

Total Commitment over the 5 years is £500,000.

4. OTHER IMPLICATIONS

By undertaking the Property Level Protection Grant scheme the Council will be meeting its obligations to the strategies laid out in the 2016-2021 Flood Risk Management Plan and in particular the following action:

Action (ID):	SELF HELP (6000020011)		
Objective (ID):	Reduce overall flood risk (600002)		
Delivery lead:	—		
Status:	Existing	Indicative delivery:	Ongoing
Description:	Everyone is responsible for protecting themselves and their property from flooding. Property and business owners can take simple steps to reduce damage and disruption to their homes and businesses should flooding happen. This includes preparing a flood plan and flood kit, installing property level protection, signing up to Floodline and Resilient Communities initiatives, and ensuring that properties and businesses are insured against flood damage.		

5. BACKGROUND/MAIN ISSUES

In order that Aberdeen City Council fully complies with the requirements of the Flood Risk Management (Scotland) Act 2009 and the resulting Flood Risk Management Plan, it is important for self-help to be promoted as a key strategy. There are properties within the city which experience flooding, some on a regular basis, for which there is no prospect of a 'permanent' solution in the short to medium term. This proposal is with a view to reducing overall flood risk in Aberdeen, to help meet the objectives of the local flood risk management plan and assist those areas and communities most at risk of flooding.

Current SEPA Flooding Maps show that in a 1:200 year flood approximately 400-500 properties fall into this category. The flood maps will be used to determine, in the first instance, the eligibility of each claim. <http://map.sepa.org.uk/floodmap/map.htm>
This number will continue to increase as the future effects of climate change are realised. For these properties Aberdeen City Council currently provides self-help and delivers sand bags during times of flooding.

The average cost of providing Property Level Protection to a range of properties is as follows:-

Ave Cost for Providing Property Level Protection						
	Detached	Semi	Terraced	Flat	Shop	Office
Total Automatic	£8,383	£7,858	£4,492	£4,608	£12,117	£14,158
Total Manual	£3,775	£3,150	£2,250	£2,317	£5,750	£6,917
Total Synthetic bag	£983	£583	£504	£554	£1,840	£2,715

Source (Assessing the Flood Risk Management Benefits of Property Level Protection)

It is proposed that the medium range cost for a semi-detached house is used as the basis for determining the level of Grant i.e., £3150.00

It is proposed that Aberdeen City Council implement a property level scheme providing a grant of up to a maximum of 50% of the installation cost - capped at £1575 per property. This would allow us to assist a minimum of 120 vulnerable properties during each year of the scheme – 600 over the 5 year period of the scheme.

The actual grant would be paid out retrospectively on the basis of proof of expenditure.

This grant will be a first come first served basis up to the budget allocated for that year

Each application would be assessed individually and at least two of the following qualifying criteria should apply:

- a) The property has been internally flooded previously and actual property/contents damage has been sustained.
- b) There is an ongoing risk of flooding to the property as shown either on the SEPA Flooding Maps or indicated on the Integrated Catchment Study Model and there is no 'permanent' solution available in the short to medium term.
- c) The installation of flood guards would reduce the future risk of damage to the property.

Following successful acceptance of the grant the proposed Property level protection will be required to meet at least one of the following criteria for the grant to be paid.

- a) The products use are European Kite Marked
- b) The products used are from the suggested list of manufacturers found on the Scottish Flood Forum websites.
<http://www.scottishfloodforum.org>

- c) Flood Survey has been undertaken to determine appropriate Property Level Protections. It would be suggested that the applicant should approach the Scottish flood forum for this service.

As part of setting up and administering the scheme, Aberdeen City will be working with the Scottish Flood Forum to provide information on the grant scheme as part of the wider self-help and awareness raising of flood risk within the city.

6. IMPACT

Customer Experience –

This scheme will improve the way in which flood protection is highlighted across the city

Staff Experience –

This scheme will increase the interaction between council staff and those who have been affected or may be affected by flooding in the future.

Resources -

The scheme ensures that Aberdeen City Council is delivering on its obligations under the Flood Risk Management Act.

Public –

An Equality and Human Rights Impact Assessment (EHRIA) has been completed. This scheme will have significant impact to those that are affected by internal flooding and are currently unlikely to be provided with a flood prevention scheme in the short to medium term. The introduction of self-help via a flood guard scheme will improve the quality of life as well as reducing internal property and personal property damage with the potential to reduce the impact of insurance claims.

7. MANAGEMENT OF RISK

There are no significant risks associated with this project. Appendix A shows the grant award process.

8. BACKGROUND PAPERS

- Flood Risk Management Strategy North East LPD 2015
<http://apps.sepa.org.uk/FRMStrategies/norh-east.html>
- EPI.13.129 - Flood Management - Flood Guard Grant Scheme
<http://committees.aberdeencity.gov.uk/documents/s27761/EPI.13.129-%20-%20Flood%20Management%20-%20Flood%20Guard%20Grant%20Scheme.pdf>.

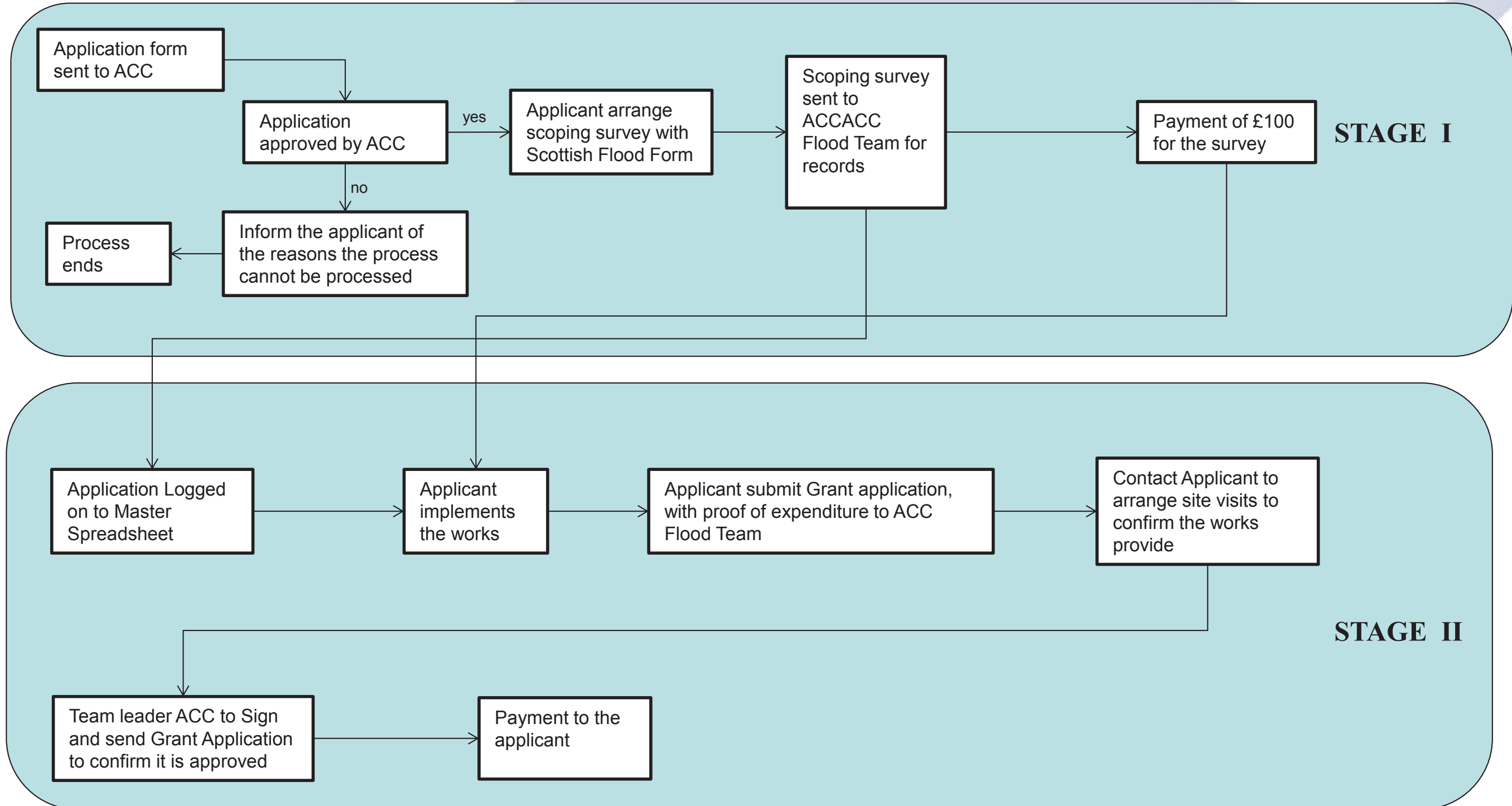
- Assessing the Flood Risk Management Benefits of Property Level Protection
<http://www.gov.scot/Resource/0046/00466212.pdf>

9. REPORT AUTHOR DETAILS

Will Burnish
Team Leader Flooding
Wil.burnish@aberdeencity.gov.uk

This page is intentionally left blank

Property Level Protection Grant Process



Receipt of Payment Request to conformation to pay grant will take 10 workings day.

Scoping survey to be done by Scottish Flood Form, or other independent party.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	North East Local Flood Risk Management Plan 2016-21
REPORT NUMBER	CHI/16/087
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek Committee approval for the North East Local Flood Risk Management Plan (NELFRMP). The plan contains the statutory duties that Aberdeen City will be required to undertake during Cycle 1 of the Flood Risk Management Plan 2016-2022. The obligations will start on 1 July 2016. The Plan has been produced in partnership with SEPA, Moray Council, Aberdeenshire Council and Scottish Water and its submission for approval, at this time, is a requirement of the Flood Risk Management (Scotland) Act 2009. All 32 Scottish Local Authorities are required to approve similar Plans.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the prioritised NELFRMP 2016.
2. Note that there are financial implications of delivering the NELFRMP 2016.

3. FINANCIAL IMPLICATIONS

Funding for the delivery of the development of the projects contained within the NELFRMP 2016 will be from the current increased Capital Grant of £968K. specifically for the design of flooding projects. Any monies required to take the designed projects forward will need to be applied for and will require at least a 20% funding from the Council.. It should be noted that the increased monies is guaranteed for this year and requires to be confirmed for following years.

4. OTHER IMPLICATIONS

The NELFRMP 2016 creates a statutory obligation on the Council to deliver those actions highlighted within the plan. The plan will be reviewed every 6 years, with an interim report at 3 years, and it is expected that any incomplete actions will be carried forward to the next 6 year cycle.

5. BACKGROUND/MAIN ISSUES

Flooding is a natural process which cannot be prevented entirely, but it can be managed to reduce its social and economic consequences and to safeguard the continued functioning of services and infrastructure. Some locations are already susceptible to intermittent flooding and climate change is expected to worsen the situation. Inadequate or outdated drainage infrastructure also increases the risk of flooding.

The Flood Risk Management (Scotland) Act 2009 set in place a statutory framework for delivering a sustainable and risk-based approach to managing flooding. This is the first Flood Risk Management Plan (FRM) plan and will be published in June 2016. It will include the prioritised list of actions for delivery in period 2016/22. The Plan will then be reviewed at 6 yearly intervals.

The key elements from the NELFRMP are:-

- 4 Flood Studies
- 1 Natural River Management Study
- 1 Flood Alleviation Scheme Design
- 4 Surface Water Management Plans

Appendix A details the 4 Potentially Vulnerable Areas within Aberdeen City included in the NELFRMP – with details of risk, damages, strategies and actions for Cycle 1 of the Plan.

6. IMPACT

Improving Customer Experience –

The NELFRMP will have significant effect on our customers. It will help inform them of the risk of flooding from all sources. It will provide the opportunity to help create flood resilient communities as well as protect properties from flood risk.

Improving Staff Experience –

The NELFRMP will have significant impact on the long term staff experience. This impact will be a better knowledge of the flood risk and the way in which the city manages it. This means that decisions around planning and design of flood schemes will be easier, quicker and more transparent.

Improving our use of Resources –

At the completion of the plan we will have a significant pool of data which can be used or shared with others. It will allow our resources to make quicker and more informed decisions on flood risk, as well as being able to react more effectively in times of flood.

Corporate -

The NELFRMP forms part of the statutory obligations placed on Aberdeen City Council as part of the Flood Risk Management Act 2009.

Public –

The NELFRMP will be of interest to the public as it highlights what Aberdeen City will be undertaking as part of the first 6 year cycle of the Plan.

7. MANAGEMENT OF RISK

The following are the key risks which delivering the NELFRMP faces over the 6 year cycle:-

- Reduction in Grant – This will affect the delivery of the Flood Studies and Schemes. The consequence of this means that the actions will be pushed back into later cycles.
- Employment of Consultants – This may affect the delivery of the Flood Studies in the first 3 years of the Plan, many authorities will be looking to deliver on their FRMP and the work output will be dependant upon staff resources available to consultants.
- Staffing Resource – If we are unable to find suitable staff to deliver the works, the consequence will be that the actions will be pushed back into later cycles.

8. BACKGROUND PAPERS

Flood Risk Management (Scotland) Act 2009 – Progress Report.
EPI/13/245

<http://councilcommittees/documents/g2898/Public%20reports%20pack%201st-Jan-2014%2014.00%20Enterprise%20Strategic%20Planning%20and%20Infrastructure%20Committe.pdf?T=10>

Flood Risk Management Act – Prioritised List of Actions for period
2016/22

<http://councilcommittees.acc.gov.uk/documents/g3593/Public%20reports%20pack%2019th-May-2015%2014.00%20Communities%20Housing%20and%20Infrastructure%20Committee.pdf?T=10>

Local Plan Districts and Potentially Vulnerable Areas, 6 North East -
http://apps.sepa.org.uk/nfra/lpd/pdf/lpd_06.pdf

North East Local Flood Plan

<http://committees.aberdeencity.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13338&path=13004,13309>

9. REPORT AUTHOR DETAILS

Will Burnish Team Leader (Flooding and Coastal Protection)

wburnish@aberdeencitycouncil.gov.uk

(01224) 522387

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank