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

Town House,
ABERDEEN 24 October 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, 1 NOVEMBER 2016 at 2.00 pm.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

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

REQUESTS FOR DEPUTATIONS

- 2.1 None at this time

MINUTE OF PREVIOUS MEETING

- 3.1 Minute of Previous Meeting of 25 August (Pages 7 - 34)

COMMITTEE BUSINESS, MOTIONS AND ANNUAL REPORTS LIST

- 4.1 Committee Business Statement and Annual Reports (Pages 35 - 46)
- 4.2 Motions List (Pages 47 - 52)

MOTIONS

- 5.1 Motion by Councillor Jennifer Stewart (Pages 53 - 54)

“To instruct officers to investigate the possibility of extending the remit of the Blue Badge Enforcement Officer to include Enforcement of misuse of residents and business parking permits and report back to the appropriate committee.”

- 5.2 Motion by Councillor Greig

“To assess the need and the merits of parking controls and Priority Parking as possible solutions that can respond to residents' concerns about parking pressures in the area between Ashley Gardens and Anderson Drive;

To instruct the Director of Communities, Housing and Infrastructure to report back on the feasibility, the costs involved and potential funding sources of any such solution that would benefit residents; and

Given that the introduction of parking control schemes depend on the views of residents, that this Council agrees a consultation process that ensures the community has a chance to express their views.”

- 5.3 Motion by Councillor Young

“Instruct the Director of Communities Housing and Infrastructure to bring forward a report to the next Finance Policy and Resources Committee on how best the Council can invest in the Aberdeen Community Energy Community Bond the Donside Hydro Scotland's first urban community hydro project in order to achieve social and environmental benefits to the local community.”

REFERRALS

- 6.1 Bus Gates and Taxi access - referral from the Taxi Consultation Group 5 October 2016 (Pages 55 - 56)

The Taxi Consultation Group resolved at their meeting of 5 October 2016:-

- (i) to recommend that the Communities, Housing and Infrastructure Committee instruct the Roads Infrastructure Manager to submit a report detailing the options for allowing taxis to have access to all bus gates in the city, in particular the bus gate on Bedford Road, including details on the statutory process which would be required, to a future meeting of that Committee; and
- (ii) to request that the decision of the Communities, Housing and Infrastructure Committee be reported back to the Group in due course.

FINANCE

- 7.1 2016/17 Trading Services Budget Monitoring (Pages 57 - 62)
- 7.2 2016/17 General Fund Revenue and Capital Budget Monitoring (Pages 63 - 82)
- 7.3 2016/17 Housing Revenue Account (Pages 83 - 92)

PERFORMANCE MANAGEMENT AND SERVICE ISSUES

- 8.1 Communities, Housing and Infrastructure - Performance Report (Pages 93 - 132)
- 8.2 Corporate Fleet Management Performance and Compliance - Update (Pages 133 - 152)
- 8.3 ALEO Governance Update - Aberdeen Heat and Power (Pages 153 - 178)
- 8.4 ALEO Governance Update - AECC Ltd (Pages 179 - 198)

COMMUNITIES

- 9.1 Aberdeen Fire and Rescue Performance Report (Pages 199 - 218)
- 9.2 Police Scotland Thematic Report - Serious Organised Crime (Pages 219 - 222)
- 9.3 Police Scotland - Thematic Report - Community Engagement (Pages 223 - 234)

- 9.4 Verbal update on the transition of Aberdeen Service Centre to a National Service Centre and the Command and control to Dundee ACR.
- 9.5 Allocation of 2 bedroom properties (Pages 235 - 242)
- 9.6 Strategic Housing Investment Plan 2017/18 - 2021/22 (Pages 243 - 262)
- 9.7 Leased Centres (Pages 263 - 306)
- 9.8 New Rent Setting Policy (Pages 307 - 314)
- 9.9 Seaton Pocket Parks (Pages 315 - 318)

PLANNING AND SUSTAINABLE DEVELOPMENT

- 10.1 Berryden Corridor Improvements - Demolition of 78A and 86-90 Powis Terrace Demolition Tender (Pages 319 - 322)
- 10.2 Climate Change Report 2015/2016 (Pages 323 - 364)
- 10.3 Developer Obligations (Pages 365 - 388)

TRANSPORT

- 11.1 Various Small Scale Traffic Management and Development Associated Proposals (Stage 1 - New Works) (Pages 389 - 418)
- 11.2 Various Small Scale Traffic Management and Development Associated Proposals (Stage 3 - Public Advert) (Pages 419 - 440)
- 11.3 AWPR - Side Road - Speed limit requirements (Stage 1 - New Works) (Pages 441 - 452)
- 11.4 Broad Street / Queen Street Traffic Management Order (Public Advert Stage 3) (Pages 453 - 460)
- 11.5 101 Caiesdykes Road - Appeal against Footway Crossing Decision (Pages 461 - 468)
- 11.6 Response to Petition for Pedestrian Crossing on Scotstown Road (Pages 469 - 486)

- 11.7 Victoria Bridge Embankment Repairs - Funding (Pages 487 - 490)
- 11.8 Roads Winter Service Plan 2016-17 (Pages 491 - 496)

ENVIRONMENT

- 12.1 Aberdeen Crematorium Performance Indicators (Pages 497 - 504)
- 12.2 Aberdeen in Bloom (Pages 505 - 514)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

- 13.1 Gas Central Heating Maintenance Contract Procurement (Pages 515 - 524)
- 13.2 Berryden 79-90 Powis Terrace Demolition Tender - Appendix (Pages 525 - 526)

To access the Information Bulletins for this Committee please use the following link:

[Communities, Housing & Infrastructure Committee Information Bulletins](#)

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COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 25 August 2016. Minute of Meeting of the COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Cooney, Convener; Councillors Graham and Jean Morrison MBE Vice-Conveners; and Councillors Allan, Carle (as substitute for Councillor Donnelly), Crockett, Copland, Corall, Delaney, Dickson, Jackie Dunbar, Finlayson, Flynn, Grant, Hutchison, Laing, Milne, Sandy Stuart 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&MIId=3853&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.

OPENING STATEMENT BY THE COUNCIL LEADER

1. The Committee received the following statement by Councillor Laing:-

‘Following the tragic events at the beach at the weekend which resulted in the untimely death of Lucas Walker and his mother Julie, I sought re-assurance from the Chief Executive that we are doing everything we can to support Samuel, Lucas’ older brother who survived the tragedy.

The Chief Executive has confirmed that social work colleagues, in partnership with colleagues from NHS Grampian, are and will continue to provide all the support possible in the days, weeks and months ahead, to help Samuel and the rest of the family to come to terms with this tragedy.

In addition, the Chief Executive has confirmed that education colleagues are offering all the support possible to the school community of Bramble Brae where Lucas attended and Harlaw Academy where Samuel attends. The loss of Lucas and the impact on Samuel will be felt by both school communities and therefore I’m pleased we are providing such support.

In addition, as you would expect, I sought clarity from the Chief Executive in terms of the council’s responsibility for beach safety and sought assurance that we were discharging our duties. The Chief Executive confirmed that there is no statutory or common law duties applicable to the Local Authority in respect of beach safety. However, under the Civic Government (Scotland) Act 1982, the local authority may display public safety notices and may provide staff for life saving or appropriate lifesaving equipment.

Council has elected to provide both public safety notices along the full 2km of the beach as well as providing 29 life belts every 50-100 metres along the length of the beach. In

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terms of our practice in both of these areas, I understand we follow the guidance issued by ROPSA and RNLI. The provision and inspection of the life belts is the responsibility of environmental services and the provision and replacement of the public safety notices is the responsibility of the roads section.

In terms of external independent assurance on these activities, reliance is placed on the annual two unannounced visits which are undertaken by Keep Scotland Beautiful as part of the annual beachside award which assesses a council's management of the beach. The beach was assessed on 14 June this year. The report confirmed that everything was in place and no issues were raised in terms of beach safety.

Whilst our current risk assessment for the beach is not due for another year and we have just received our annual assessment, I understand Keep Scotland Beautiful has offered their assistance to undertake a new risk assessment and to undertake a second inspection. In the spirit of not being complacent, I understand the Chief Executive and the service are in discussion about both of these offers of support.

I am therefore satisfied that all appropriate support is being provided to the family and the two school communities and I am satisfied that the council has processes and practices in place to ensure as far as possible the public's safety at the beach.'

DETERMINATION OF EXEMPT BUSINESS

2. The Convener proposed that the Committee consider items 14.1, 14.2, 14.3 and 15.1 with the press and public excluded.

The Committee resolved:-

in terms of Section 50(A) (4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting for items 14.1 and 15.1 so as to avoid disclosure of information of the class described in paragraph 10 of schedule 7 (A) of the Act; and items 14.2 and 14.3 so as to avoid disclosure of information of the class described in paragraph 8 of schedule 7 (A) of the Act.

REQUEST FOR DEPUTATIONS

3. The Convener advised the Committee of a deputation request that had been received within the timescales for submission.

The Committee resolved:-

- (i) to agree to hear Mr Moss in respect of item 12.6 – Introduce parking charges to three existing car parks as per budget proposals;
- (ii) to hear the deputation prior to the report; and
- (iii) to bring item 12.6 forward on the agenda and consider after item 9.3.

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At its juncture, the Committee agreed to bring the next three items of business forward in order that the representatives from Scottish Fire and Rescue and Police Scotland could depart the meeting after their reports had been considered.

ABERDEEN FIRE AND RESCUE - CONTROL ROOM VERBAL UPDATE

4. Mr Tony Hughes, Area Manager provided an overview of the current provision of control rooms. Since the Scottish Fire and Rescue Service (SFRS) was formed on 1 April 2013 a review of all areas of service delivery had been undertaken and it was decided to rationalise from 8 operations control rooms to 3 regional operations control rooms.

Mr Hughes advised on the current migration of the operation control rooms within the North and the redevelopment and investment in the creation of a North Operations Control Room at Dundee. A timeline was presented which anticipated that migrations would be completed by the end of 2016 with the overall migration (into refurbished control room) completed by the first quarter of 2017.

Mr Hughes advised that the three regional control rooms would be able to support each other through knowledge sharing, resource identifying and taking each other's calls in the event of a systems failure.

The members then asked questions of the Scottish Fire and Rescue representatives before the presentation was concluded.

Mr Hughes highlighted that the current systems in use at Aberdeen and Inverness control rooms were 'end of life systems' and becoming hard to maintain. Mr Hughes reassured the members that they were doing everything they could to retain local knowledge for the Dundee control room which included 5 staff members from the current control room in Aberdeen relocating to the Dundee control room. Mr Hughes emphasised that there would be improved safety for firefighters and greater resilience moving to a regional operation control room.

The Committee resolved:-

- (i) to note the verbal update provided regarding the Aberdeen Control Room; and
- (ii) to request that SFRS circulate to the Committee members details on the refurbishment of Mounthooly Control Room.

POLICE SCOTLAND - PERFORMANCE REPORT 2015-16

5. The Committee had before it a report by Police Scotland which presented the performance of Aberdeen City Division 2015-16. Chief Superintendent Campbell Thomson presented the report and took questions from members of the Committee.

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The Committee resolved:-

- (i) to note the content of the performance report; and
- (ii) to request officers to submit a thematic report on organised crime trends to a future meeting of the Committee.

**POLICE SCOTLAND, SERVICE CENTRE AND AREA CONTROL ROOM
 RESOURCES ACROSS ABERDEEN**

6. The Committee had before it a report by the Chief Superintendent of Aberdeen City Division which provided information on current resourcing levels within the Police Control Room and Service Centre in Aberdeen.

The Committee resolved:-

- (i) to note the content of the report;
- (ii) to note that representatives from C3 will attend the November meeting of the Committee to answer any queries regarding the transition of the Aberdeen Service Centre to a national service centre and the command and control to Dundee ACR;
- (iii) to request that Chief Superintendent Campbell Thomson liaises with Councillor Yuill regarding emails sent to the service centre that he is still awaiting a response for; and
- (iv) to request that Chief Superintendent Campbell Thomson provides information to the Committee on what relocation packages staff have been offered.

DEPUTATION REQUEST

7. Mr Moss spoke against the introduction of parking charges to three existing car parks, voiced his concerns regarding the shortage of parking spaces in the Bucksburn Station Road area for residents particularly those with young families, and intimated that asking them to pay whilst some were struggling with everyday living costs was unreasonable.

The Convener thanked Mr Moss for his contribution.

**INTRODUCE PARKING CHARGES TO THREE EXISTING CAR PARKS AS PER
 BUDGET PROPOSALS (STAGE 3) - CHI/16/143**

8. With reference to Article 2 of the minute of the Council Budget Meeting of 25 February 2016, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the objections to the proposed Traffic Regulation Orders received during public consultation.

The report recommended:-

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that the Committee consider and approve one of the following options:

(a) Instruct officers to commence the required implementation works as originally envisioned, noting that committee have:

- i) Fully considered all responses received during this public consultation, as well as those received from the initial statutory consultees, and are resolving to over-rule the objections received during the full statutory consultation; and
- ii) Instructed officers in the Traffic Management team to make the Aberdeen City Council (Off-Street Car Parks, Aberdeen) (Amendment) Order 201(X) and commence the required implementation works, as originally envisioned;

Or;

(b) Amend and make the Aberdeen City Council (Off-Street Car Parks, Aberdeen) (Amendment) Order 201(X) to provide the facility for an initial 30 minutes of parking at no cost then a charge of £1 for up to a maximum stay of 2 hours, in each of the car parks, and commence the required implementation works, noting that committee have:

- i) Fully considered all responses received during this public consultation, as well as those received from the initial statutory consultees;
- ii) Noted that the expected financial impact of the proposal is an additional £500 per car park for the provision of 'Pay and Display' machines capable of providing the necessary functionality, and an estimated loss of income of at least 50% of the £70k income budgeted for 2016/17;
- iii) Instructed officers to identify a method of mitigating the financial impact of this policy in 2016/17 and report this to a future Communities, Housing and Infrastructure committee; and
- iv) Instructed officers to submit updated values for these service options to the budget process for 2017/18.

The Committee resolved:-

- (i) to not introduce parking charges to three existing car parks; and
- (ii) to instruct officers to identify a method of mitigating the financial impact of not taking this policy forward in 2016/17 and report this to a future Communities, Housing and Infrastructure Committee.

MINUTE OF PREVIOUS MEETING OF 17 MAY 2016

9. The Committee had before it the minute of its previous meeting of 17 May 2016 for approval.

The Committee resolved:-

to approve the minute as a correct record.

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COMMITTEE BUSINESS STATEMENT AND ANNUAL REPORTS

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

The Committee resolved:-

- (i) to remove items 1 – Quality Partnership for Public Transport, item 2 – Review of Emission Related Parking Charges, item 9 – Seaton Backies One, item 14 – Energy Services Company, and item 19 – Berryden Corridor Improvements; and
- (ii) to otherwise note the updates provided.

MOTIONS LIST

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

The Committee resolved:-

to note the updates provided.

MOTION BY COUNCILLOR REYNOLDS - TEMPORARY TRAFFIC ORDER B997 - CHI/16/144

12. With reference to Article 8 of the minute of its previous meeting, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided details on the viability of 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.

The report recommended:-

That the Committee –

- (a) note the content of the report;
- (b) consider the impact that the existing and proposed changes outlined in this report will have on the volume and speed of HGV traffic on Shielhill Road; and
- (c) resolve not to instruct officers to introduce a temporary traffic regulation order restricting the use by HGVs to access only on the unnumbered road running from the B997, past Shielhill Farm to the B999.

Councillor Reynolds moved, seconded by Councillor Donnelly:-

that the Committee instruct officers to introduce a temporary traffic order restricting the use of HGVs 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.

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The Convener moved as an amendment, seconded by Vice Convener Graham:-

that the Committee approve the recommendations in the report.

On a division, there voted:- for the motion (5) Councillor Delaney, Donnelly, Finlayson, Reynolds and Yuill; for the amendment (15) the Convener; Vice Conveners Graham and Morrison and Councillors Allan, Carle, Copland, Corall, Crockett, Dickson, Jackie Dunbar, Flynn, Grant, Hutchison, Laing and Stuart.

The Committee resolved:-
to adopt the amendment.

**AGENT OF CHANGE PRINCIPLE - REFERRAL FROM PETITIONS COMMITTEE 20
APRIL 2016 - CHI/16/135**

13. With reference to Article 3 of the minute of the meeting of the Petitions Committee of 20 April 2016, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided details on the agent of change principle and the impact of adopting it.

The report recommended:-

that the Committee note the petition and write to the Scottish Government requesting that the agent of change principle is embodied in the next version of Scottish Planning Policy with similar wording to Section 123 of England's National Planning Framework.

The Committee resolved:-

- (i) to note the petition and write to the Scottish Government requesting that the agent of change principle is embodied in the next version of Scottish Planning Policy with similar wording to Section 123 of England's National Planning Framework; and
- (ii) to instruct the Director of Communities, Housing and Infrastructure to present a report at the Communities, Housing and Infrastructure Committee on 1 November 2016 on the length of time taken by music venues and other licensed premises to implement measures to 'prevent, or to counteract the effects' of any noise after a Noise Abatement Notice has been served and to share this report with the Scottish Government so that it could help inform them of whether it may be necessary to amend the legislation and guidelines on noise nuisance in addition to any inclusion of an Agent of Change principle into National Planning Policy.

**COMMUNITY EMPOWERMENT - REFERRAL FROM PETITIONS COMMITTEE 20
APRIL 2016 - CHI/15/156**

14. With reference to Article 2 of the minute of the Petitions Committee of 20 April 2016, the Committee had before it a report by the Director of Communities, Housing

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and Infrastructure which presented the viability of a community using the Community Empowerment (Scotland) Act 2015 to pursue the purchase of land at Cove Harbour and to consider the viability of 'adverse possession'.

The report recommended:-

that the Committee note the content of the report.

The Committee resolved:-

to approve the recommendation.

2016/17 TRADING SERVICES BUDGET MONITORING - CHI/16/149

15. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Interim Director of Corporate Governance which advised 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
- (b) instruct that officers report the year end position to the appropriate committee.

The Committee resolved:-

to approve the recommendations.

2016/17 GENERAL FUND REVENUE AND CAPITAL BUDGET MONITORING - CHI/15/150

16. The Committee had before it a report by the Director of Communities, Housing and Infrastructure and the Interim Director of Corporate Governance which advised 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 content of the report; and
- (b) approve the virements outlined in Appendix A.

The Committee resolved:-

- (i) to approve recommendations;
- (ii) to instruct officers to provide an update to Councillor Flynn regarding underspend on City Broadband (Accelerate Aberdeen); and
- (iii) to instruct officers to provide an update to Councillor Flynn regarding the costings for replacement CCTV at Kincorth Shopping Centre.

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2016/17 HOUSING REVENUE ACCOUNT - CHI/16/151

17. 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 2016/17 Housing Revenue Account and Housing Capital Programme as at 31 May 2016 and summarised income and expenditure.

The report recommended:-

That the Committee -

- (a) note the content of the report; and
- (b) instruct that the Head of Finance continues to update the Committee in consultation with the Director of Communities, Housing and Infrastructure on the outturn position for 2016/17.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct officers to provide an update to Councillor Delaney regarding replacement of laundry facilities in Council properties.

REQUEST FOR APPROVAL OF EXPENDITURE FOR PLUMBING AND HEATING SUPPLIES THROUGH THE SUBMISSION OF A MINI BID ON SCOTLAND EXCEL - SUPPLY AND DELIVERY OF PLUMBING AND HEATING MATERIALS - CHI/16/176

18. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the intention to issue a Mini-Tender for the provision of plumbing/heating supplies, which in the main will be used for Housing Response Maintenance Work.

The report recommended:-

That the Committee -

- (a) in accordance with regulation 4.1.1.4 of the Council's procurement regulations, approve the estimated expenditure of up to £6.9 million under the framework agreement over a 4 year period for plumbing/heating supplies for Housing Response Maintenance Work and Capital Programme for Central Heating Installations; and
- (b) instruct the Head of Commercial and Procurement Services, under regulation 4.2.2 of the procurement regulations, to designate the required Delegated Procurer(s) within the service in order to set in place and utilise the sole award agreement applicable to each lot that will result from the Mini Bid exercise which will be conducted on Scotland Excel – Supply and Delivery of Plumbing and Heating Materials.

The Committee resolved:-

to approve the recommendations.

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CHI PERFORMANCE REPORT - CHI/16/152

19. 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 –

- (a) note the adoption of the new corporate Performance Management Framework and the resulting revised arrangements for reporting performance information to Committees; and
- (b) provide comment and observation on the performance information contained within the report and agree the revised set of performance measures.

The Head of Economic Development highlighted key points in the Directors' progress report including the Council's Catering Service which had recently gained the Food for Life Silver Accreditation for all primary school sites across the City; the APSE Scotland Rising Star Awards were held in Aviemore and the Environmental Services had two winners in the Parks, Grounds and Streets Services category, Stephen Bly, Community Engagement Officer won Silver and Derek McKay from Seaton Park Gardens won bronze; Bucksburn Community Campus has become the first school in Grampian to endorse Scotland's Charter for a Tobacco-free generation to mark the launch campus staff and pupil champions joined forces with a number of partners including Young Scot, ASH Scotland and NHS Grampian Smoking Advice Service to provide input and support to pupils; and the Business and Skills team were in attendance at the Ultimate Business Show at the AECC on 16 June 2016 to assist local SMEs and help them improve their success in tendering for work.

The Committee resolved:-

- (i) to note the adoption of the new corporate Performance Management Framework and the resulting revised arrangements for reporting performance information to Committees;
- (ii) to note the Director's Progress Report;
- (iii) to instruct officers to provide an update to Councillor Jackie Dunbar on the drop of 30% in FOI requests;
- (iv) to instruct officers to provide an update for the information bulletin for the November meeting on current issues around temporary accommodation; and
- (v) to instruct officers to review the current target for emergency repairs.

DECLARATION OF INTEREST

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

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STRATEGIC HOUSING INVESTMENT PLAN - SITE UPDATE - CHI/16/129

20. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to add additional units at Mugiemoos and Countesswells and to the provision of top up funding for the Countesswells project.

The report recommended:-

That the Committee -

- (a) approve the inclusion of additional units at Mugiemoos in the Strategic Housing Investment Plan (SHIP) 2015-2020 with Grampian Housing Association now delivering 61 units replacing the previously agreed 20 units;
- (b) approve the inclusion of additional units at Countesswells in the SHIP 2015-2020 with AHP and Castlehill Housing Association now delivering 106 units replacing the previously agreed 69 units;
- (c) approve a grant to Castlehill Housing Association of up to £309,672 to help them fund 39 social rent affordable housing units at Countesswells; and
- (d) approve a grant to AHP of up to £303,150 to help them fund 43 social rent affordable housing units at Countesswells.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct officers to provide an update to Councillor Flynn on the progress of the 2,000 new homes target by 2017.

DECLARATION OF INTEREST

Prior to consideration of the following item of business, Councillor Jackie Dunbar declared an interest by virtue of her status as a resident of Middlefield but did not feel it necessary to leave during consideration of the item.

SHAPING MIDDLEFIELD TRIANGLE SITE - CHI/16/164

21. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for redeveloping the 'Triangle Site' at Middlefield, offering tenants of the 'Triangle Site' alternative accommodations and officers to negotiate with owners to purchase their properties and to start an extensive programme of community engagement to develop and agree a plan for the triangle site.

The report recommended:-

That the Committee -

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- (a) approve that the Triangle Site comprising 112 properties on Logie Avenue and North Anderson Drive is redeveloped to support community regeneration;
- (b) request that Council officers work towards vacation of all properties, including non-Council owned properties by 31 December 2017;
- (c) approve a priority status for current tenants in the site to be rehoused in alternative housing with the following provisions:
 - (i) approve the provision of payments equivalent to a Home Loss Payment and Disturbance Payments to tenants whose homes are required for the 'Triangle Site Redevelopment' when they move with immediate effect;
 - (ii) approve that in order to alleviate the issues around mixing of sexes and further rehousing that where mixing of sexes occurs, the Council would offer the household larger accommodation if the eldest child had reached the age of 5;
 - (iii) grant delegated powers in the first instance to the Director of Communities, Housing and Infrastructure and the Head of Communities and Housing to provide tenants whose homes are required for the 'Triangle Site Redevelopment' an appropriate level of priority within the housing lists and flexibility in terms of areas of choice, house sizes and number of offers;
 - (iv) note that with immediate effect, all void properties across the city will initially be considered for offer to appropriate tenants whose homes are being acquired for the Triangle Site Redevelopment; and
 - (v) note that all affected applicants will be placed on the Urgent List and provided with the highest priority and further prioritised by the length of their current tenancy.
- (d) approve Council officers to negotiate with home owners in the Triangle Site to purchase their properties;
- (e) instruct Council officers to engage with the community and relevant stakeholders to develop plans for the future use of the Triangle Site which should support the Council's community regeneration and community empowerment objectives and report back with detailed proposals at the January 2017 cycle; and
- (f) instruct the Council Leader to continue dialogue with Scottish Government Ministers requesting appropriate assistance, including financial support, to support redevelopment of the triangle site in support of regenerating Middlefield.

The Committee resolved:-

- (i) to approve recommendations (a), (b), (c), (d) and (e); and
- (ii) to request that the Chief Executive write to Scottish Government Ministers requesting appropriate assistance, including financial support, to support redevelopment of the triangle site in support of regenerating Middlefield.

PARTICIPATORY BUDGETING FOR LOCALITY PLANNING - CHI/16/175

22. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which outlined a Participating Budgeting (PB) approach to support Locality Planning and requested that the Committee allocate £210,357 Devolved Education Management (DEM) carry forward balances to support the PB process.

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The report recommended:-

That the Committee -

- (a) note the report;
- (b) approve the existing £210,357 earmarked reserve held for the Communities Development Fund with the DEM Carry Forward Balances be allocated to PB;
- (c) approve an initial allocation of £150,00 from the Communities Development Fund, to be allocated to a PB process which focuses on the priorities as identified through the 3 priority setting events to be held during September/October 2016; and
- (d) approve the balance of £60,357 from the earmarked reserve be allocated, for future PB activity, in consultation with the Convener of Communities, Housing and Infrastructure.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct officers to report the outcomes of recommendation (d) in a future circulation of the information bulletin.

DECLARATION OF INTEREST

Prior to consideration of the following item of business Councillors Carle, Jackie Dunbar and Graham declared an interest by virtue of their involvement with the Middlefield Community Project but did not feel it necessary to withdraw during consideration of the item.

**MIDDLEFIELD COMMUNITY PROJECT SERVICE LEVEL AGREEMENT -
 CHI/16/130**

23. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to extend Middlefield Community Project's existing Service Level Agreement until 31 March 2018.

The report recommended:-

that the Committee extend the existing terms of the Service Level Agreement between Aberdeen City Council and Middlefield Community Project until 31 March 2018.

The Committee resolved:-

to approve the recommendation.

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NEW DISABILITY GROUP FOR THE CITY - MEMBERSHIP AND NEXT STEPS - CHI/16/133

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

The report recommended:-

That the Committee -

- (a) agree the nominations for membership of the new group;
- (b) appoint 3 administration members and 2 opposition members to the new group;
- (c) approve the change in the constitution to reflect the increase from 15 to 17 external members; and
- (d) note the proposed date of the inaugural meeting of the new group.

The Committee resolved:-

- (i) to approve the recommendations;
- (ii) to instruct that officers provide Councillor Delaney with the numbers of the former Disability Advisory Group; and
- (iii) to instruct officers to liaise with Councillor Dickson and investigate the receiving and logging of applications handed into Marischal College reception.

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 imminent commencement of the project.

INSTALLATION OF FEATURE LIGHTING TO MULTI STOREY BLOCKS AT BALNAGASK - CHI/16/186

25. With reference to Article 19 of the minute of its meeting of 19 May 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress of developing the project, purifying the risks involved and sought approval for the project.

The report recommended:-

That the Committee confirm their authorisation for -

- (a) the creation of the contract with NPS Property Consultants Limited; and
- (b) for the project to proceed, notwithstanding the risks noted within the report.

The Committee resolved:-

to approve the recommendations.

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**SITE OP63 PRIME FOUR BUSINESS PARK DEVELOPMENT FRAMEWORK -
CONSULTATION RESPONSES - CHI/16/137**

26. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented a summary of the representations received in relation to the development and officer responses to these and details of any resulting action.

The report recommended:-

That the Committee -

- (a) note the representations received for the Site OP63, Prime Four Business Park Development;
- (b) approve Appendix 1, which includes officer responses to representations received and any necessary actions; and
- (c) approve the Development Framework as Interim Planning Advice until the emerging Local Development Plan is adopted at which time the document should be ratified alongside the other supplementary guidance documents by the Scottish Government.

The Committee resolved:-

to approve the recommendations.

DEVELOPER OBLIGATIONS - CHI/16/161

27. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which summarised the issues in effectively delivering the Developer Obligations function for Aberdeen City Council including an option of an in-house team to ensure efficient management of the Section 75 process.

The report recommended:-

That the Committee -

- (a) agree to Aberdeen City Council entering into a revised Service Level Agreement with Aberdeenshire Council with clearly defined roles, tasks and responsibilities. This will provide the benefits of a shared service with the addition of an in-house post which will provide a dedicated link within the Council;
- (b) agree in principle to the creation of a new post to ensure effective management of the negotiation and consultation procedures which will be based in Marischal College; and
- (c) agree to a further report on revised working procedures which will be reported back to this committee in due course.

The Committee resolved:-

- (i) to approve recommendations (a) and (b);
- (ii) to agree to a further report on revised working procedures which will be reported back to the November meeting of this Committee; and

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- (iii) to instruct officers to investigate the viability of including community groups, community councils and/or local members in the decision making process with regards to the allocation of funds from developer contributions, and that this is included in the report on revised working procedures expected at the November meeting of this Committee.

AIR QUALITY UPDATE AND ECO STARS FLEET RECOGNITION SCHEME - CHI/16/132

28. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised on the Eco Stars Fleet Recognition Scheme and sought approval to implement in Aberdeen. The report also advised on additional grant funding and presented the information within the 2016 Air Quality Progress report as well as advising on the progress of the implementation of the national Cleaner Air for Scotland strategy and future local authority implications.

The report recommended:-

That the Committee -

- (a) approve the Council's participation in the Eco Stars Fleet Recognition Scheme;
- (b) note the content within the 2016 Air Quality Progress Report; and
- (c) note the Cleaner Air for Scotland strategy implications and instruct officers to report annually on air quality in Aberdeen and progress in the implementation of any local authority responsibilities within the Clean Air for Scotland strategy.

The Committee resolved:-

to approve the recommendations.

SCOTTISH SHARED SCIENTIFIC SERVICES - CHI/16/073

29. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on collaborative work between Aberdeen, Dundee, Edinburgh and Glasgow City Councils on a shared service model for delivering local authority public analyst services across Scotland and sought approval to take this work to the next stage subject to the approval of a Business Plan for the service. The report also presented the proposal of exploration of a Regional Analytical Laboratory Service in partnership with other local public sector bodies and sought approval to devise a business case for this.

The report recommended:-

That the Committee -

- (a) note the content of the report;
- (b) agree in principle to the necessary actions being undertaken to set up a Scottish Shared Scientific Service, namely:
 - (i) determining the full financial impact on each local authority partner;
 - (ii) developing a detailed Business Plan for the new service;

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- (iii) drafting and concluding all necessary legal agreements and;
- (iv) continuing consultation with staff, Trades Unions, and other stakeholders.
- (c) agree to open formal discussions with potential public sector partners such as NHS Grampian, Local Authorities in the North of Scotland, Aberdeen University and Robert Gordon University, to scope out and potentially develop an outline business case for a Regional Analytical Laboratory Service; and
- (d) note that a further report will be submitted to the Communities, Housing and Infrastructure Committee upon completion of the Business Plan for the Scottish Shared Scientific Service, and a potential business case for a Regional Analytical Laboratory Service, with recommendations on whether and how these two proposals should proceed.

The Committee resolved:-

to approve the recommendations.

MICROCHIPPING OF DOGS (SCOTLAND) REGULATIONS 2016 - CHI/16/136

30. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of new legislation and the implications and benefits to the Council and sought agreement to authorise the appropriate officers within Environmental Health to enforce the Microchipping of Dogs (Scotland) Regulations 2016.

The report recommended:-

that the Committee authorise the appropriate Officers within Environmental Health to enforce the Microchipping of Dogs (Scotland) Regulations 2016.

The Committee resolved:-

to approve the recommendation.

GRAMPIAN JOINT HEALTH PROTECTION PLAN - CHI/16/171

31. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval of the draft Grampian Joint Health Protection Plan for the period 2016-18.

The report recommended:-

That the Committee -

- (a) approve the Grampian Joint Health Protection Plan; and
- (b) instruct the Director of Communities, Housing and Infrastructure to ensure that the health protection priorities outlined in the plan continue to be resourced.

The Committee resolved:-

to approve the recommendations.

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REPORT ON FLOODING DECEMBER 2015- JANUARY 2016 - CHI/16/163

32. The Committee had before it a report by the Director of Communities, Housing and Infrastructure, which provided an overview of the flooding events over December 2015 and January 2016 as they affected Aberdeen City.

The report recommended:-

That the Committee note the efforts of staff in responding to the flooding events and to also note that recommendations and actions arising from the events will be carried forward by a group led by the Director of Communities, Housing and Infrastructure.

The Committee resolved:-

to approve the recommendation.

ABERDEEN CITY HYDROGEN ENERGY STORAGE BUSINESS CASE - CHI/16/178

33. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the preferred option for operating the Council owned hydrogen station located near Cove, on a commercial basis over 4 years.

The report recommended:-

That the Committee -

- (a) instruct officers to proceed with the preferred operational model which includes leasing Aberdeen City Council's hydrogen van/car fleet to cover the estimated operational costs with any deficit made up by existing budgets within the Economic Development service;
- (b) approve a one year fixed term Hydrogen Facility Attendant post to undertake the safe daily operation of the site;
- (c) approve officers to pursue external funding opportunities in order to increase the number of vehicles in the city therefore optimising utilisation of the station; and
- (d) instruct officers to enter into operational leases for the hydrogen and fuel cell vehicles with external organisations as a means of revenue generation.

The Committee resolved:-

to approve the recommendations.

WORLD ENERGY CITIES PARTNERSHIP ANNUAL REPORT - CHI/16/120

34. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval of an annual update on the activities of the World Energy Cities Partnership (WECP) in which Aberdeen is a founding member of.

The report recommended:-

That the Committee -

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- (a) note the activities of the WECP in 2015/16;
- (b) instruct officers from the Economic Development service to report to the Committee annually on the activities of the WECP; and
- (c) approve the payment of the annual membership fee to WECP.

The Committee resolved:-

to approve the recommendations.

EUROPEAN SOCIAL FUND - EMPLOYABILITY PIPELINE - CHI/16/154

35. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which informed members of the successful award of funding from the European Social Fund (ESF) to enable delivery of an enhanced employability pipeline service in Aberdeen ('Aberdeen Pipeline to Progress through Positive Partnerships'), provided information on the rationale, objectives and target outcomes for the proposed additional service and sought approval for the Economic Development service to access an agreed contingency fund of £200,000 from the City Centre Masterplan budget which may be accessed to underwrite a portion of eligible delivery and support costs if match funding cannot be secured for all eligible costs.

The report recommended:-

That the Committee -

- (a) approve the acceptance of the offer of a grant from Scottish Government;
- (b) agree to support the stated objectives and outcomes of the proposed intervention;
- (c) approve that 1.4 FTE posts from within the Economic Development Service are assigned to management and delivery of the project;
- (d) approve that financial support not exceeding £200,000 be made available from the City Centre Masterplan budget to underwrite approved project expenditure that may not attract external match funding; and
- (e) instruct officers from the Economic Development Service to submit regular progress reports on actual vs target achievements to the Communities, Housing and Infrastructure Committee.

The Senior Officer for Employability, Skills and Community Enterprise advised the Committee that they have had assurances from the Scottish Government that should the UK not be part of the EU the funding will still be available until end of 2018 and 12 weeks into 2019.

The Committee resolved:-

to approve the recommendations.

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INTERNATIONAL TRADE INITIATIVES - CHI/16/119

36. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for the Depute Provost and accompanying officer's overseas travel and associated accommodation and subsistence to support the internationalisation objectives as prioritised in the Regional Economic Strategy.

The report recommended:-

That the Committee -

- (a) approve the following activities (as described in the report and summarised in Appendix One) and the relevant costs of travel, accommodation and subsistence by the Depute Provost and one officer to the following destinations:-
 - 1a. USA (Houston, Baton Rouge, Atlanta) October 2016
 - 1b. Singapore to coincide with Subsea Asia and OSEA 27 November – 3 December 2016 in Singapore; and
- (b) instruct officers from the Economic and Development Service to report back to the Committee on each activity referred to in 1a – 1b above as part of the Elected Members Overseas Travel Bulletin submitted to Council.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to check the description from UKTI regarding Singapore on page 7 of the report and provide clarity to the Committee members.

PARTNERSHIPS, PROJECTS & FUNDING UPDATE - CHI/16/160

37. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to participate in the Office of Low Carbon Vehicles and Erasmus+ funding programmes in order to meet the deadline of September 2016.

The report recommended:-

That the Committee -

- (a) approve participation in the Office of Low Carbon Vehicles (OLEV) Funding Programme -
 - (i) The making of the Council of an application to Office of Low Carbon Vehicles for grant funding of £631,614
 - (ii) Expenditure by the Council of that grant funding and the additional sum of £8,822 (profiled over three years) from the Fleet Services revenue budget towards the abovementioned project
- (b) to approve participation in Erasmus+ Funding Programme for Training of Technicians of Hydrogen Fuel Cell (FCH) vehicles -
 - (i) The making of the Council of an application to Erasmus+ for grant funding of €44,030 (£36,941)

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- (ii) Expenditure by the Council of that grant funding and the additional sum of €8,806 (£7,390) from the Fleet Services and Economic Development revenue budgets towards the abovementioned project; and
- (c) to note that approved project governance processes will be applied to both projects.

The Committee resolved:-

to approve the recommendations.

CROWDFUND ABERDEEN - CHI/16/166

38. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to commission Crowdfunder to launch a Crowdfund Aberdeen online platform.

The report recommended:-

that the Committee approve the commissioning and launch of Crowdfund Aberdeen and associated expenditure.

The Committee resolved:-

to approve the recommendation.

DRAFT LOCAL TRANSPORT STRATEGY (LTS) COSTED AND DELIVERY ACTION PLAN - CHI/16/032

39. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the LTS Costed Action and Delivery Plan.

The report recommended:-

That the Committee -

- (a) approve the Council's Costed Action and Delivery Plan to accompany the Local Transport Strategy (2016-21); and
- (b) request officers to report back to the Communities, Housing and Infrastructure Committee with an update on the delivery of the Plan on an annual basis.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to request that the Chief Executive write to Scottish Government Ministers seeking advice on how to work with the Council over the next five years to resolve the funding gap.

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DRAFT ABERDEEN ACTIVE TRAVEL ACTION PLAN - CHI/16/075

40. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented a draft Aberdeen Active Travel Action Plan and recommended that it be released for a period of public and stakeholder consultation.

The report recommended:-

That the Committee -

- (a) approve the release of a Consultative Draft Aberdeen Active Travel Action Plan 2016-2021 for a period of public and stakeholder consultation; and
- (b) instruct officers to prepare a final Aberdeen Active Travel Action Plan following this period of consultation and present the final plan to a future meeting of this Committee.

The Committee resolved:-

to approve the recommendations.

EXTERNAL FUNDING FOR TRANSPORT PROJECTS - CHI/16/140

41. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided details of external funds that have 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) note the offer to the Council from Sustrans Scotland of a further match-funding contribution of £750,000 to the pedestrian and cycle infrastructure associated with the Diamond Bridge;
- (b) agree to the terms of this offer, namely that the resulting savings on the Diamond Bridge scheme from the Capital programme be re-invested in active travel projects;
- (c) accept the award and receive the funds into the existing Non-Housing Capital Programme Active Travel Infrastructure Fund;
- (d) approve the expenditure of approximately £2,867 in match-funding awarded to the Council from the Sustrans School Cycle and Scooter Parking Fund 2016;
- (e) note, and approve the expenditure of, the additional award of £20,000 received from Transport Scotland's Smarter Choices Smarter Places fund;
- (f) approve the expenditure of £102,000 awarded to the Council from Transport Scotland's Grant for Chargeplace Scotland Network 2016/17 fund; and
- (g) note the awards made to the Council from the Sustrans Community Links Fund 2016/17 and the Scottish Government's Air Quality Grant Scheme 2016/17.

The Committee resolved:-

to approve the recommendations.

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**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT
ASSOCIATED PROPOSALS (STAGE 1 NEW WORKS) - CHI/16/142**

42. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the need for various small scale traffic management measures that had been identified and verified as necessary through surveys by officers. The report also presented proposals for individual disabled parking bays which now require to be progressed through the normal legal process for the required Traffic Regulation Order.

The report recommended:-

That the Committee -

- (a) approve the proposals in principle;
- (b) instruct the appropriate officers to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee if objections are received; and
- (c) instruct the appropriate officers to commence the statutory consultation for the traffic regulation order for the list of Blue Badge parking bays with a view to implementing the bays fully if no substantial objections are received.

The Committee resolved:-

to approve the recommendations.

**VARIOUS SMALL SCALE TRAFFIC MANAGEMENT AND DEVELOPMENT
ASSOCIATED PROPOSALS (STAGE 3 - PUBLIC ADVERT) - CHI/16/145**

43. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented the orders at the final statutory stage.

- (1) The Aberdeen City Council (Cairnie Drive/ Back Hilton Road, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (2) The Aberdeen City Council (Endrick Place/Summerhill Terrace, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (3) The Aberdeen City Council (Frederick Street, Aberdeen) (Prohibition of Loading) Order 201 (X)
- (4) The Aberdeen City Council (Gairsay Road / Stronsay Drive, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (5) The Aberdeen City Council (Grampian Place / Grampian Road, Torry, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (6) The Aberdeen City Council (Kingsford Road, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (7) The Aberdeen City Council (Market Street, Aberdeen) (Prohibition of U-Turns) Order 201 (X)

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- (8) The Aberdeen City Council (Nelson Street, Aberdeen) (Traffic Management) Order 201 (X)
- (9) The Aberdeen City Council (Nigg Kirk Road, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (10) The Aberdeen City Council (Broomhill Road / Morningside Avenue / Morningside Gardens / Morningside Road, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (11) The Aberdeen City Council (Printfield Walk Area, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (12) The Aberdeen City Council (Park Road, Aberdeen) (On-Street Car Club Parking Places) Order 201 (X)
- (13) The Aberdeen City Council (Car park serving property No's 1-91 May Baird Gardens, Aberdeen) Order 201 (X)
- (14) The Aberdeen City Council (Unnamed access road serving property No's 80-84 West North Street, Aberdeen) (Prohibition of Waiting) Order 201 (X)
- (15) The Aberdeen City Council (Quarry Road, Northfield, Aberdeen) (Doctor / Disabled Parking Bays) (Regulatory Parking Places) Order 201 (X)
- (16) The Aberdeen City Council (Disabled persons parking places in Aberdeen City) (Regulatory parking places) (Ref.3/16) Order 201 (X)

The report recommended:-

That the Committee -

- (a) approve the fifteen orders that did not attract objections, and that all the orders be made and implemented accordingly; and
- (b) that in relation to "The Aberdeen City Council (Grampian Place / Grampian Road, Torry, Aberdeen) (Prohibition of Waiting) Order 201 (X)" overrule the objection received and approve this order be made as originally envisaged.

The Committee resolved:-

to approve the recommendations.

PARKING ISSUES AROUND HILL OF RUBISLAW - INFORMAL CONSULTATION RESULTS - CHI/16/081

44. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised on the results of the recent public consultation into options for a Controlled Parking Zone (CPZ) or Priority Parking around Hill of Rubislaw and a proposed extension to the Zone X CPZ.

The report recommended:-

That the Committee -

- (a) note the content of the report;
- (b) seek the required funding for implementing the proposed extension of the Zone X CPZ;
- (c) subject to the above, instruct the appropriate officers to progress the detailed design of the proposal to extend the Zone X CPZ to the preliminary statutory

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- consultation stage and, if no objections are received, to proceed with the public advertisement; and
- (d) instruct the appropriate officers not to progress the proposals for controlled parking measures in the area surrounding the Hill of Rubislaw office complex at this time and instead undertake further consultation at a future time, should the parking issues in the area significantly worsen, and report the findings to a future Committee meeting.

The Committee resolved:-

to approve the recommendations.

DONMOUTH - EMERGENCY WORKS - CHI/16/141

45. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval for a retrospective request for exemption to standing orders to allow officers to award a contract for emergency embankment repair works at Donmouth Road.

The report recommended:-

that the Committee approve the retrospective request.

The Committee resolved:-

to approve the recommendation.

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

DECLARATION OF INTEREST

Prior to consideration of the following item of business, Councillor Jean Morrison declared an interest by virtue of her position as a Council representative on SCARF Ltd but did not feel it necessary to leave during consideration of the item.

AWARD OF ITT FOR PROVISION OF AN ENERGY EFFICIENCY INFORMATION, SUPPORT & ADVICE SERVICE - CHI/16/169

46. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought approval to accept the preferred response following the Invitation to Tender for the Provision of an Energy Efficiency Information, Support and Advice Service.

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The report recommended:-

that the Committee approve the award of a contract to the preferred response for provision of Energy Efficiency Information, Support and Advice Service for the residents of Aberdeen.

The Committee resolved:-

to approve the recommendation.

REQUEST FOR APPROVAL OF EXPENDITURE FOR TENDER EXERCISES FOR SEVERAL ELECTRICAL SERVICES AND WORKS CONTRACTS - CHI/16/177

47. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the intention to appoint several Contractors for various lots on the 'Electrical Maintenance Term Framework 2016-18' and sought approval of the estimated expenditure.

The report recommended:-

that the Committee –

- (a) in accordance with Clause 4.1.1.3 of the Council's Procurement Regulations, approve the estimated expenditure as detailed in the report over a 4 year period from October 2016 for the provision of electrical maintenance services and the appointment of Contractors to this end; and
- (b) instruct the Head of Commercial and Procurement Services under regulation 4.2.2 of the Aberdeen City Procurement Regulations to designate the required Delegated Procurer(s) within Communities, Housing and Infrastructure to conclude the framework agreements and contracts pursuant to the tendering exercise and to award contracts based on such framework agreements.

The Committee resolved:-

to approve the recommendations.

REQUEST FOR APPROVAL OF EXPENDITURE FOR VARIOUS CONSTRUCTION SERVICES, WORK AND MATERIAL SUPPLY - CHI/16/180

48. The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised of the proposed tender programme and associated costs, for multiple individual contracts for Construction Services, Work and Material Supply and sought approval of the total estimated expenditure.

The report recommended:-

That the Committee -

- (a) in accordance with Regulation 4.1.1.3 of the Council's procurement regulations, approve the total estimated expenditure as detailed in the report under contract over a 4 year period, for a tender programme of multiple individual contracts for Construction Services, Work and Material Supply; and

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- (b) instruct the Head of Commercial and Procurement Services under Regulation 4.2.2 of the Council's procurement regulations to designate the required Delegated Procurer(s) within Communities, Housing and Infrastructure in order to conduct procurements, and to agree to award, amend or vary contracts for Construction Services, Work and Material Supply as detailed in this report.

The Committee resolved:-

to approve the recommendations.

BUS SHELTER ADVERTISING PROCUREMENT AWARD - CHI/16/147

The Committee had before it a report by the Director of Communities, Housing and Infrastructure which advised on the outcome of the tendering process for the replacement Bus Shelter Advertising contract and sought approval to award to the preferred supplier following the tender evaluation process.

The report recommended:-

That the Committee –

- (a) approve the award of the contract for bus shelter advertising and associated street furniture to the preferred supplier;
- (b) request officers to report back to the Communities, Housing and Infrastructure Committee, via the information bulletin with a detailed implementation plan for the new contract; and
- (c) agree that the income generated from the new contract be reinvested within the service infrastructure to ensure bus shelter provision levels are sustained.

The Committee resolved:-

to approve the recommendations.

- COUNCILLOR NEIL COONEY, Convener

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COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
Updated 24 October 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	Communities, Housing and Infrastructure 18/03/15 Article 15	<u>Leased Community Centres</u> 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.	A report is on the agenda	Head of Communities and Housing	27/10/2015
2	Communities, Housing and Infrastructure 17/05/16 Article 18	<u>Review of Voids Processes</u> At its meeting of 17 May 2016, the Committee agreed amongst other things to receive a further update report in 6 months' time	An update is on the information bulletin	Head of Communities and Housing	01/11/16
3	Petitions Committee 24/04/14 Article 2 Communities, Housing and Infrastructure Committee 28/10/14 Article 20	<u>A944 Lang Stracht to Westhill Cycle Route</u> (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.	Recommended for removal – an officer will provide an update at the meeting	Head of Planning and Sustainable Development	27/10/15
4	Housing and	<u>Haudagain Improvement Scheme</u>	An update is on the information bulletin	Head of	Ongoing

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Environment Committee 26/08/14 Article 13	To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.		Communities and Housing	
5	Communities Housing and Infrastructure Committee 15/03/16 Article 14	<u>Houses in Multiple Occupation</u> 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.	Officer will provide an update at the meeting	Head of Communities and Housing	25/08/16
6	Communities, Housing and Infrastructure Committee 27/08/15 Article 20	<u>Council House Rent Policy</u> At its meeting of 27 August 2015 the Committee resolved:- (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%; (ii) to instruct consultation with tenants on a new rent policy for 2017/18 onwards; and (iii) to instruct a report to a future committee on the views received	A report is on the agenda	Head of Communities and Housing	01/11/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		from the consultation together with a proposal for a new rent increase policy.			
7	Communities, Housing and Infrastructure Committee 27/08/15 Article 30	<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.	An update is on the information bulletin.	Head of Public Infrastructure and Environment	25/08/2016
8	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.	Report expected January due to signal works at the Crematorium being delayed.	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
9	Communities Housing and	<u>Pedestrian Crossing on Scotstown</u>	A report is on the agenda	Head of Public Infrastructure	25/08/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Infrastructure Committee 15/03/16 Article 8	<u>Road</u> At its meeting of 15 March 2016 the Committee agreed that a report on the area should come back to August Committee.		and Environment	
10	Petitions Committee 20/04/16 Article 2 Communities, Housing and Infrastructure 25/08/16	<u>Agent of Change Principle</u> At its meeting of 20 April 2016, the Committee resolved amongst other things to request that a report goes to the Communities, Housing and Infrastructure Committee August meeting to investigate the impact of adopting the Agent of Change principle as a Council. At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct the Director of CH&I to present a report to the November meeting on the lengths of time taken by music venues and other licensed premises to implement measures to 'prevent, or to counteract the effects' of any noise after a Noise Abatement Notice has been served and to share this report with the Scottish Government so that it could help inform them of whether it may be necessary to amend the legislation and guidelines on noise nuisance in addition to any inclusion of an Agent of Change Principle into National Planning Policy.	An update is on the information bulletin	Head of Planning and Sustainable Development	01/11/16
11	Council 11/05/16	<u>Roads Hierarchy</u>	The public consultation programme has been delayed so this report is not expected	Head of Planning and	01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		At its meeting of 11 May 2016, Council agreed to instruct officer to engage with stakeholders on the proposed framework and intended hierarchy including an online consultation with stakeholders and the public, and report back to the appropriate Committee after the Summer recess.	until January 2017.	Sustainable Development	
12	Communities, Housing and Infrastructure 17/05/16 Article 21	<u>Upgrading Works to 330-356 Victoria Road</u> At its meeting of 17 May 2016, the Committee resolved to:- (i) to develop this proposed project in detail; (ii) to conclude the grant application with the grant funder that has indicated support for this project; (iii) to consult with the private owners of the flats within the blocks, and seek their consent for the proposals; and (iv) to report back to Committee on these outcomes	An update is on the information bulletin	Head of Land and Property Assets	01/11/16
13	Communities, Housing and Infrastructure 17/05/16 Article 22	<u>Back Court Improvements to Grampian Place, Tullos Circle and Tullos Place</u> At its meeting of 17 May 2016, the Committee resolved to:- (i) to develop this proposed project in	An update is on the information bulletin		01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		detail; (ii) to conclude the grant applications with the grant funder that has indicated support for this project; (iii) to consult with the private owners of flats within these blocks, and seek their consent for the proposals; and (iv) to report back to Committee on these outcomes			
14	Communities, Housing and Infrastructure 17/05/16 Article 37	<u>Provision of Forestry Consultancy Services</u> At its meeting of 17 May 2016, the Committee resolved to instruct officer to issue a procurement exercise for the provision of forestry consultancy services for the period 2016-2021 and report back to Committee in August 2016 on progress made.	An update is on the information bulletin	Head of Public Infrastructure and Environment	25/08/16
15	Council 29/06/16 Article 14	<u>City Centre Masterplan Project EN01 - Broad Street</u> At its meeting of 29 June 2016, the Committee resolved amongst other things to instruct officers to work with Muse regarding the detailed design for Broad Street and to report back to the first appropriate committee and to instruct officers to commence the necessary legal procedures of preliminary statutory	Recommended for removal this will be reported to Council.	Head of Economic Development	01/11/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		consultation for the Traffic Regulation Order (TRO) as described in the report, and then progress with the public advertisement and report the results of both the preliminary statutory consultation and public consultation to the Communities, Housing and Infrastructure Committee in November 2016.			
16	Council 29/06/16 Article 15	<u>Heat Network Torry - Phase 1</u> At its meeting of 29 June 2016, the Council resolved to instruct the Director of Communities, Housing and Infrastructure to develop a brief for the scope of works to procure the services of technical consultants to produce a fully costed detailed design of the Phase 1 heat network in Torry and to provide an initial assessment of how this could be further extended within the Torry area and more widely across the city; proceed to procure and appoint technical consultants; and prepare a report to a future committee meeting with the findings.	An update is on the information bulletin	Head of Land and Property Assets	01/11/16
17	Communities, Housing and Infrastructure 25/08/16 Article 8	<u>Introduce Parking Charges to three existing car parks as per budget proposals</u> At its meeting of 25 August 2016, the Committee resolved to instruct officers to identify a method of mitigating the financial impact of not taking forward parking		Head of Public Infrastructure and Environment	25/01/17

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		charges to three existing car parks in 2016/17 and report back to a future meeting.			
18	Communities, Housing and Infrastructure 25/08/16 Article 21	<u>Shaping Middlefield Triangle Site</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct council officers to engage with the community and relevant stakeholders to develop plans for the future use of the triangle site which should support the Council's community regeneration and community empowerment objectives and report back with detailed proposals at the January meeting.		Head of Communities and Housing	25/01/17
19	Communities Housing and Infrastructure 25/08/16	<u>Developer Obligations</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct offices to report to the November meeting on revised working procedures and report on the viability of including community groups, community councils and/or local members in the decision making process with regards to the allocation of funds from developer contributions.	A report is on the agenda	Head of Planning and Sustainable Development	01/11/16
20	Communities, Housing and Infrastructure	<u>Draft Aberdeen Active Travel Action Plan</u> At its meeting of 25 August 2016, the Committee resolved amongst other things		Head of Planning and Sustainable Development	25/05/17

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	25/08/16 Article 39	to instruct officers to prepare a final Aberdeen Active Travel Action Plan and present it to a future meeting of this Committee.			
Annual Reports					
1	Housing and Environment 29/10/03 Article 10	<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 2017
2	Housing and Environment 26/08/14 Article 9	<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. An update is on the information bulletin	Head of Land and Property Assets	January 2016
3	Housing and Environment	<u>Aberdeen in Bloom</u>	To report each year on the Aberdeen in Bloom campaign. A report is on the agenda	Head of Public Infrastructure and Environment	November 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.	Head of Economic Development	August 2017
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	May 2017
9	Communities, Housing and Infrastructure 27/10/15 Article 27	<u>Deer Management</u>	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. . Update is on the information bulletin	Head of Public Infrastructure and Environment	November 2016
10	Communities	<u>Memorandum of Understanding with</u>	At its meeting of 20 January 2016 the	Head of	January 2017

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Housing and Infrastructure 20/01/16 Article 21	<u>Pemba, Mozambique</u>	Committee resolved amongst other things to request officers to report annually to Committee to review outcome achieved as a result of the MOU.	Economic Development	
11	Communities Housing and Infrastructure 20/01/16 Article 17	<u>Buildings Performance Policy</u>	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
12	Communities, Housing and Infrastructure 17/05/16 Article 28	<u>Supported Bus Services</u> At its meeting of 17 May 2016 the Committee agreed amongst other things to request that officers report back on the level of use and performance of the supported bus services, the cost of continuing the services and options for reallocating future savings towards other potential routes with an identified social need.		Head of Planning and Sustainable Development	May 2017
13	Communities Housing and Infrastructure 15/03/16 Article 15	<u>HMO License Fees</u> At its meeting of 15 March 2016 the Committee agreed that the Committee continue with the current HMO licence fee structure for 2016/17.		Head of Communities & Housing	January 2017
14	Communities, Housing and Infrastructure 25/08/16	<u>World Energy Cities Partnership Annual Report</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct officers to report annually on the		Head of Economic Development	August 2017

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Article 34	activities of the WECP.			
15	Communities, Housing and Infrastructure 25/08/16 Article 39	<u>Draft LTS Costed and Delivery Action Plan</u> At its meeting of 25 August 2016, the Committee resolved amongst other things to instruct officers to report back with an update of the delivery of the plan on an annual basis.		Head of Planning and Sustainable Development	August 2017
16	Council 06/10/16	<u>Powering Aberdeen</u> At its meeting of 6 October 2016, Council resolved to instruct the Director of Communities, Housing and Infrastructure to submit an annual report on progress in implementing Powering Aberdeen to the Communities, Housing and Infrastructure Committee.		Head of Planning and Sustainable Development	October 2017

**COMMUNITIES, HOUSING AND INFRASTRUCTURE
MOTIONS LIST – Updated 20 October 2016**

<u>No.</u>	<u>Motion</u>	<u>Date of Council/Committ ee 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.	<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”.	13.03.14	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	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	Head of Public Infrastructure and Environment	August 2017	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>
			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. Due to the lack of new development in the area of the Prime 4 site there have been no developer's contributions to take this proposal forward at this time. A report is expected to come back in 12 months as by this time it is hoped development will have picked up in the area and the completion of the AWPR.			

<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)	<u>Communities, Housing and Infrastructure Committee</u> <u>28.10.14</u> to request that a report be prepared in relation to the motion.	There are ongoing discussions to get a company to deliver this facility to ensure that there will be no risk to the council incurring costs in the future.	Head of Land and Property Assets	18.03.15	No
3.	<u>Motion by Councillor Jennifer Stewart</u> "To instruct officers to investigate the possibility of extending the remit of the Blue Badge Enforcement Officer to include Enforcement of misuse of residents and business parking permits and report back to the appropriate committee."		<u>Council 11.05.16</u> to refer the motion to the Communities, Housing and Infrastructure Committee.	Councillor Stewart will speak to her motion on 1 November 2016.	Head of Communities and Housing	01.11.16	
4	<u>Motion by Councillor Greig</u> "To assess the need and the merits of parking controls and Priority Parking as possible solutions that can			Councillor Greig will speak to his motion on 1 November 2016.			

<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>
	respond to residents' concerns about parking pressures in the area between Ashley Gardens and Anderson Drive; To instruct the Director of Communities, Housing and Infrastructure to report back on the feasibility, the costs involved and potential funding sources of any such solution that would benefit residents; and Given that the introduction of parking control schemes depend on the views of residents, that this Council agrees a consultation process that ensures the community has a chance to express their views."						

<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>
5	<u>Motion by Councillor Young</u> “Instruct the Director of Communities Housing and Infrastructure to bring forward a report to the next Finance Policy and Resources Committee on how best the Council can invest in the Aberdeen Community Energy Community Bond the Donside Hydro Scotland’s first urban community hydro project in order to achieve social and environmental benefits to the local community.”			Councillor Young will speak to his motion on 1 November 2016			

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BULLETIN REPORT

Name of Committee:

Communities, Housing and
Infrastructure Committee

Date of Meeting:

Tuesday 1st November 2016

Title of Report:

Misuse of Residents Permits

Lead Officer:

Robin Donald – City Warden
Officer

Author of Report:

Mark Wilson – Development
Officer

Summary of Purpose of Report

To instruct officers to investigate the possibility of extending the remit of the Blue Badge Enforcement Officer to include Enforcement of misuse of residents and business parking permits and report back to the appropriate committee.

Presently where alleged misuse of permits is suspected, a resident will be issued a warning letter by the service responsible for administration of the parking permit scheme. Some examples of a permit misuse would be a permit displayed on the wrong vehicle or residential permits being used by businesses. Permit fraud would be considered where false details have been submitted as part of the application process or where permits have been copied or altered to look like a valid permit. For 2012-2016 there has been a total of 16 documented cases of misuse of a permit and 6 cases of fraudulent permits either being copied or altered to appear valid. As of October 2016 there are 12,936 valid permits in the city.

The Blue Badge Enforcement Officer has been in post for 15 months with approximately 4 months invested in the development of the enforcement procedures, legislative requirements and actual training of the officer to carry out the required level of investigation work. Investigating permit fraud would require similar process although the applied charges and legislation would be slightly different and would require some time investment to allow for training. This would have an impact on the number of Blue Badge misuse/fraud cases that could be taken forward by the officer in post.

So far the Blue Badge Enforcement officer has seen the confiscation of 69 Blue badges relating to misuse with the National Fraud Authority (NFI) estimating that 20 per cent of blue badges are abused across Britain. It is estimated that the average cost to the council per misused badge is approx. £1300 per year in lost parking revenue. This figure is based on a sample of cases parking within controlled parking zones and misusing a blue badge to avoid payment of the parking charge calculated over 5 days a week over 48 weeks using the nearest off street tariff pricing. Misuse of parking permits has a similar impact however the majority of permits issued are restricted to a single controlled parking zone which limits its use around the city. Permits can also only be utilised in the designated marked out bays within the zone where Blue Badges can be used across all zones, designated bays and yellow lines.

The City Warden service are working on a project with various officers from within Traffic Management, IT and Customer services to define, source and implement new parking systems. This project will be looking at all the technology currently used in the parking sector with a view of making the system more efficient, cost effective and improving customer experience. Part of this project will include a review of the existing permit system as a range of new technologies can offer improved systems such as virtual permits. Virtual permits would function in the same way our cashless parking works and would require not paper permit to be sent out or displayed. Instead the permit would be issued to the vehicle digitally and be available on the City Warden handheld computer so that they can identify vehicles that are parked legally. These systems remove the possibility of altered or fraudulent produced permits being used within the city.

The Blue Badge officer has had a consistently full work load although adding permits to his remit is possible it may be a short term requirement and would have impact on existing work with Blue Badges, the social impact this type of fraud has on genuine user of the Blue Badge scheme when spaces are being used fraudulently and an on-going cost to the council if there was a reduction in investigations of Blue Badge fraud. The existing post was originally approved for a 1 year period and was extended by a further year with 7 months remaining on the fixed term.

DRAFT/

TAXI CONSULTATION GROUP

5 October 2016

BEDFORD ROAD - PROHIBITION OF TAXIS

2. The Consultation Group had before it a request from Councillor Reynolds, the Depute Provost, that the Group discuss the implications, if any, on taxi drivers and passengers resulting from the current prohibition of taxi access at the bus gate at Bedford Road.

The Group heard from Councillor Reynolds who explained that he had received correspondence from taxi drivers that passengers had been complaining to them about the increase in journey distance now required and the subsequent increases in fares being charged, as a result of the introduction of the bus gate at Bedford Road.

The taxi trade representatives present concurred with the statement by Councillor Reynolds and further advised of the impact on the journey times and cost implications on passengers, since the introduction of this bus gate. As a result of this, the taxi trade requested that all bus gates within the city, allow access to all taxis, in particular taxis displaying yellow plates.

Members also proposed that an alternative to amending access to the existing bus gates to include taxis, would be reclassifying bus gates to bus lanes and recommended that both options be explored by officers.

With regards enforcement of bus gates, David McKane, Enforcement Officer, advised that monitoring of the bus gates was carried out by the camera enforcement unit and that vehicle registrations that were not on a list submitted to the unit received fines for unlawful use. Mr McKane confirmed that the gate at Dubford Road did allow for taxi access with registration plate monitoring undertaken to ensure drivers not complying with the restrictions were fined, however on occasion, taxi drivers were fined and had to obtain a refund.

The Consultation Group resolved:

- (i) to recommend that the Communities, Housing and Infrastructure Committee instruct the Roads Infrastructure Manager to submit a report detailing the options for allowing taxis to have access to all bus gates in the city, in particular the bus gate on Bedford Road, including details on the statutory process which would be required, to a future meeting of that Committee; and
- (ii) to request that the decision of the Communities, Housing and Infrastructure Committee be reported back to the Group in due course.

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ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	1 November 2016
DIRECTOR:	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2016/17 TRADING SERVICES BUDGET MONITORING
REPORT NUMBER:	CHI/16/215

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 £10.3m, the forecast position indicates an under recovery of £21k.

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 £21k, on the total Communities Housing and Infrastructure Trading Services budget.

The major risks arising in each service are

- **Building Services** – Building Services surplus target has been reduced to £1m for 16/17. If work levels were to remain the same as 15/16 there is potential to over achieve the target and could be rebated back to the Housing Revenue Account as per the guidance, awarding of contracts will be monitored with the service.
- **Property Letting** – The favourable variance is a result of additional rent. There is a risk that the continued downturn in the economic position of Aberdeen may impact on the Property Letting income.
- **Car Parking** – It is anticipated at this stage in the financial year that the budgeted income from car parks will be under achieved, this is however weather dependant and further work will be undertaken to review trends and reported back to a future committee. There is a high risk that the economic downturn may impact on income further.

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
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☎ 01224 346353

	Year To Date			Forecast to Year End			
As at Period 4 2016/17	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	(345)	(18)	327	(1,036)	(1,037)	0	0
Property Letting	(1,605)	(2,131)	(526)	(4,816)	(5,079)	(263)	(263)
Car Parks	(1,491)	(1,271)	220	(4,474)	(4,190)	284	284
Total	(3,442)	(3,420)	22	(10,326)	(10,305)	21	21

Earmarked Reserves

As at Period 4 2016/17	Balance b/f 1 April 2016	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2017	Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)
	£'000	£'000	£'000	£'000	
Projects:					
Kincorth Shopping Centre CCTV	5	5	0	0	Replace defunct security camera at Kincorth Shopping Centre
Total	5	5	0	0	

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ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	25 August 2016
DIRECTOR:	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2016/17 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
REPORT NUMBER:	CHI/16/216

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) approves the virements outlined in Appendix A.

3. FINANCIAL IMPLICATIONS

General Fund Revenue

- 3.1. The total revenue budget amounts to £86.2m net expenditure, excluding the Housing Revenue Account (HRA) budget. The Directorate is forecast to be in line with budget. Cost pressures are emerging in parts of the service, work is being undertaken to identify how these pressures can be mitigated in order to maintain the current forecast.
- 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. These highlight a number of the cost pressures emerging above.

Financial Position and Risks Assessment

General Fund Revenue

- 5.2 The significant areas of variance are as follows:

	£'000
Housing Access/Support	479
Private Sector Housing/ Other Housing	(198)
Neighbourhood Planning	(263)
Housing Access	(156)
Facilities	(949)
Housing SIP Programme	156
Waste	1,200
Roads Operational	(466)
Environmental Health & Trading Standards	(349)
Economic Development	27
Directorate Support	558
Design Team	331
Development Management	235

- Housing Access/Support is forecast to be £479k higher than budget due to a increased number of flats causing additional rental spend and doubtful debts. This is offset in part by additional rental income.
- Other Housing administration costs are forecast to be under budget by £198k reflecting the recovery of the central support charges currently not budgeted within HMO.
- Neighbourhood Planning forecast under spend position of £263k is due to an anticipated lower spend in supplies and services.
- Facilities are anticipating under spends within School Catering mainly relating to free school meals, School Crossing Patrols and Facilities Admin.
- Waste overspend position of £1.2m relates to delays in signing the waste disposal contract which the budget is set against. The 6 month delay as a result of the late signing of the contract in the recycling facilities at Altens East being operational will result in additional landfill costs. This will impact income from recycled materials in conjunction with the reduced market price.
- Roads current variance is linked to an over recovery of income offset in part by additional supplies & services and staffing overspends.
- The under spends within Environmental Health & Trading Standards reflects lower than budget spend on staffing.
- Economic Development is anticipating an over spend of £27k from under spends within Project Development and European Funding based on 2015/16 spend set off against over spends in the Hydrogen bus project and Hydrogen strategy.
- Directorate Admin Support is forecasting an overspend of £558k this is linked mainly to £613k budget saving in Other Property Costs transferred from Economic Development which is not achievable.
- The Design team overspend forecast of £331k is a result of additional consultants fees.
- Building Standards and Development Management is forecasting an over spend of £235k due to the under recovery of planning application income.

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

Overall

A large source of underspend across the Directorate in 2015/16 was in staffing. As part of the 2016/17 budget, a savings option was agreed to extract 75% of staffing underspends to be held corporately, this will appear as an additional cost to services.

It is assumed that all 2016/17 savings will be achieved including the £250k procurement saving coded within Directorate Support.

Communities & Housing

Assumed reduced service charges from 1 July 2016, 2015/16 level of agency staff will reduce as the service is running with one less hostel from 2015/16, rental and council tax will be at similar levels to 2015/16 and Bed and Breakfast/hotel income and charges will come in on budget. There is as risk that the Bed and Breakfast usage will not fall.

Public Infrastructure & Environment

For Waste assumed the rates of the new SITA contract for both income and expenditure. It is assumed at this stage Fleet will be on budget measures are being taken to achieve this including the purchase of the new vehicles which should result in reduced vehicle expenses. It is assumed that we will not experience severe winter conditions or a recurrence of flooding.

Land and Property Assets

Assumed 2015/16 level of income and expenditure for School Catering and a short term let of 6 months will offset the rates bill at Balgownie 1.

Economic Development

It has been assumed that there will be no gain or loss on the Euro account. There is an increased risk to this assumption following the result of the EU referendum.

Planning & Sustainable Development

Reduced income is forecast in Development Management from planning applications as a result of the continued downturn of the Oil and Gas industry.

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

A number of risks are identified in section 5.2 Financial Position and Risks Assessment and Appendix D within this report. Risks continue to be managed by the continued monitoring of the forecasts and

mitigating action will be taken if any additional cost pressures materialise.

8. BACKGROUND PAPERS

Financial ledger data extracted for the period.

9. REPORT AUTHOR DETAILS

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**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17**

DIRECTORATE : Communities, Housing & Infrastructure

As at July 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 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
HEAD OF COMMUNITIES AND HOUSING	13,077	4,359	11,520	7,161	12,806	(271)	(2)%	(375)
HEAD OF ECONOMIC DEVELOPMENT	2,712	904	1,001	97	2,739	27	26%	184
HEAD OF LAND & PROPERTY ASSETS	20,422	6,807	7,126	319	19,772	(650)	(3)%	(3)
HEAD OF PUBLIC INFRASTRUCTURE	38,474	12,825	13,219	394	39,108	634	2%	216
HEAD OF PLANNING & SUSTAINABLE	10,521	3,507	3,658	151	10,226	(295)	(3)%	(37)
OPERATIONAL SUPPORT MANAGER	1,078	359	596	237	1,635	557	1	55
TOTAL BUDGET	86,284	28,761	37,120	8,359	86,286	2	1	40

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17: HEAD OF COMMUNITIES & HOUSING

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

		YEAR TO DATE			FORECAST TO YEAR END			Change from last report
As at	July 2016	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	
ACCOUNTING PERIOD 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	7,603	2,534	2,535	1	7,348	(255)	-3%	(149)
PROPERTY COSTS	3,415	1,138	1,212	74	4,199	784	23%	136
ADMINISTRATION COSTS	1,198	399	368	(31)	1,271	73	6%	(184)
TRANSPORT COSTS	77	26	24	(2)	68	(9)	-12%	1
SUPPLIES & SERVICES	2,930	977	503	(474)	2,059	(871)	-30%	10
TRANSFER PAYMENTS	8,885	2,962	3,106	144	9,048	163	2%	(46)
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	24,108	8,036	7,748	(288)	23,993	(115)	0%	(232)
LESS:								
INCOME	(11,031)	(3,677)	3,772	7,449	(11,187)	(156)	1%	(143)
TOTAL INCOME	(11,031)	(3,677)	3,772	7,449	(11,187)	(156)	1%	(143)
NET EXPENDITURE	13,077	4,359	11,520	7,161	12,806	(271)	-2%	(375)

VIREMENT PROPOSALS

Homeless Flats - Increase income by £500k to fund the increased spend on rent.

REVENUE MONITORING VARIANCE NOTES

Overall Note

Employee Costs

(255) (149)

The staffing underspend contribution is forecast as £255k.

Property Costs

784 136

The over spend mainly relates to temporary homeless flats rent £508k. The movement from the previous report reflects the actual rent for the year now been charged.

Administration Costs

73 (184)

Position relates to under spend within Housing Access of £203k offset by over spend in Temporary Homeless £198k and Bed & Breakfast £55k. The movement reflects the movement within Housing Access to reflect the departmental

Transport Costs

(9) 1

This budget is for travelling expenses and outturns have been reviewed based on spend to date.

Supplies and Services

(871) 10

The under spend relates to Mastrick Young People's Project £262k and Communities Development Fund £217k which are offset by under recover in income. Additionally, underspends are in Disability Equality Strategists £132k and Cummings Park Community Flat £80k.

Transfer Payments

163 (46)

This position relates to an overspend of £405k in Learning Disability and £166k in Private Sector Leasing offset by an underspend in Mental Health £255k.

Capital Financing Costs

0 0

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

Income

(156) (143)

Income is expected to be over recovered by £476k from homeless flats, £402K for Private Sector Leasing and under recovered mainly in Mastrick Young Peoples Project £262k and Communities Development Fund £242k. The movement relates to increased recovery within Communities Development Fund.

(271) (375)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17: HEAD OF ECONOMIC DEVELOPMENT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

As at	July 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 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		1,148	383	349	(34)	1,007	(141)	-12%	(141)
PROPERTY COSTS		0	0	153	153	460	460	0%	460
ADMINISTRATION COSTS		78	26	23	(3)	66	(12)	-15%	(12)
TRANSPORT COSTS		212	71	168	97	382	170	80%	170
SUPPLIES & SERVICES		882	294	128	(166)	401	(481)	-55%	(324)
TRANSFER PAYMENTS		1,069	356	268	(88)	1,069	0	0%	0
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0%	0
GROSS EXPENDITURE		3,389	1,130	1,089	(41)	3,385	(4)	0%	153
LESS:									
INCOME		(677)	(226)	(88)	138	(646)	31	-5%	31
TOTAL INCOME		(677)	(226)	(88)	138	(646)	31	-5%	31
NET EXPENDITURE		2,712	904	1,001	97	2,739	27	1%	184

VIREMENT PROPOSALS

None

REVENUE MONITORING VARIANCE NOTES

Employee Costs

(141) (141)

The staffing underspend contribution is forecast as £141k.

Property Costs

460 460

The movement relates to the Hydrogen Bus Project and is in part offset by the under spend within supplies and services.

Administration Costs

(12) (12)

Under spend is not significant.

Transport Costs

170 170

£119k of over spend relates to the Hydrogen Bus Project.

Supplies and Services

(481) (324)

Underspends are against Hydrogen Bus Project £285k, New Project Development £108k and European Funding £55k.

Transfer Payments

0 0

Transfer payments are expected to be on budget

Capital Financing Costs

0 0

Capital Financing Costs are forecast to be on budget

Income

31 31

Over recovery of income of £143k expected for Hydrogen Bus Project, under recovery of £97k for ACSEF & £78k for Hytrec.

27 184

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17: HEAD OF PUBLIC INFRASTRUCTURE & ENVIRONMENT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

As at July 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 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	25,027	8,342	8,702	360	25,257	230	1%	56
PROPERTY COSTS	3,476	1,159	1,446	287	3,572	96	3%	5
ADMINISTRATION COSTS	405	135	128	(7)	521	116	29%	0
TRANSPORT COSTS	3,149	1,050	1,302	252	3,283	134	4%	(125)
SUPPLIES & SERVICES	19,650	6,550	6,926	376	20,537	887	5%	1,044
TRANSFER PAYMENTS	3,958	1,319	2,906	1,587	6,419	2,461	62%	178
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0%	0
GROSS EXPENDITURE	55,665	18,555	21,410	2,855	59,589	3,924	7%	1,158
LESS:								
INCOME	(17,191)	(5,730)	(8,191)	(2,461)	(20,481)	(3,290)	19%	(942)
TOTAL INCOME	(17,191)	(5,730)	(8,191)	(2,461)	(20,481)	(3,290)	19%	(942)
NET EXPENDITURE	38,474	12,825	13,219	394	39,108	634	2%	216

VIREMENT PROPOSALS

Budget requirements required for Waste to reflect the current contract.

REVENUE MONITORING VARIANCE NOTES	FORECAST VARIANCE £'000	CHANGE £'000
Employee Costs	230	56
This relates mainly to an overspend in Household Waste of £254k.		
Property Costs	96	5
Crematorium premises costs are expected to reflect that of 2015-16, therefore forecasting £76k overspend position & Street Lighting £83k, this is partially offset by underspends of £85k in Public Conveniences.		
Administration Costs	116	0
Overspend relates mainly to Roads courses £104k.		
Transport Costs	134	(125)
Fleet costs are expected to reflect those of 2015-16. Fleet transport costs are expected to overspend by £437k, mainly in relation to hire of vehicles, which is recovered through income and an over spend of £221k in Grounds Maintenance. This is offset by underspends mainly in Waste £300k and Roads Maintenance £174k.		
Supplies and Services	887	1,044
Overspend primarily in Roads £2.3m, Fleet £579k and Environmental £208k. These are offset by Waste underspend £1.4m which reflects disposal contract changes and is balanced by overspends in Waste transfer payments. Movements relate to changes in Roads Maintenance & Traffic Works and set off with similar changes to the income.		
Transfer Payments	2,461	178
The overspend principally relates to Waste disposal contract changes of £3m for which budget from supplies and services will be realigned. This will still result in a net overspend for waste of £1.2m in 16/17 due to delays in the Altens East facilities becoming operational.		
Capital Financing Costs	0	0
Capital Financing Costs have now been removed from the budgets and will be treated corporately.		
Income	(3,290)	(942)
The forecast relates to over recovery of income from Traffic Works £1.5m, Street Lighting £836k, Fleet £450k and Grounds £378k. This balances areas of overspend addressed in supplies and services and transport costs.		

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17: HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

AS AT	July 2016	Full year Revised Budget	YEAR TO DATE			OUTTURN			Change from last report
			Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	
ACCOUNTING PERIOD 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		11,870	3,957	3,791	(166)	11,534	(336)	(2.8)%	(142)
PROPERTY COSTS		13,474	4,491	158	(4,333)	13,469	(5)	(0.0)%	19
ADMINISTRATION COSTS		316	105	97	(8)	241	(75)	(23.7)%	(21)
TRANSPORT COSTS		3,295	1,098	954	(144)	3,295	0	0.0%	(11)
SUPPLIES & SERVICES		15,649	5,216	4,666	(550)	15,629	(20)	(0.1)%	146
TRANSFER PAYMENTS		278	93	87	(6)	273	(5)	(1.8)%	4
CAPITAL FINANCING COSTS		0	0	0	0	0	0	0.0%	0
GROSS EXPENDITURE		44,882	14,961	9,753	(5,208)	44,441	(441)	(1.0)%	(5)
LESS:									
INCOME		(34,361)	(11,454)	(6,095)	5,359	(34,215)	146	(0.4)%	(32)
TOTAL INCOME		(34,361)	(11,454)	(6,095)	5,359	(34,215)	146	(0.4)%	(32)
NET EXPENDITURE		10,521	3,507	3,658	151	10,226	(295)	(2.8)%	(37)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

(336) (142)

The staff underspend contribution is forecast to be £336k largely due to Commercial and Greenspace Trust forecasting underspends of £90k and £83k respectively.

Property Costs

(5) 19

Property Costs are relatively on budget.

Administration Costs

(75) (21)

Position mainly due to underspends in Commercial £25k and Trading Standards £17k.

Transport Costs

0 (11)

Forecast position reflects overspends in Building Standards and the Mortuary offset against underspends in Commercial, Trading Standards and PTU Drivers.

Supplies and Services

(20) 146

Underspends found in Building Standards £83k, Development Plan £49k, Contaminated Land Regime £31k and Trading Standards £23k which are largely offset by overspends in Roads Projects £129k and Transport Strategy £112k.

Transfer Payments

(5) 4

No significant variance from budget is forecast for this item.

Income

146 (32)

The under recovery relates to low income forecast in Development Management from planning applications due to the current economic climate £297k. Over recover of income is expected in the Scientific Lab Service £169k relating to AWPR work.

(295) (37)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2016/17: DIRECTORATE SUPPORT

DIRECTORATE : COMMUNITIES, HOUSING & INFRASTRUCTURE
DIRECTOR : PETE LEONARD

DIRECTOR : PETE LEONARD

		YEAR TO DATE			OUTTURN				
AS AT	July 2016	Full year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn	Variance Amount	Variance Percent	Change from last report
ACCOUNTING PERIOD 4		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS		2,083	694	697	3	2,157	74	3.6%	118
PROPERTY COSTS		(608)	(203)	10	213	7	615	(101.2)%	5
ADMINISTRATION COSTS		133	44	18	(26)	33	(100)	(75.2)%	(53)
TRANSPORT COSTS		19	6	1	(5)	3	(16)	(84.2)%	1
SUPPLIES & SERVICES		18	6	34	28	(72)	(90)	(500.0)%	(16)
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		1,645	548	760	212	2,128	483	29.4%	55
LESS:									
INCOME		(567)	(189)	(164)	25	(493)	74	(13.1)%	0
TOTAL INCOME		(567)	(189)	(164)	25	(493)	74	(13.1)%	0
NET EXPENDITURE		1,078	359	596	237	1,635	557	51.7%	55

VIREMENT PROPOSALS

None this cycle.

REVENUE MONITORING VARIANCE NOTES

Employee Costs

FORECAST VARIANCE £'000 74 CHANGE £'000 118

The staff overspend forecast at £74k.

Property Costs

615 5

Current variance is linked to the budget saving from Economic Development that will not be achieved £613k.

Administration Costs

(100) (53)

Underspend relates mostly to courses/conferences and insurance payments.

Transport Costs

(16) 1

Underspend relates to travelling expenses.

Supplies and Services

(90) (16)

Underspend relates to other expenditure which is balanced by a reduction in income recovered.

Transfer Payments

0 0

No significant variance from budget is forecast for this item.

Income

74 0

Reduced income is forecast to be £74k in line with an underspend in supplies and services.

557 55

Appendix B
Capital Monitoring

As at Period 4 2016/17 Communities Housing & Infrastructure Projects	Figures for Total Project			Pr	Cu
	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000		
City Centre Masterplan	27,450	910	27,450	G	G
CATI: South College Street	5,533	63	5,533	A	A
City Centre Masterplan - Phase 1	2,000	0	2,000	G	G
Access From the North / 3rd Don Crossing	23,433	23,117	23,433	G	G
Western Peripheral Route	75,000	40,863	75,000	G	G
Strategic Land Acquisition	6,650	0	6,650	G	G
Hydrogen Buses	10,368	10,272	10,368	G	G
City Broadband (Accelerate Aberdeen)	6,880	4,135	4,726	G	G
Victoria House	2,609	2,622	2,629	G	G
CATI - Berryden Corridor (Combined Stages 1, 2 & 3)	20,175	1,185	20,175	G	G
A96 Park & Choose / Dyce Drive Link Road	15,200	9,466	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	557	3,379	G	G
Waste: Investment in Waste Collection	3,980	692	3,980	G	G
Waste: Refused Derived Fuel Plant	1,497	2,528	1,497	A	A
Waste: Co-Mingled MRF & Depot	25,444	12,706	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	G
Tillydrone Community Hub	3,500	1	3,500	A	A
TNRP - Investment in Advance Factory Units	2,900	24	2,900	G	G
New Aberdeen Exhibition & Conference Centre	81,580	13,927	81,580	G	G
City Deal	423	375	423	G	G
Aberdeen City Hydrogen Energy Storage (ACHES)	2,937	2,919	2,937	A	A
SIP New Build Housing Programme	3,000	838	3,000	G	G
Middlefield Project Relocation / Henry Rae Community Centre Extension	1,945	605	1,945	G	G
Street Lighting LED Lanterns (PACE 5 Year programme)	7,500	0	7,500	G	G
Flood Prevention Measures: Flood Guards Grant Scheme	500	0	500	G	G
Flood Prevention Measures: Riverside Drive at Bridge of Dee Court	500	0	500	G	G
Flood Prevention Measures: Millside & Paddock Peterculter	3,000	0	3,000	G	G
Flood Prevention Measures: Inchgarth Road	1,000	0	1,000	G	G
Station House Media Unit Extension	1,042	0	1,042	G	G
	416,052	127,841	413,819		

As at Period 4 2016/17					
Communities Housing & Infrastructure Rolling Programmes	Approved Budget	Expenditure to Date	Forecast Expenditure		
	£'000	£'000	£'000	Pr	Cu
Corp Property Condition & Suitability Programme	9,186	1,797	9,186	G	G
Cycling Walking Safer Streets Grant	251	18	251	G	G
Nestrans - Capital Grant	1,495	(437)	1,000	G	G
Private Sector Housing Grant	700	211	700	G	G
Fleet Replacement Programme (including Zero Waste Strategy Fleet)	3,967	1,627	4,508	A	G
Planned Renewal & Replacement of Road Infrastructure	6,037	816	5,569	G	G
Planned Renewal & Replacement of Road Infrastructure (Street Lighting)	500	65	500	G	G
	22,136	4,096	21,714		

Earmarked Reserves

As at Period 4 2016/17	Balance b/f 1 April 2016	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2017	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	1,224	-	-	1,224	Revolving fund for Council energy projects(Ceef)
Bus Lane Enforcement	1,290	1,290	-	-	As required by the relevant legislation, net income from Bus Lane Enforcement to facilitate the objective's of the Local Transport Strategy
Second/Long Term Empty Homes	6,898	1,999	-	4,899	Additional income generated by reducing the discounts which is to be used towards funding affordable housing.
<i>Other Projects:</i>					
Roads Repairs/Projects	319	319	-	-	Road repair and maintenance sum approved by Finance, Policy & Resources Committee May 2014. Includes £193k approved at FP&R in June 2016 for improvements to the road at Torry Battery.
Property Transfer	155	155	-	-	Funding in relation to the transfer of Thomas Blake Glover House to the Council as agreed at FP&R May 2014.
Park Improvements	242	242	-	-	Approved at FP&R in June 2015- Seaton park £100k, Auchmill £2k and Cairncry £4k. Approved at FP&R June 2016- Westburn Park Cycle Track £29k, Johnston Gardens £12.5k and Duthie Park Education Room £39k.
City Deal	300	300	-	-	Funding to support the City Deal Scheme.
Men's Shed Dyce	7	7	-	-	As approved by FP&R June 15, contribution to Men's shed social club charity, Dyce.
Hazlehead Pets Corner Renovation and Expansion	100	100	-	-	As approved by FP&R June 2015 renovation and expansion of Hazlehead Pets Corner. Works delayed in 2015/16 as quote for work was higher than funding available. Expect majority of spend in 2016/17.
DEM Education Communication Centres	1,105	1,105	-	-	Reserve for annual DEM carry forward for education centres.
Community Planning	24	24	-	-	Community Planning Participatory Budgeting in conjunction with Fairer Aberdeen. Approved at FP&R June 2016.
Big Belly Bins	105	105	-	-	To finance the next phase of city centre bin investment in partnership with Aberdeen Inspired. Approved at FP&R June 2016
New Carpets for Cummings Park Flat	4	4	-	-	Approved at FP&R June 2016
Printfield Community Project Creche Development	5	5	-	-	Approved at FP&R June 2016
Cornhill Community Centre Adult learning	5	5	-	-	Approved at FP&R June 2016
Community Centre Facility Improvements	47	47	-	-	As approved by FP&R June 15, internal improvement scheme for Balnagask Community Centre £5k. Approved at FP&R June 2016- £2k CCTV for Balnagask,

As at Period 4 2016/17	Balance b/f 1 April 2016	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2017	Details (reason for holding, plans for using, assumptions on new amounts and reasons for unrequired amounts)
					£16k Danestone, £4k Cairncry, £20k Ferryhill.
Tillydrone Community Development Trust	12	12	-	-	Approved at FP&R June 2016
Tillydrone Vision	10	10	-	-	Approved at FP&R June 2016
New shed at St Clements Court	1	1	-	-	Approved at FP&R June 2016
Youth bus for Torry Community Centre	20	20	-	-	Approved at FP&R June 2016
Play Parks	170	170	-	-	Approved at FP&R June 2016. Includes Seaview Place £30k, Findon Ness £25k, Kincorth £3k, Crown Terrace Park £15k , Allan Park £60k, Bonnyview Rd £30k and Skene St £7k.
Off road motorcycle project	10	10	-	-	Approved at FP&R June 2016
Northfield Academy Fire Work display	1	1	-	-	Approved at FP&R June 2016
Replace defunct Security Camera System at Kincorth Shopping Centre	5	5	-	-	Approved at FP&R June 2016
To cover the legal costs for gifted land from Culter House Estate in Culter to the Community Council	5	5	-	-	Approved at FP&R June 2016
Support for Milltimber Play Group outdoor forest	1	1	-	-	Approved at FP&R June 2016
<i>Revenue Grants:</i>					
Commercial- Dev Grant	30	-	-	30	Scheme - Confidence to Care, no applications during 15/16.
Duthie Park Bequest	66	-	-	66	As a bequest it requires to be spent on Duthie Park.
Private Sector Housing Grant	1,065	-	-	1,065	Fund is used to pay for repairs which are not funded by owners.
Welfare Rights / SLAB 2	7	7	-	-	To be spent on staff costs, admin & travel.
Welfare Rights/NHS Grant	15	15	-	-	To be spent on staff costs, admin & travel.
Community Justice Redesign Post	24	12	-	12	Approved FP&R June 2016. Ring-fenced funding for this post. Year 2 and year 3 costs will exceed grant so this reserve will needed to cover the additional costs.
DWP Flexible Support Funding	60	60	-	-	Approved at FP&R June 2016
Total	13,330	6,034	-	7,296	

ASSUMPTIONS & RISKS			
Service	Budget Description	Details	Mitigation/Action Required
Communities, Housing Infrastructure (CH&I)	Housing Support/Access	The Council have a statutory obligation to meet specific needs of the homeless. As such this is a demand led service which can fluctuate. To meet the needs of the growth in the number of homeless presentations there are several cost pressures, including the increased costs of property rentals, use of B&B facilities, and commissioning costs to agencies/charities. This represents a risk of overspend as forecasts include assumptions on level of activity.	Continued monitoring of the activities is required for the service to control costs and ensure funds are spent in most efficient method. Due to the downturn in the rental market the service manager is exploring options to provide a more cost effective service.
	Design Team	A statutory requirement to upgrade of IT systems and additional consultants fees will put pressure on this budget.	Additional income has been identified which will offset this pressure. The detail behind consultants fees is being reviewed with a view to limiting spend where possible.
	Fleet	An improvement process is ongoing within Fleet to upgrade their vehicles and develop staff. There are currently a number of budget pressures within Fleet in hires and materials.	Measures are being taken by the service to bring the out turn in line with budget including investment in new fleet. Personnel from Finance are working closely with Fleet to assist in the delivery of the improvement plan.

Service	Budget Description	Details	Mitigation/Action Required
	Waste	A new waste disposal contract has been entered into, which will provide refuse derived fuel and material recycling capabilities. A delay in the start of the contract has resulted in an overspend position due to the additional costs of landfill and reduced market price of recyclates. This is a short term issue which will cease once the new site at Altens East is operational.	Further detailed work is ongoing to assess the impact of absorbing cost pressures to provide greater clarity on which areas of the waste budget can be controlled, whilst also understanding the impact this may have on the provision of the service.
	Transport	Additional staff and consultants fees has put pressure on this budget with an overspend currently forecast.	Currently analysing the details of the projects requiring additional spend to ensure income is maximised and spend is contained as much as possible.
	Planning Income	It is currently assumed that planning income will not reach the increased 2016/17 budgeted level. However, whilst this is a risk it is equally likely that income above that budgeted could materialise.	Continue to monitor economic activity across the city and the impact this could have on the achievement of planning income.

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ABERDEEN CITY COUNCIL

COMMITTEE:	Communities, Housing & Infrastructure
DATE:	1 November 2016
DIRECTOR:	Pete Leonard & Richard Ellis
TITLE OF REPORT:	2016/17 Housing Revenue Account
REPORT NUMBER:	CHI/16/217

1. PURPOSE OF REPORT

The purpose of this report is to provide elected members with a status report for the 2016/17 Housing Revenue Account and Housing Capital Programme as at 31 July 2016 summarising both income and expenditure.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- a) Notes the financial information contained within this report; and
- b) Instructs that the Head of Finance continues to update the Committee in consultation with the Director for Communities, Housing and Infrastructure on the outturn position for 2016/17.

FINANCIAL IMPLICATIONS

2.1 The Housing Revenue Account (HRA) has a gross expenditure of £86m 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 £10.3m after taking account of the 2016/17 out-turn and other agreed commitments. This is in excess of the recommended minimum level of £8.3M.

2.2 Housing Capital has a funded programme of £43.5m, 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 2016/17, as required by the Prudential Code.

4. OTHER IMPLICATIONS

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

5. BACKGROUND/MAIN ISSUES

Housing Revenue Account

- 5.1 The projected net saving for the year is forecast at £24.4m. 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	(713)
Gas/Electric	349
Council Tax	171
Management & Admin	215
Loss of rent council houses	(232)
Supporting People contribution	100
Dwelling house rent income	353
Heat with rent income	(85)
Garages & Parking Spaces rent income	(195)

- There is an under spend in repairs and maintenance of £700k based on 15/16 actuals less a rebate from Building Services of £1.2m as per the HRA guidance. This will be monitored on a monthly basis. Repairs and Maintenance is demand led therefore out-turns will depend on weather and stock condition.
- Utilities are forecast to be £349k overspent based on actual expenditure from 15/16.
- Loss of Rent – Council Houses is currently forecast to be £230k under budget this is based on current trends.
- Dwelling House Rent Income is forecast to be £353k under budget based on actual income to date.
- 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 in accordance with Part 7 of the Local Government (Scotland) Act 2003. This allows Councils to set their own borrowing limits, provided that they comply with the Chartered Institute of Public Finance and Accountancy Prudential Code for Finance in Local Authorities “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 3 December 2015 approved a funded Housing Capital Programme for 2016/17 of £43.4m.
- 5.6 The summary financial statement at Appendix 2 outlines the original budget for the current year and expenditure and income as at 31 July 2016.
- 5.7 Appendix 3 details the range of projects expected to be undertaken within the overall budget and spend to date.
- 5.8 It is currently forecast, based on figures to date, that the Housing Capital programme outturn will be managed within the framework as set out in the Prudential Code.
- 5.9 Appendix 4 details the earmarked reserves identified for the Housing Revenue Account.

6 IMPACT

Improving Customer Experience –

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

Improving Staff Experience –

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

Improving our use of Resources –

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

Corporate -

Aberdeen the Smarter City:

Smarter Governance (Participation)

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

Smarter Living (Quality of Life)

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

Public –

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

7 MANAGEMENT OF RISK

Housing Revenue Account

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

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

Housing Capital

There are many factors that can lead to project delays such as consultation with tenants and owners, decanting of tenants and access to properties. Such delays would result in the opportunity to advance other projects.

8 BACKGROUND PAPERS

3 December 2015 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

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Appendix 1

ABERDEEN CITY COUNCIL REVENUE MONITORING 2016 / 2017 - HOUSING REVENUE ACCOUNT

DIRECTORATE : HOUSING AND ENVIRONMENT
DIRECTOR : PETE LEONARD

As at 31 July 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 4	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
PROPERTY COSTS	32,859	10,953	10,922	(31)	32,745	(114)	0%	70
ADMINISTRATION COSTS	12,287	4,096	3,944	(152)	12,499	212	2%	(10)
SUPPLIES & SERVICES	410	137	128	(9)	410	0	0%	0
TRANSFER PAYMENTS TOTAL	2,527	843	705	(138)	2,279	(248)	-10%	(128)
CAPITAL FINANCING COSTS	14,299	0	0	0	14,299	0	0%	0
GROSS EXPENDITURE	62,382	16,029	15,699	(330)	62,232	(150)	0%	(68)
LESS: INCOME								
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0%	0
INTEREST	(114)	(38)	0	38	(114)	0	0%	0
OTHER INCOME	(86,704)	(28,901)	(28,202)	699	(86,554)	150	0%	67
TOTAL INCOME	(86,818)	(28,939)	(28,202)	737	(86,668)	150	0%	67
NET EXPENDITURE	(24,436)	(12,910)	(12,503)	407	(24,436)	0	0%	(1)

VIREMENT PROPOSALS

REVENUE MONITORING VARIANCE NOTES

Property Costs

The main reasons for the movement is a forecast under spend in repairs and maintenance of £713k based on 15/16 actuals less rebate offset by Overspends on Utilities £349k and Council Tax £171k based on 15/16.

(114)

70

Administration Costs

The overspend relates to forecast Services Administration and Charges based on 15/16 actuals plus 1%..

212

(10)

Supplies & Services

On Budget.

0

0

Transfer Payments

The main reason for the underspend is reduced loss of rent for Council Properties £230K, resulting from a lower than anticipated volume of voids. This is offset by an overspend on Supporting People contribution £100K.

(248)

(128)

Capital Financing Costs

On Budget.

0

0

Income

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

150

67

0

(1)

2016/17

	Approved Budget £'000	Actual at 31/07/16 £'000	Estimated Out-turn £'000	Notes
Expenditure	48,846	9,482	43,473	1
Slippage	(5,373)			2
Total Expenditure	43,473	9,482	43,473	
Funded by:				
Borrowing	(14,371)	(1,337)	(14,371)	3
CFCR	(24,436)	(8,145)	(24,436)	4
Grant Income	(4,666)	0	(4,666)	
Total Income	(43,473)	(9,482)	(43,473)	

(Note 1) Expenditure

As at 31 July 2016 the Council has paid £9.4m of the budgeted £43.5m.

(Note 2) Slippage

The total available budgeted programme for capital expenditure of £43.5m 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 2016/17.

(Note 4) Capital From Current Revenue (CFCR)

At present it is anticipated that a £24.4m for the revenue contribution to capital will be made.

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

Appendix 3

Housing Capital 2016/17

Project	Original Approved Programme £'000	Actual As at 31 July £'000
SCOTTISH HOUSING QUALITY STANDARDS		
1 Compliant with the tolerable standard		
1.1 Major Repairs		
Major Repairs/Capitalised Repairs	400	564
	400	564
2 Free from Serious Disrepair		
2.1 <u>Primary Building Elements</u>		
Structural Repairs Multi Storey	9,424	1,770
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	3,797	702
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	108	261
Replacement of existing roof covering and upgrading of insulation to meet current building Regulations.		
2.3 Upgrade Flat Roofs Multi Storey	1,020	316
Full replacement of the flat roofs and also checking the replacement of roof ventilation as required		
2.5 Mono Pitched Types	854	49
Replacement of the external render of the building, replacement of gutters and downpipes and environmental works		
2.6 Window Replace General	654	(151)
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	0	0
Replacement of existing doors with more secure, solid doors		
2.9 Balcony Glass Renewal - Multi Storey	0	0
Replacement of existing balcony glazing on a cyclical basis		
	15,858	2,947
3 Energy Efficient		
<u>Effective insulation</u>		
3.1 General Houses Loft Insulation	76	45
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	4,535	1,409
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	1,600	513
Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants		
3.6 Energy Efficiency Sheltered	0	0
Introduction of energy efficiency measures in sheltered housing such as new or upgraded Systems.		

Project	Original Approved Programme £'000	Actual As at 31 July £'000
<u>Additional Energy Efficiency measures</u>		
3.7 S.C.A.R.F Payment to SCARF for work carried out by them under the Energy Efficiency programme to Individual council properties. The work carried out includes the installation of loft insulation, Draught proofing and compact fluorescent bulbs. Also, providing tenants with energy efficiency Advice and information.	35	0
3.8 Solid Wall Insulation Installation of solid wall insulation where there was none previously.	0	0
3.9 Vestibule Doors Installation of new doors where there were none before.	0	0
	6,246	1,967
4 Modern Facilities & Services		
<u>Bathroom and Kitchen Condition</u>		
4.1 Modernisation Programme Replacement of bathrooms and kitchens.	1,366	127
	1,366	127
5 Healthy, Safe & Secure		
Healthy		
5.1 Condensation Measures Installation of heating systems and ventilation measures to combat condensation.	21	0
Safe		
5.3 Rewiring Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis	2,703	563
5.4 Lift Replacement Multi Storey/Major Blocks Replacement of lifts where they are beyond economical repair. This can be full replacement replacement of specific parts of the lift.	1,236	585
5.5 Smoke Detectors	318	0
5.6 Services Cyclical maintenance/replacement of the following services Ventilation Systems, Water Tanks/Pipework, Refuse Chutes/Chamber Dry Riser Systems, Standby Generators	0	0
5.7 Entrance Halls/Concierge Provision of security service	0	0
5.8 Laundry Facilities Replacement of laundry equipment	0	0
5.9 Upgrading of Lighting Installation of lighting controlled by photo cell i.e. switches on and off automatically depending on the level of natural light. Installation of lighting in areas where there was none before.	0	0
Secure		
5.11 Door Entry Systems Installation of door entry and replacement of existing doors where required	353	0
5.12 Replace Door Entry Systems - Major Blocks Installation of door entry and replacement of existing doors where required	0	0
5.13 Other Initiatives Upgrading of stairs and installation of security doors and door entry systems	290	0
5.14 Crime Prevention /Safety Measures	4,921	1,148

Original	Actual
Approved	As at 31
Programme	July
£'000	£'000

Project

NON SCOTTISH HOUSING QUALITY STANDARDS

6 Community Plan & Single Outcome Agreement		
6.1 Housing For Varying Needs	402	28
New build including extra care housing.		
6.2 Community Initiatives	0	0
Refurbishment of properties or environmental improvements in designated areas.		
6.5 Regeneration/Affordable Housing	1,005	0
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	154	3
Provision of CCTV for the multi storey service		
6.7 Adaptations Disabled	1,000	327
Installation of level access showers, ramps, stair lifts and kitchen adaptations		
6.8 Special Initiatives/Barrier Free Housing	600	(46)
Provision of specialist facilities or housing for tenants with particular needs i.e. extensions		
6.9 Housing For Varying Needs- Amenity/Adaptations	30	117
Conversion of properties to Amenity Level standard		
6.10 Housing For Varying Needs- Extra Care/Adaptations	70	317
Adaptations required to ensure existing sheltered housing stock meets current standards		
6.11/ Roads/Paths	300	0
6.12		
Upgrade of Roads to an adoptable standard and the Formation or upgrading of paths		
6.13 Garages	0	0
Upgrade of Garages		
6.14 New Affordable Housing	12,318	1,834
	15,879	2,580
7 Service Development		
7.1 Conditions Surveys	0	0
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	0
8 Service Expenditure		
Corporate Fees	4,178	149
	4,178	149
Total Budget		
	48,846	9,482

Earmarked Reserves

As at Period 4 2016/17	Balance b/f 1 April 2016	Forecast for Year	New Amounts / (Unrequired) Amounts	Projected c/f 31 March 2017	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	2,850	0	0	2,850	Money Set aside for the potential impact of welfare reform, as Universal Credit did not commence in Aberdeen until November 15.
Repairs & Maintenance	1,193	1,193	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.
Non RTB Sales	245	0	0	245	Income from non Right to Buy sales to be set aside for new build.
Total	4,288	1,193	0	3,095	

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Communities, Housing and Infrastructure – Performance Report
REPORT NUMBER:	CHI/16/235
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 in relation to Aberdeen: The Smarter City and Shaping Aberdeen.

In addition, for this cycle only, the report includes details of the Statutory Performance Indicators for 2015/16, which relate to Communities, Housing and Infrastructure services, as reported to Finance, Policy and Resources Committee on September 20th 2016.

2. RECOMMENDATION(S)

It is recommended that the Committee provide comments and observations on both the performance information contained in the report and on indicators or areas of service they would like to see featured in future drill-down analysis sheets.

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 in relation to both policy and organisational priorities within the Communities, Housing and Infrastructure Directorate.

The report comprises four sections:

- a progress report from the Director,
- a summary dashboard of measures detailing each performance indicator and appropriate traffic light icon showing clear links between the performance information and the Council's strategic plans or continuous improvement drivers,
- a summary dashboard of Statutory Performance Indicators
- a number of drill-down analysis sheets, for this cycle:
 - Percentage of street light repairs completed within 7 days
 - Percentage of properties that meet Energy Efficiency Standard for Social Housing (EESH)
 - Percentage of Freedom of Information Requests cleared in month
 - Overall satisfaction with service received from CH&I

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

Within the summary dashboard 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

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 -

Effective management of performance, through the delivery of strategic priorities is central to the success of any organisation. The scrutiny role of elected members is a key element of governance and ongoing implementation of Audit Scotland's BV Audit recommendations through the Performance Management Framework supports this.

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

The implementation of the Performance Management Framework is a key mitigation of the risks of underperformance and ineffective use of resources.

8. BACKGROUND PAPERS

Best Value Audit report by Audit Scotland 2015
Performance Management Framework
Aberdeen City Council Strategic Business Plan Refresh
Communities, Housing and Infrastructure Directorate Plan and Service Plans

9. REPORT AUTHOR DETAILS

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Director's Progress Report 29th of June to 1st of November 2016

Communities, Housing & Infrastructure

Awards

Beautiful Scotland

Aberdeen received 11 awards at the 50th annual Beautiful Scotland awards, held at the Beach Ballroom. Aberdeen City Council, Dyce, Cove, Culter, Powis and Aberdeen Inspired were presented with awards which recognised the hard work carried out to clean up, green up and beautify Aberdeen. Aberdeen received a Gold Award and was also named as the City Category overall winner. The Winter Gardens in Duthie Park were awarded the David Welch Memorial Award for Something Special.

Seaton Park

At the Discretionary Royal Horticultural Society Scotland Awards, Seaton Park was awarded Overcoming Adversity in recognition of the rejuvenation undertaken at the Park following storms and flooding in late 2015 and early 2016.

Silver Gilt Award

Powis Residents Group received a Silver Gilt Award and was named as the Flatted Community Category overall winner. The group were also presented with the Discretionary Jim Murdie Trophy for Sustainability recognising its innovative approach to community gardening, including reusing and recycling materials to create features enhancing their green space.

The other Aberdeen award winners were:

- Aberdeen Inspired - Silver Gilt Award
- Culter in Bloom - Silver Gilt Award
- Dyce in Bloom - Silver Gilt Award
- Cove in Bloom - Silver Award

Clean Up Aberdeen 2016

Clean Up Aberdeen has had a very successful end to the summer, being shortlisted in the CIWM (Chartered Institute of Waste Management) Awards.

Waste Awards

The Waste & Recycling Service was shortlisted as finalists for prestigious awards in two categories, Best Food Waste Initiative and Best Health & Safety Initiative at the Scottish Resources Conference. The Environment Team were also shortlisted for Best Litter Prevention Initiative for Clean Up Aberdeen and the service nominated in the CIWM Sustainability and Resource Awards in the Delivering Health & Safety Best Practice category. In addition, the "Love Your Caddy" campaign that was run earlier this year has also been shortlisted for Communications Campaign of the Year at the Local Authority Recycling Advisory Committee Awards

Transport Awards

Aberdeen City Council won two awards at the National Transport Awards ceremony in September.

The H2 Aberdeen initiative, which has developed a strategy for the introduction of cleaner, hydrogen-powered transport, achieved the award for Outstanding Achievement in Low Carbon Transport and also the Low Carbon Road Transport Initiative of the Year at the annual Low Carbon Champions awards.

H2 Aberdeen

Aberdeen's second hydrogen refuelling station is now taking shape, allowing cars, vans and buses to refuel. The plant has been delivered on the south of the city, at Langdykes Road, Cove, with construction due to complete in a few weeks. Aberdeen City Council own the site however it will be operated by Hydrogenics when it opens in Autumn 2016.

The facility will have four electric recharging points and training facilities on site, allowing for opportunities within the hydrogen supply chain to be investigated. In addition, Aberdeen City Council will work alongside local businesses in creating new hydrogen related products and services.

Altens East Materials Reprocessing Facility and New Waste Depot

The Altens East project is moving forward and the building is now erected. Site visits will be possible in the coming months for interested parties to learn more about the project. The construction schedule is on target and with an estimated entry date of 1 March 2017 with the commencement of recycling activities and the refuse derived fuel facility commencing shortly afterwards.

Currently the majority of the car park areas have been laid, internal fitting is progressing and the first delivery of plant and equipment is expected imminently.

East Tullos Energy from Waste Project Update

On Thursday 6th October planning permission was granted for the construction of the Energy from Waste Facility at East Tullos. The facility will be a joint project shared between Aberdeen City, Aberdeenshire and Moray Councils. The Project Team continues to work on the development of the next stage Inter-Authority Agreement which will commit the three Councils to progressing with the procurement of the EfW facility. The three Councils will be asked to approve the IAA in late-October.

New Waste & Recycling Service coming in 2017

Work is well underway planning the roll-out of the new waste and recycling service which will start in Spring 2017. This will see the end of the existing box and bag recycling service which will be replaced with a 240 litre wheeled bin for recycling, meaning a significant increase in capacity for recyclables. It will be a more convenient service for residents and will also be a faster and safer collection method for staff. Alongside this, new 180 litre bins will be delivered for household waste. A comprehensive communication campaign will be executed to keep householders fully informed of any changes to routes and collection dates.

City Centre Masterplan

Aberdeen City Council has appointed LDA Design to develop detailed design proposals for Union Terrace Gardens in the Denburn Valley. LDA Design is a leading landscape architecture, urban design and environmental planning consultancy, with more than 50 Heritage Lottery Funded park restoration schemes and new parks nationally and internationally, including the Queen Elizabeth Olympic Park in London.

The first phase of a programme to regenerate Union Street under the Aberdeen City Centre Masterplan was launched in September and the Council is to spend more than £1million on a range of measures aimed at restoring the majesty of Union Street, including a deep clean and improvements to street furniture. The Council has also created a dedicated team to keep Union Street in top condition. The team of four combine specialist skills that will allow them to repair and maintain all fixtures or features, complementing existing work to keep the street at its best. Operation Union Street Rejuvenation is being led by the Council and Aberdeen Inspired, operator of the Business Improvement District, and will take place over the next nine months. Longer term plans include preserving historic buildings and pedestrian priority on a section of Union Street.

In October, councillors agreed to a detailed design for Broad Street, at Full Council. The plans include a transformed and improved streetscape which will extend to Union Street and include the Gallowgate/Upperkirkgate junction, creating an area with interest, vibrancy and vitality. The space, which will be buses-only for traffic and a shared footway for pedestrians and cyclists, can be used for a range of events that can be programmed throughout the year. The design's key points include a water feature, a raised grass planter giving a space to relax and enjoy the view of Marischal College, several trees to introduce greenery and granite bench seating defining some of the areas.

International Trade

The International Trade team contributed to the programmes of six inward delegations to the city from Colombia; Togo; Dongying; Nagasaki; Kobe and Bergen. The visiting groups had a variety of areas of interest from energy to culture, marine industries to hydrogen and in order to maximise opportunities for local businesses, academic institutions and trade

associations, meetings were set up to explore areas for potential partnership, collaboration and prospects for trade products, services and expertise.

In the same period the team organised a total of four outward visits as described briefly below:

- Outward trade mission Northern Norway: giving three local companies the opportunity to visit various towns across the Northern arctic coast of Norway, a frontier market of opportunity for Aberdeen companies as further licensing rounds open for the Barents Sea allowing them to establish in-market connections and explore trade opportunities.
- Offshore Northern Seas, Stavanger, Norway: this involved supporting six Aberdeen City & Shire companies to exhibit at this bi-annual oil and gas exhibition and conference.
- Outward trade visit, Mexico: participating in a joint partner trade mission to Mexico City, this visit allowed for gathering market intelligence on the opportunities arising from the recent Mexican Energy Reform and meetings with government officials representing both Villahermosa and the State of Tabasco allowed for discussions around exploring updating existing MOU.
- Outward trade visit, USA: a programme of meetings with companies and economic development organisations across states of Texas, Atlanta and Louisiana to again gather up-to-date market intelligence and further strengthen the existing links with the US a top priority market of opportunity for Aberdeen companies.

Finally the team participated in the quarterly meeting of the North East of Scotland Trade group encouraging partnership working across the key trade organisations active in the region.

Over the past months the Partnerships and Funding team has worked on a number of different projects. News was received recently that a number of these have been successful which are briefly detailed below. The team will continue to work on these projects going forward to ensure their appropriate budget management and claim process.

-Civitas Portis

-HyTrEc 2

-BEGIN

-ACE Retrofitting

-Hydrogen Fuel Cell Training

-ERDF Scotland's 8th City-the Smart City

-ESF Employability Pipeline

AECC

In June, Aberdeen City Council and its development partner, Henry Boot Developments Ltd, broke ground on the multi-million pound project - which will also include an innovative energy centre and three hotels on the former site of the Rowett Research Institute at Bucksburn and will bring an extra 31,000 business tourists to Scotland. Generating 600 new jobs during the construction period and 352 full-time-equivalent permanent positions by year 10 of operations, the new Aberdeen Exhibition and Conference Centre is a key element of Aberdeen City Council's Strategic Infrastructure Plan to grow and boost the Granite City's economy. In September, Aberdeen City Council and Hilton Worldwide announced that they have signed a franchise agreement to open a 200 room Hilton Hotels & Resorts property at the new AECC.

Pets Corner

Work is to start on the £750,000 renovation and expansion of Pets' Corner in early October. The work at the council-run facility includes a new larger area for the fish and reptiles and education room, replacement of the roof over both parts of the buildings,

internal alterations and refurbishment, new external access ramp and paths, and an upgrade to the staff facilities.

Aberdeen Multi-faith Forum

An event to launch a new multi faith forum for Aberdeen took place on Thursday 27th October 2016 in The Town House. At this event ways of working together were agreed to create a fairer and more equal Aberdeen with a special focus on housing and homelessness, to lay the foundations for the multi-faith forum and determine its key priorities for action.

Aberdeen One World Day and Mela event

A highly successful Aberdeen One World Day and Mela event took place on the 17th September at Union Terrace Garden in Aberdeen. Following very positive feedback from participants and the organisers, Aberdeen Multi- Cultural Centre, who were supported by Aberdeen City Council, are already putting plans in place for next year's event. Four thousand people including the Lord Provost, local MSPs and Councillors attended - showing leadership commitment to Diversity and Equality in Aberdeen.

The Disability Equity Partnership

The new disability group approved by Communities, Housing and Infrastructure Committee had their first meeting on Saturday 10th September 2016. They agreed on the group name: "Disability Equity Partnership" (DEP). with Dame Anne Begg as chair. The DEP is a group who function as both advisor and champion of accessibility, wellbeing and opportunity needs in the Aberdeen City area. The group has already been involved in shaping the new Broad Street Design and plans for the upcoming Winter Festival. A Disability Access Officer to support this new group has been appointed who will work across the council, with partner agencies, the third sector and community groups to help fulfil the Council's aims to break down the environmental and social barriers that people with a disability have to face on a day-to-day basis.

InterTrans

The Service continues to provide a vital in-house service so that people, whose first language is not English, are able to access the council services which they require, primarily Social Care, Housing and Education. There are approximately 40 requests per week across the council for this service, with the most frequent languages requested being Polish, Arabic and Russian.

Syrian Refugees

We now have 47 "Syrian New Scots" living in Aberdeen – 30 individuals who arrived in March and 15 in September. Last month also saw the arrival of the first baby boy to be born in the North East of Scotland to Syrian New Scots parents, followed very closely by our first baby girl, bringing the total of Syrian new Scots now living in Aberdeen to 47. A further two families will be arriving this month and next which will bring the total of Syrian New Scots resettled in Aberdeen to 57. By the end of the year, we should have resettled 67 Syrian new Scots and will, therefore, be two thirds of the way towards meeting our commitment to resettle 100 individuals. All adults are learning English and the children are in education.

Community Planning Partnership

Following on from CH&I decision to allocate £150,000 to Participatory Budgeting in the 8 priority neighbourhoods, the Council and the Community Planning Partnership have been successful in securing £100,000 from the Scottish Government's Community Choices Fund, the largest allocation in Scotland! This will be used to match fund the PB events in the 3 Localities, as well as the Fairer Aberdeen PB event. The Council has also secured the opportunity to trial a digital PB platform to support wider engagement and raise the profile of PB in Aberdeen. With the growth of PB across the City it is proposed a PB Network is established to coordinate events, support staff carrying out PB, and to share learning and experience.

Locality Planning

Underpinning the Local Outcome Improvement Plan 2016-17, the Council is working with Community Planning Partners and members of the Community to develop Locality Plans.

Locality Planning is a requirement of the Community Empowerment Act 2015, which requires us to identify the localities where people experience significantly poorer outcomes than other people in Aberdeen and work with communities to publish a Locality Plan. During September and October we held three community engagement events for the residents of Mastrick, Cummings Park, Northfield, Heathryfold; Tillydrone, Woodside, Seaton; and Torry. These events were the first in a series of public engagement opportunities which aim to strengthen partnership working between public services and communities. The purpose of the events was to give local people and communities an opportunity to be heard by Community Planning Partner officers and elected members on the issues that matter most to them. The events were very well attended by nearly 250 members of the community across the three sessions. Community members worked with staff and elected members to identify the priorities for their area and share ideas for what they could do together to make things better. The events will inform of the development of the draft Locality Plans which set out the improvement aims for each area and detail what actions will be taken to ensure these are achieved. To support communities in making their ideas a reality, the Council has committed £150,000 and the Scottish Government awarded £100,000 from the Community Choices Fund to create a fund which will be deployed through participatory budgeting. Participatory budgeting enables the community to make decisions about how money is spent in support of projects and initiatives which will help realise the communities' aspirations. The first draft Locality Plans will be in place by April 2017.

Torry Participatory Budgeting - Greenspace Development Project

Aberdeen City Council is working in partnership with local tenants and residents in Torry and has allocated £30,000 to upgrade and improve unused green space behind Tullos Place, Crescent and Mansfield Place. This will compliment ongoing improvements in the adjacent area of Tullos Place. A small steering group of local tenants has been formed to take the project forward in conjunction with city council staff and support from others. Local tenants and residents have been involved in the process of gathering ideas on ways funds can be spent to improve the green space and develop it for community use. Ideas gathered will then be prioritised and costed before a local voting exercise takes place in November, getting input from local residents and tenants on their preferred project ideas. The most popular idea will then be taken forward in conjunction with the local community.

Northfield Local Heroes Campaign

Launched by Northfield Total Place (NTP) in July, the Northfield Local Heroes campaign aims to celebrate what people do in Northfield, Mastrick, Summerhill, Heathryfold, and Middlefield. The only criteria for nomination is that nominees should work, live or volunteer in the area. A new hero is celebrated every two weeks and there have been nominations for 30 people so far. We have worked closely with the ACC IT team to develop a simple system for nominating using the NTP Facebook page. The Facebook page has seen huge levels of interest with our latest post reaching 33,500 people.

Marc Cole

Acting Director

CHI Committee Scorecard



Improving Customer Experience

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Satisfaction with the overall service that was received from CH&I	80%	75.73%	80%							87.2%	✓	80.6%	✓
Satisfaction with Ease of Access to CH&I Services	80%	75.73%	80%							88.9%	✓	95.2%	✓
Satisfaction with Overall Experience with CH&I Staff	80%	75.73%	80%							87.6%	✓	84.9%	✓
% of Freedom of Information requests cleared in Month	85%	98.6%	85%	96%	✓	98%	✓			Not measured for Quarters			
% of Business Advice visits carried out to registered tobacco retailers to advise on compliance with tobacco legislation- Year to Date	20%	28.39%	20%							2.73%	✗	4.24%	✗
% of Test Purchasing visits carried out to registered tobacco retailers to test for retailer compliance with age restrictions - Year to Date	10%	12.93%	10%							3.33%	✓	6.1%	✓
% of Samples reported within specified turnaround times			80%							75.74%	⚠		
% of External Quality Assurance reported results that were satisfactory			95%							96.3%	✓	93.8%	✓
Non Domestic Noise % responded to within 2 days	100%	98.1%	100%	100%	✓	98.1%	✓			Not measured for Quarters			
High Priority Pest Control % responded to within 2 days	100%	98.7%	100%	98.9%	✓	100%	✓	98.9%	✓	Not measured for Quarters			

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
High Priority Public Health % responded to within 2 days	100%	99.1%	100%	97.6%		100%		98.5%		Not measured for Quarters			
Dog Fouling - % responded to within 2 days	100%	96.9%	100%	100%		100%		100%		Not measured for Quarters			
Food Safety Hygiene Inspections % premises inspected 6 monthly	100%	100%	100%							100%		100%	
Food Safety Hygiene Inspections % premises inspected 12 monthly	100%	97.86%	100%							100%		98.96%	
Food Safety Hygiene Inspections % premises inspected more than 12 monthly	100%	98.76%	100%							64.6%		60.49%	
RL2: Percentage of all traffic light repairs completed within 48 hours		96.46%	95%	97.4%		93%				Not measured for Quarters			
Total number of traffic light repairs to be completed within 48 hours		1,046		78		71				Not measured for Quarters			
RL3: Percentage of all street light repairs completed within 7 days		59.99%	90%	65.5%		78.4%		67.1%		Not measured for Quarters			
Total number of street light repairs to be completed within 7 days		5,871		194		222		434		Not measured for Quarters			
% of Pothole repairs carried out within target time (Category 1 and 2)	92%	93.3%	95%	95.2%		94.2%		100%		Not measured for Quarters			
Number of Pothole repairs carried out within target time (Category 1 and 2)		11,231		842		644		423		Not measured for Quarters			
HMO Licenses in force		1,160		1,213		1,249		1,272		Not measured for Quarters			
HMO License Applications Pending		151		210		192		167		Not measured for Quarters			
Number of Rental Properties Approved		21,891		22,501		22,535		22,766		Not measured for Quarters			
Percentage of tenants satisfied with the standard of their home when moving in (Year to Date) - Charter Indicator	80%	79.5%	80%	60.4%		63%		63.4%		Not measured for Quarters			
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%	80%	97%		96.5%		96.6%		Not measured for Quarters			

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Charter Indicator - Percentage of anti-social behaviour cases reported in the last year, resolved in the last year, which were resolved within locally agreed targets	98%	98.37%	98%	98.11%	✓	98.24%	✓	98.19%	✓	Not measured for Quarters			
% of calls attended that were attended to by the ASBIT Team within one hour (YTD)	95%	98.2%	95%	97.8%	✓	97.5%	✓	97.8%	✓	Not measured for Quarters			
Satisfaction of new tenants with the overall service received by the the Estates Service (Year to Date)	Not measured for Years		90%	90.9%	✓	90.6%	✓	90.9%	✓	Not measured for Quarters			
Customer Satisfaction with the service received from the Anti Social Behaviour Investigation Team (YTD)	80%	83.72%	80%	73%	⚠	71.8%	⚠	72%	⚠	Not measured for Quarters			
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%	100%	90.1%	⚠	90.8%	⚠	90.5%	⚠	Not measured for Quarters			
% of New Tenant Visits and recorded outcomes completed within 28 day local target	100%	72.9%	100%	91.1%	⚠	90.5%	⚠	89.8%	⚠	Not measured for Quarters			
YTD % of Homeless decisions reached within 28 days	80%	80.3%	100%	99.1%	✓	98.8%	✓	98.2%	✓	Not measured for Quarters			

Improving Our Use of Resources

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% of Invoices issued to External Customers within 28 days of work being carried out			90%	88%	✓	89%	✓	86%	✓	Not measured for Quarters			
% of Invoices issued to External Customers within 56 days of work being carried out			100%	93%	⚠	93%	⚠	91%	⚠	Not measured for Quarters			
Direct Staff Costs - % Spend to Date	100%	91.7%	100%	30.4%	✓	38.1%	✓	45.5%	✓	Not measured for Quarters			
Overtime Costs - Expenditure v Budget	£2,381,800	£2,101,212	£929,647	£611,147	✓	£750,782	✓	£914,187	✓	Not measured for Quarters			
Agency Staff - FTE's		223.91		246.02	📊	222.53	📊	221.26	📊	Not measured for Quarters			

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Percentage of properties that require a gas safety record which had a gas safety check and record completed by the anniversary date	100%	100%	100%	100%		100%		100%		Not measured for Quarters			
The overall monetary value of former tenants arrears, as at the end of each rent period	£1,000,000	£593,461	£800,000	£608,863		£637,433		£664,732		Not measured for Quarters			
The monetary value of current residential tenants arrears at the end of each rent period	£3,200,000	£2,639,395	£2,900,000	£2,883,622		£3,098,544		£2,685,639		Not measured for Quarters			
Current tenancy arrears for homeless households accommodated in ACC temporary furnished flats (excluding resettlement properties)		£351,461		£393,261		£373,254		£337,339		Not measured for Quarters			
The year to date number of legal repossessions following decree.		881		51		67		77		Not measured for Quarters			

Improving Staff Experience

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Sickness Absence - Average Number of Days Lost	10	14.5	10	13.9		13.8				Not measured for Quarters			
Establishment Control - Establishment Turnover		0.42%		1%		0.83%		0.6%		Not measured for Quarters			
Number of Staff who have undertaken Training Workshops/Online Modules		2,988		1,121		844				Not measured for Quarters			
Score for compliance with Health & Safety Matrix	100%	95.7%	100%	95.5%		95.5%		95.5%		Not measured for Quarters			

Smarter Aberdeen - Smarter Economy

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Average time taken to grant a Building Warrant (from being lodged to approval - days)	75	81	75							74			
% Construction Compliance Notification Plans delivered	75%	76%	75%							77%			
% Construction Compliance Notification Plans delivered	90%	78%	90%							95%			
% Hotel Occupancy Rates	58.3%	56.6%	58.3%	68.2%		74.6%				Not measured for Quarters			
Weekly Footfall - City Centre (rolling 12 month average)		554,366		503,424		528,226				Not measured for Quarters			
Average Time (Weeks) to deal with Planning Applications - Major Developments	35	24.1	35							47.3			
Average Time (Weeks) to deal with Planning Applications - Local Developments (Non-householder)		14.2	14							12			
Average Time (Weeks) to deal with Planning Applications - Householder Developments		10.8	9							8			

Smarter Aberdeen - Smarter Environment

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Number of Partners / Community Groups with links to national campaigns - Green Thread										140		140	
Percentage of Household Waste Recycled/Composted (Quarterly figure)	27%	39.8%	38%									36.2%	
Percentage of Household Waste - Energy from Waste												0.04%	
Street Cleansing - LEAMS (Local Authority Environmental Audit Management System). Statutory performance indicator that measures street cleanliness.	80	77.9	80							84.8			

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Grounds - LAMS (Land Audit Management System) measures the cleanliness and maintenance quality of green spaces.	80	93	80	72		81		97		Not measured for Quarters			

Smarter Aberdeen - Smarter Governance

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% of customers who are satisfied they are fairly treated by Aberdeen City Council			80%							86.2%		77.6%	
% of events which attracted people from across the protected characteristics			65%							100%			
% of reported hazards that have been repaired on time			95%	88.2%		87.8%				Not measured for Quarters			
No of events promoting equality and good relations between communities (Year to Date)	Not measured for Years		9	3		3		5		Not measured for Quarters			
No of EHRIAs completed (Year to Date)			120	77		99		119		Not measured for Quarters			

Smarter Aberdeen - Smarter Living

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Number of Clients receiving advice on Universal Credit - Year to Date		47		30		33		37		Not measured for Quarters			
The year to date average length of time taken to complete emergency repairs (hours)	24	5.19	4.89	2.89		2.93		2.98		Not measured for Quarters			
The year to date average length of time taken to complete non emergency repairs (days)	10.1	6.53	8.81	6.28		6.3		6.31		Not measured for Quarters			
Percentage of reactive repairs carried out in the last year completed right first time	87.3%	92.63%	93.56%	92.34%		92.41%		92.37%		Not measured for Quarters			

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Percentage of repairs appointments kept	90.6%	81.45%	92.57%	99.78%	✓	99.74%	✓	99.73%	✓	Not measured for Quarters			
YTD Percentage of all new tenancies sustained for more than a year	94%	92.23%	94%	92.68%	✓	92.42%	✓	93.01%	✓	Not measured for Quarters			
The YTD % of users' who completed the homeless questionnaire and were satisfied with the overall quality of temporary accommodation provided.	85%	88.14%	85%	80.6%	⚠	81.1%	✓	85.3%	✓	Not measured for Quarters			
Gross rent arrears (Includes Current & Former Tenant Arrears and Write Offs) as as a percentage of Rent due for the reporting year		5.29%	5%	4.39%	✓	4.83%	✓	4.47%	✓	Not measured for Quarters			
Rent loss due to voids as a percentage of gross rent due - year to date average - Charter Indicator	1.65%	1.66%	0.94%	1%	⚠	1%	⚠	1%	⚠	Not measured for Quarters			
The year to date average number of days taken to re-let all properties - Charter Indicator	50	104.3	42.1	58.4	✗	56.8	✗	55.7	✗	Not measured for Quarters			
Percentage of properties that meet Energy Efficiency Standard for Social Housing (EESH)	Not measured for Years		85%	82%	✓	82%	✓	82%	✓	Not measured for Quarters			
Monthly Number Voids Available for Offer - Citywide		214		186	📈	219	📈	221	📈	Not measured for Quarters			
Number of statutory homeless applications received in the reporting year		1,286		441	📈	576	📈	704	📈	Not measured for Quarters			
YTD % of applicants found to be intentionally homeless	10%	15.4%	10%	8%	✓	6.4%	✓	6.3%	✓	Not measured for Quarters			
The average length of homeless journey (Days) for cases completed YTD (Unintentional)	150	197	150	194	✗	189	✗	191	✗	Not measured for Quarters			
The average length of homeless journey (Days) for cases completed YTD (Intentional)	250	236	250	306	✗	302	✗	283	⚠	Not measured for Quarters			
Number of housing advice cases registered in the year (YTD)		5,647		1,817	📈	2,302	📈	2,787	📈	Not measured for Quarters			
Number of Households Residing in Temporary Accommodation at Month End		524		556	📈	567	📈	552	📈	Not measured for Quarters			

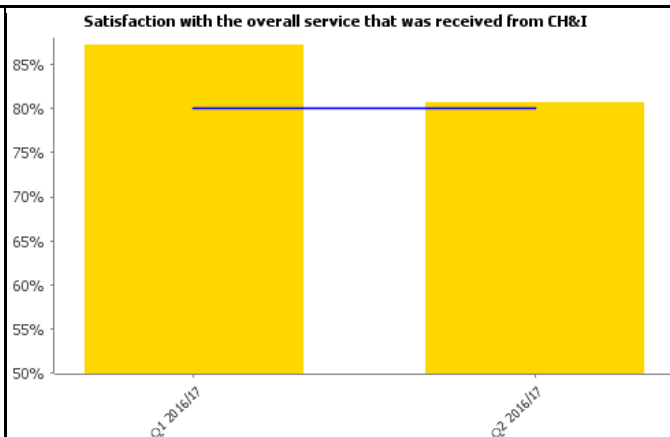
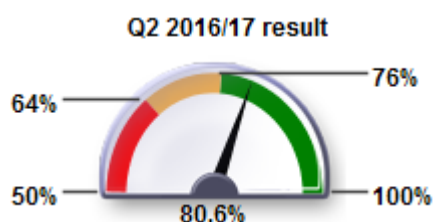
Smarter Aberdeen - Smarter Mobility

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
Number of Electric Vehicles charging points		68								68			
Number of Air Quality Management Areas		3								3			
Number of Noise Management Areas		15								15			

Smarter Aberdeen - Smarter People

KPI Name	2015/16		2016/17 Target	Jul 2016		Aug 2016		Sep 2016		Q1 2016/17		Q2 2016/17	
	Target	Value		Value	Status	Value	Status	Value	Status	Value	Status	Value	Status
% Positive Evaluation of CPD courses delivered	80%	78%	80%							95%			
Number of CPD Opportunities		9								8			
Number of Participants taking up CPD Opportunities		179								123			
Youth Employment Rate		60.3%								Not measured for Quarters			
Overall Employment Rate		77.8%								Not measured for Quarters			

Satisfaction with the overall service that was received from CH&I



Why is this important?

This indicator, along with others, monitors whether we are achieving our desired outcome of 'Improving Customer Experience', as outlined in the Shaping Aberdeen programme

Benchmark Information:

To be established

Target:

The target for this indicator has been set at 80%

Intelligence:

Overall customer satisfaction data has been reported since 2013/14. Until the start of the current financial year, the information reported here referred to services which came under Enterprise, Planning and Infrastructure in the previous structure. However, at the start of 2016/17 this was expanded to include surveys conducted by the Housing Service and provide a more inclusive picture. Some additional questions were also added, to bring the surveys in line with corporate requirements - satisfaction with access to services and customer experience. These are also measured and currently have satisfaction levels across the Directorate of 95.2% and 84.9%, respectively. A selection of the services which currently gather satisfaction feedback are:

- Housing Repairs
- Anti-Social Behaviour Investigation Team
- Roads (Improvements/Maintenance)
- Catering
- Building Standards/Planning

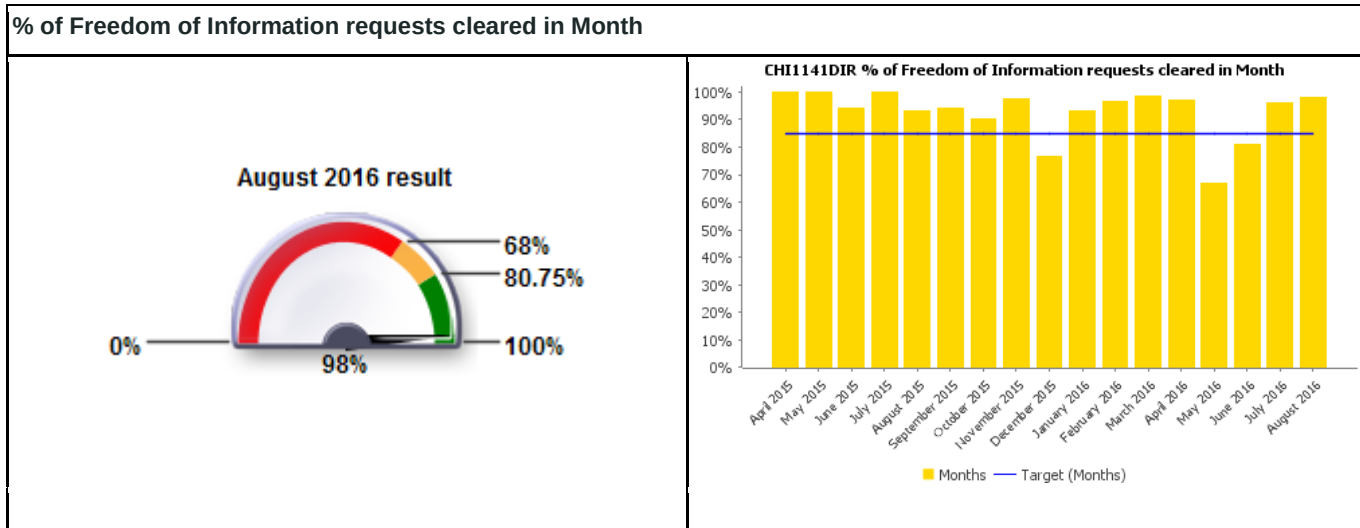
Analysis of satisfaction feedback is conducted on a quarterly basis and used to identify possible service improvements as well as confirming that current services are being delivered to the standard our customers need and expect..

Responsible officer:

Louise Fox

Last Updated:

Q2 2016/17



Why is this important?

This indicator provides an indication as to how we are performing in relation to our desired outcome of 'Improving Customer Experience' as outlined in the Shaping Aberdeen Programme

Benchmark Information:

Our performance against this indicator stands comparison with that reported by other Council Services.

Target:

The target for this indicator is 85%.

Intelligence:

As can be seen from the chart above, over the last 17 months we have failed to achieve our target on 3 separate occasions. However over that same period of time our success rate stands at 93%, with 683 FOIs completed within the prescribed time schedule from a total of 735 received.

The volume of requests received during any given month varies but this does not necessarily impact on our performance in terms of responding within the time frame. The complexity of the individual requests and whether input is required from other Services to respond fully is as significant. Eight of the sixteen late responses during May 2016, where our success rate was 67%, fell into one or other of these latter categories.

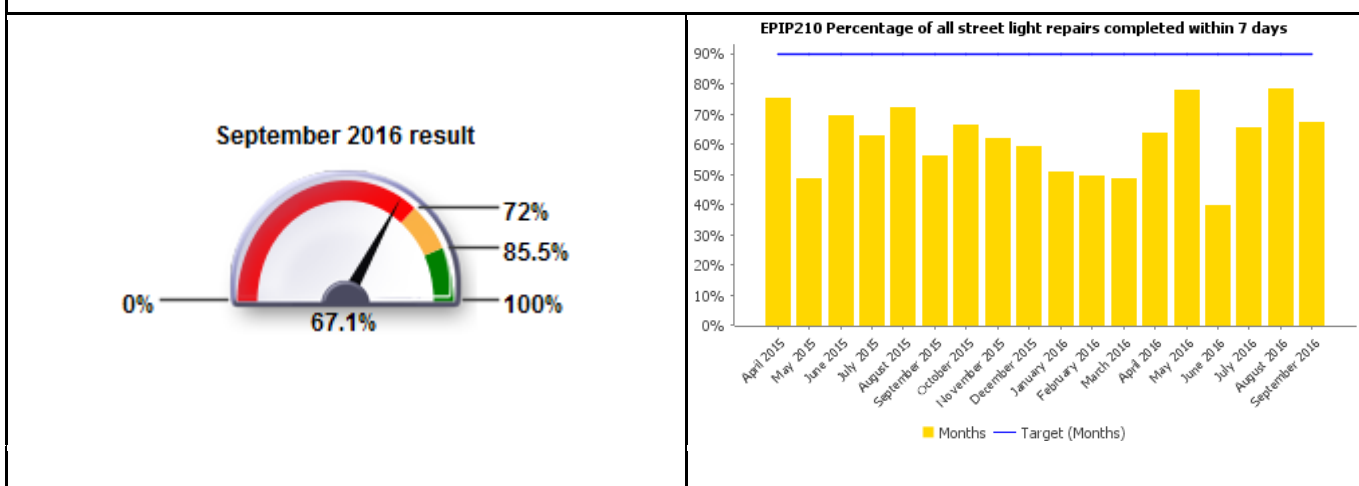
Responsible officer:

Mike Hearn

Last Updated:

August 2016

RL3: Percentage of all street light repairs completed within 7 days



Why is this important?

This indicator, along with others, monitors whether we are achieving our desired outcome of 'Improving Customer Experience', as outlined in the Shaping Aberdeen programme.

Benchmark Information:

In 2015-16 our year-end figure was 60% - benchmarking data for 2015-16 is not yet available. Performance for this indicator has displayed a downward trend since 2011-12, with most recent figures available (2014-15) showing performance of 67%, against APSE family group average of 85% and national average of 91.19%

Target:

The target for this indicator for 2016/17 has been set at 90%.

Intelligence:

Of 194 faults due to be completed in July, 127 (65%) were completed within the 7 day target timescale. Of 222 faults due to be completed in August, 174 (78%) were completed within the 7 day target timescale. Of 434 faults due to be completed in September, 291 (67%) were completed within the 7 day target timescale.

In order to progress with the LED Replacement Programme a decision was taken to divert the current staff from the maintenance repairs to the LED lantern replacement programme. This operation will end in October now that the tender for the works has been finalised and a contractor has now been appointed to complete the LED Replacement Contract for this financial year. Our own workforce will now fully return to the maintenance of Street Lighting. In order to catch up with the outstanding repairs we have appointed an external contractor on a short term contract to assist with the maintenance repairs with the aim of getting the KPI's back on track.

The Roads Response Squad are continuing with their training in order to bring them up to the basic standard required for lamp changing and two additional PLO's are completing their Highway Electricians Registration Scheme which will allow them to take on electrical maintenance within the lighting columns. The employment of Street Lighting Electricians has proved very difficult over the last few years with posts remaining vacant and as such a decision was taken to train our own staff to the HERS. These changes should provide a positive impact on overall performance and it is expected this will be reflected in the coming months. To manage this weekly reporting of performance has now been put in place.

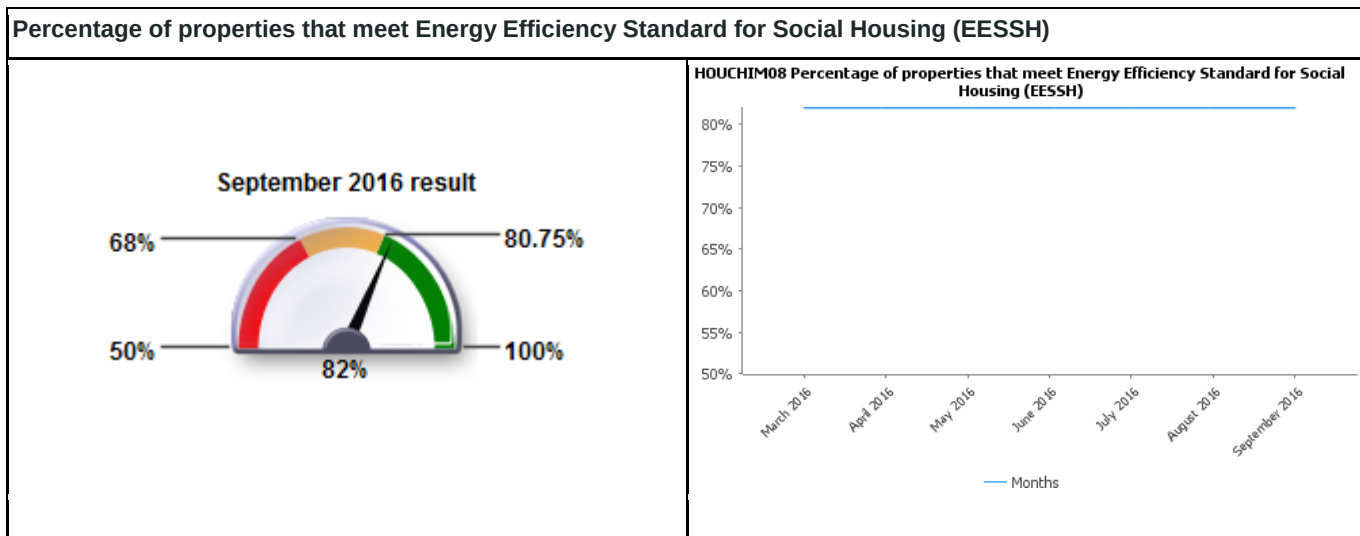
For quarters 1 and 2 of the current financial year customers with lighting enquiries who responded to our survey had an overall satisfaction rate with service of 80%. This illustrates that there has been no reduction in overall satisfaction results as customer satisfaction for lighting enquiries in 2015/16 was also 80%.

Responsible officer:

Brian Strachan

Last Updated:

September 2016



Why is this important?

ESSH aims to improve the energy efficiency of social housing in Scotland. It is also intended to help meet Scotland's Climate Change targets and to help protect tenants from the impacts of fuel poverty.

Benchmark Information:

To be established

Target:

100% to meet to minimum energy efficiency (EE) rating by 2020.

Intelligence:

Our biggest challenge during the first reporting year is to build an energy database for all 22,162 council properties. With the existing EPC data, the rest of the information was manually collected and modelled from the asset management database and physical surveys. A calculation tool that is intergraded with ACC's asset management software is used to calculate the energy rating for the rest of the stock that do no have lodged EPCs. It dramatically mitigated the effect of challenges that arose and enabled us to build a live valid database.

The next challenge will be financial. For the coming financial year, there are 1,200 properties that are anticipated to receive the gas central heating upgrade. However, only 175 of them will have an impact on ESSH (from fail to pass), which means extra budget on top of business as usual will be put aside for implementing ESSH measures. In addition, as the ECO funding we used previously for ESSH projects is only available until March 2017, other funding options will need to be explored.

This year, ACC is looking at options to improve the current asset management database, which will create a challenge for us to transfer the existing energy data to a new system. This risk has been identified in advance, as such, if the transfer to a new system goes ahead, a risk assessment and an action plan will be created to mitigate the impact of any possible challenges that might arise.

Gaining access to carry out the improvement work is also another challenge for us. Last year we sent out letters to 1,600 households in relation to updating the gas central heating. However, 350 households either did not want the upgrade or did not respond to our improvement request. Since RTB was first introduced, we have sold more than 20,000 (more than half) of our total stock through this policy. As such, obtaining homeowner's agreement for works to be carried out in common areas in a mixed tenure block also creates uncertainty for future ESSH improvement work.

There are over 3,000 properties in our housing stock that are of granite construction. For the properties that failed ESSH, external wall insulation will not be included in the reasonable upgrade measures due to the potential technical and planning challenges. Other measures such as internal insulation will need to be considered, although this is not popular among households due to the level of disruption and the reduction in room size.

Responsible officer:

Fei Zheng

Last Updated:

September 2016

2015/16 Statutory Performance Indicators



Corporate Management

Responsiveness to communities

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Ranger Service

The Countryside Ranger Service manages 29 countryside sites within the City to promote nature conservation, recreation and education. This includes a wide range of functions such as ensuring that the sites are managed appropriately; site specific management plans devised by the team including, where possible, actions to deliver objectives which fit with the North East Scotland Local Biodiversity Action Plans; and keeping the sites in a fit for purpose and safe condition for all users and to encourage people to use them in an appropriate manner.

The Service also holds public events to highlight the special features, history and species of the sites and provides outdoor learning opportunities for all ages through formal and informal means. The Service has to attract significant levels of external funding to deliver projects in Aberdeen.

Growing Smarter

'Growing Smarter' is a 365 day campaign involving a wide range of people from within local communities. The overall aim is to ensure that the communities come together with the goal of enhancing their surroundings and creating a better environment. With every project and initiative now considered, the first question the team ask is 'who can we work with on this?' Partnership working and 'Growing Smarter' is fundamental to the continued success of the service. Environmental Services and our Growing Smarter campaign now has over 100 active partners across the city. It is a very challenging campaign but very worthwhile. We have created parks / green spaces champions, stronger

bonds between neighbourhoods / communities, increased civic pride, added community Identity, brought people together in a positive experience and given local people a sense of belonging and ownership for park / green space, builds and inspires community leaders, has health benefits, a sense of wellbeing and belonging but most importantly it's fun!

Some of the highlights of Growing Smarter are:

- Significant increase in the number of successful partnerships;
- Improved performance and quality of services;
- Secured external funding and additional council funding;
- Increased income through private work and sponsorship;
- Award winning services;
- 25,000 + volunteer hours spent in our parks / green spaces;
- New play areas funded by communities;
- Community led campaigns – Clean Up Aberdeen, In Bloom, Its Your Neighbourhood;
- Green Flags;
- Gold Medal, Britain In Bloom.

Revenues and service costs

The required maintenance cost of operational assets per square metre	Value		Value		Value		Target	
	2013/14	£116.65	2014/15	£106.03	2015/16	£107.48	£102.00	

These remain similar to last year. The overall floor area has reduced by about 7000 sqm with some assets closing permanently (Crown House) or temporarily (Art Gallery). These closures saw the removal of around £2m in required maintenance. However, this has been offset by the deterioration in condition identified during the condition survey programme. The Condition and Suitability Programme will continue to allow for targeted priority capital spend. This will result in improvements to specific assets but assets not included in the programme may decline. The resurvey of assets during the third cycle of the condition survey programme will continue to pick up such decline in condition.

Projects that will positively impact on next year's figure include the extension/refurbishment of Greenbrae School, Henry Rae extension/refurbishment, Rosehill replacement facility and Aberdeen Treasure Hub. Further decline in assets identified during the current survey programme is difficult to predict. However this is unlikely to offset all the programmed condition and suitability work and capital projects. Taking this into account a target of £105 sqm has been set for next year.

Average repairs and maintenance expenditure per house per year	Value		Value		Value		Target	
	2013/14	1,009	2014/15	1,143	2015/16	1,167	1,104	

The main reason for the increase is the increased costs of voids. The actual spend of £1,166 was above the target of £1,104, as the budget for voids was over spent. In effect this is value for money based as spending on improving the turnaround of void properties increases our letting income. We have also been able to service the ever increasing demand for social housing in the City. The overall trend is to reduce letting times for void properties to meet demand and to increase letting income by providing a quality home for letting through a quicker repairs turnaround of void properties.

Average supervision and management expenditure per house	Value		Value		Value		Target	
	2013/14	706	2014/15	716	2015/16	765	729	

The main reason for the increase is increased staffing costs. The increased staffing charges are justified in light of additional work undertaken by the service to improve void letting times and to meet demands of rent arrears. Our ability to achieve staffing resource demands and fill vacancies allowed the service to improve our performance.

Assets

Percentage of council buildings in which all public areas are suitable for and accessible to disabled people	Value		Value		Value		Target	
	2013/14	82.43%	2014/15	84.03%	2015/16	81.56%	84%	
The reduction is due to the removal of eight accessible buildings with the addition of only two accessible buildings. Accessible buildings such as Aberdeen Treasure Hub and Henry Rae Community Centre will come into use during 2016 thus improving our accessibility. The buildings that are not accessible are generally inherently difficult to improve so unless they are replaced/closed then they will continue to negatively affect accessibility. Looking further ahead, the completion of the Art Gallery project and Tillydrone Community Hub will improve accessibility.								

Fleet Services – percentage vehicles over 5 years old	Value		Value		Value		Target	
	2013/14		2014/15		2015/16	52.8%	40%	
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.								
Our Fleet Service vehicle stock is now 53% over 5 years old, which reflects an improvement over the last two years, which was as high as 60% over five years old in 2013/14. This is a priority area for Fleet Services and a vehicle replacement schedule has been developed to address this.								

Sustainable Development

	Value	Value	Value	Target	
Building and Street lighting Carbon Emissions	2013/14	2014/15	2015/16		
		40,056 tonnes	39,996 tonnes	-	

Our aim is to reduce energy consumption and carbon emissions. There are targets set by the Scottish Government for the reduction of the overall carbon emissions as well as our own 2.5% year- on- year energy reduction target. Energy consumption can be reduced through operational management and asset improvement. The Energy Management Team delivers energy efficiency projects, energy billing management and energy audit surveys to ensure that the targets are met and to actively manage energy for all public buildings, social housing and street lighting.

Work done to encourage and support sustainable development

We included sustainability in staff workshops, developed a new sustainability training session for staff and provided information for new managers. In preparation for statutory Climate Change Reporting in 2016, we participated in interim reporting in 2015 outlining progress with meeting Public Bodies Duties under the Climate Change (Scotland) Act 2009. Discussions have taken place to integrate Climate Change Reporting with corporate performance systems.

A number of key strategic documents were approved, including the Building Performance Policy, a refresh of the Local Transport Strategy and approval of the Fairtrade baseline. There was extensive progress on the development of a Powering Aberdeen: a Sustainable Energy Action Plan for the city, with a target to reduce emissions by 50%. Progress was made on the assessment of our climate risks and we were selected for participation in an Adaptation Partnership project, to deliver an Adaptation Strategy for the city..

The Council achieved success with a number of awards in 2015–16 including, the Scottish Transport Award, Beautiful Scotland 2015 Award and the Public Service Excellence (APSE) Annual Service Award. The East Tullos Burn Environmental Improvement project achieved highly commended in the Nature of Scotland Awards 2015 and top in the Herald Society Awards. In addition, there were successful Green Flag awards for two city parks, a Seaside Award for the beach and several EcoSchool, Fairtrade and cycling achievements in city schools. We also presented the 2015 Aberdeen EcoCity Awards, recognising sustainability achievements from local organisations and individuals across the city.

Emissions Management

We are a signatory to the Covenant of Mayors (CoM) which requires the development of a Sustainable Energy Action Plan (SEAP) for the entire city. Powering Aberdeen:

Aberdeen's SEAP contains information on baseline emissions for the entire city, reduction targets and details actions setting out how the reductions will be achieved. In March 2016, a SEAP Programme Manager and an Emissions Accountant were recruited to help progress Powering Aberdeen and to collate data on our corporate emissions from operations and assets, which will lead to development of a new Emissions Management Plan (EMP).

Equalities and diversity

Work done to encourage and support community engagement within the city

We continue to use a wide range of approaches to encourage, support and provide opportunities to be involved in the development and decision making regarding services and strategies of our services and with Community Planning Aberdeen partners.

The passing of the Community Empowerment (Scotland) Act 2015 brings further rights to communities to participate and Community Planning Aberdeen is currently developing a new Participation and Engagement strategy. Locality planning survey and events were held within Middlefield, Torry and Tillydrone to inform regeneration plans. Participatory budget has been used to allocate £100k for youth activities within priority neighbourhoods and Scottish Government commissioned consultancy has been engaged to support further activity and policy development.

Work done to encourage and support equalities and diversity within the city

Our activity programme throughout the year marking national days locally and engaging with local communities has produced outcomes, which include raising awareness, breaking down cultural and other barriers to participation, and giving a voice to the most marginalised communities. We have been reviewing the Aberdeen Disability Advisory Group (DAG) over the last year to make it more accessible, welcoming and representative of a wide range of people with disabilities including younger people and people from ethnic minority backgrounds. We have also reviewed Service Level Agreements with partner organisations in the voluntary sector who are helping us deliver equalities in the community and have improved on our Stonewall Workplace Equality Index by 36 places from last year.

Our work has been mainstreamed through the development, implementation of our Equality Outcomes and reported in the Equality Outcomes and Mainstreaming Progress Report 2015. In July 2015, our Equalities Newsletter included the new Equality Outcomes in accessible format to raise awareness of the Equality Outcomes and the progress we are making.

Service Performance

Planning

Average Determination Times of Major Development Planning Applications (weeks)	Value		Value		Value		Target	
	2013/14	75.9	2014/15	47.6	2015/16	24.1	35	

Average Determination Times of Non Householder Planning Applications (weeks)	Value		Value		Value		Target	
	2013/14	N/A	2014/15	16.6	2015/16	14.2	14	

Average Determination Times of Householder Planning Applications (weeks)	Value		Value		Value		Target	
	2013/14	N/A	2014/15	12.8	2015/16	10.8	9	

There is continuous improvement, particularly for the economically important major applications where determination times have halved. Furthermore, there is evidence that decision making is becoming more robust with 68.8 % of appeals upheld, compared to 40 % last year. A large factor in the improvement has been the introduction of 'stop the clock' provisions which now enable a more accurate reflection of the planning service performance to be reflected in the figures. There is still a recognised need to improve which is a priority and an ongoing focus for the coming year.

The following measures have delivered significant improvements to performance which will enable the momentum to be maintained into future years. Vacant and new posts have been filled; roll out of a project management based approach to application processing; 'Stop the clock' for planning applications has been introduced; a new planning application operating system is being put in place; dynamic performance monitoring allows performance standards to be visible and tracked in real time.

Housing & homelessness

House Sales completed within 26 weeks – %	Value		Value		Value		Target	
	2013/14	86.8%	2014/15	97.8%	2015/16	76.7%	97%	
The downturn in performance is directly linked to the increased level of applications which has placed additional demands on the District Valuer, architectural and legal services as well as the Sales & Consents Unit. The increase in applications is due to the pending abolition of the right to buy legislation during 2016/17 and is expected to continue right up until the final date for applications. Staffing levels within the Sales & Consents Unit is being increased temporarily to assist in the processing of applications until the abolition date and beyond as required.								

Average time for house sales (weeks)	Value		Value		Value		Target	
	2013/14	23.6	2014/15	21.5	2015/16	23.9	21.6	

Council duty to secure permanent accommodation for household – % of decision notifications issued within 28 days of date of initial presentation	Value		Value		Value		Target	
	2013/14	53.1%	2014/15	57.5%	2015/16	83.9%	–	
The number of households presenting as homeless reduced by 15% in 2015/16 and is attributable to an increase in early housing options and prevention work within the Housing Access Service as well as a significant improvement in the availability and affordability of private sector tenancies arising from the downturn in the Oil & Gas sector. We remain vigilant that this may be a short-term consequence and that the effect of the wider economic adjustment could potentially lead to a future increase in homelessness through lower income and insecure employment may happen, in anticipation of which we are working closely with the Financial Inclusion and other services to assist those affected at an early stage.								
Customer service measures improved markedly in the course of the year in terms of immediacy of assisting households affected by homelessness and reaching a formal decision on entitlement within the 28 day national target. Having improved from 50% to 80% attainment, the service is now working to a 100% target for 2016/17, greatly improving the responsiveness for customers but crucially also improving use of resources for the Council in terms of reducing the consequential impact on temporary accommodation provision.								

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. From 2015/16 a dedicated officer provided an outreach service to HMP Grampian with the aim of planning access to accommodation on liberation and is intended to reduce the number of former prisoners becoming homeless in 2016/17.

Council duty to secure permanent accommodation for household – iii. the % who are housed	Value		Value		Value		Target	
	2013/14	77.3%	2014/15	82.9%	2015/16	78.7%	–	

Council duty to secure permanent accommodation for household – iv. % of cases reassessed within 12 months of completion of duty	Value		Value		Value		Target	
	2013/14	3%	2014/15	2.4%	2015/16	5.8%	–	

Council duty to secure temporary accommodation, provide advice and guidance or take reasonable measures to retain accommodation – ii. % of decision notifications issued within 28 days of date of initial presentation	Value		Value		Value		Target	
	2013/14	41.9%	2014/15	43.7%	2015/16	72.1%	–	

Council duty to secure temporary accommodation, provide advice and guidance or take reasonable measures to retain accommodation – iv. % of cases reassessed within 12 months of completion of duty	Value		Value		Value		Target	
	2013/14	1.2%	2014/15	2.6%	2015/16	5.8%	–	

Homelessness – The proportion of those provided with permanent accommodation in council stock who maintained their tenancy for at least 12 months.	Value		Value		Value		Target	
	2013/14	90.2%	2014/15	89.6%	2015/16	91.2%	90%	

No. of affordable houses developed	Value		Value		Value		Target	
	2013/14	266	2014/15	22	2015/16	214	415	
The Housing Need and Demand Assessment (HNDA) provides the evidence base upon which housing supply targets are defined in local housing strategies and suitable available land is allocated through development plans to meet these targets. HNDAs are cross boundary studies that local authorities are required to undertake to inform the development of planning and housing policy. A HNDA is expected to explore the characteristics of the local housing system, establish how key factors work together, and to determine the probable scale of change in housing need and demand in the years ahead. The HNDA update report prepared in 2010–11 identified an annual requirement of 415 affordable houses in Aberdeen over a 10 year period. 2015/16 completions were 214 against a target of 415 which was a significant increase on 2014/15.								

Protective Services

High Priority Pest Control % responded to within 2 days	Value		Value		Value		Target	
	2013/14	99.3%	2014/15	98.5%	2015/16	98.7%	100%	

High Priority Pest Control – % completed within 30 days	Value		Value		Value		Target	
	2013/14	93.8%	2014/15	92.8%	2015/16	90.4%	100%	
There is a slight increase in performance in relation to response time, however, the completion rate has dropped. The majority of complaints will be possible to complete within the time period of 30 days, however, certain infestations can take longer to reach a satisfactory conclusion e.g. large infestations of cockroaches, pharaohs ants or rats. Climatic change and increasing resistance to insecticide can also affect time taken to resolve an infestation, historically a bedbug infestation could be satisfactorily resolved with one treatment, however, it is becoming more common that it takes two or more treatments.								

Low Priority Pest Control – % responded to within 5 days	Value		Value		Value		Target	
	2013/14	97.5%	2014/15	96.8%	2015/16	100%	100%	

Low priority Pest Control % completed within 30 days	2013/14	Value 98.1%	2014/15	Value 98%	2015/16	Value 98.9%	Target 100%	
There was improvement in performance. The majority of complaints will be possible to complete within the time period of 30 days, however, certain infestations can take longer to reach a satisfactory conclusion e.g. large infestations of stored product insects. Climatic change and increasing resistance to insecticide can also affect time taken to resolve an infestation.								

High Priority Public Health % responded to within 2 days	Value		Value		Value		Target	
	2013/14	93.9%	2014/15	96.4%	2015/16	99.1%	100%	

High Priority Public Health – % completed within 30 days	Value		Value		Value		Target	
	2013/14	88.4%	2014/15	91.5%	2015/16	91.5%	100%	
There was improvement in the number of complaints responded within 2 days. The majority of complaints will be possible to complete within the time period of 30 days, however, certain issues can take longer to reach a satisfactory conclusion e.g. a leaking water pipe within an unoccupied tenement flat. In this instance a statutory notice may have to be issued to allow works to be undertaken by the local authority to abate the nuisance. Thereafter it may take time to establish the owner and engage with them to arrange provision of replacement keys before passing the matter to the finance section for cost recovery.								

Low Priority Public Health – % responded to within 5 days	Value		Value		Value		Target	
	2013/14	95.7%	2014/15	98.6%	2015/16	98.7%	100%	

Low Priority Public Health –% completed within 30 days	Value		Value		Value		Target	
	2013/14	83.8%	2014/15	95.7%	2015/16	96%	100%	
There was improvement in response rate and a slight decrease in completion rate. The majority of complaints will be possible to complete within the time period of 30 days, however, certain issues can take longer to reach a satisfactory conclusion e.g. a dirty house. In this instance it may take time to try and engage with the person who's property is causing the issue, there may also be several other partner agencies that are involved, such as housing or social work, meaning joint visits or meetings have to be arranged. The owner/occupier will be given a reasonable amount of time to make improvements clearing refuse or other putrescible items. Ultimately a statutory notice may have to be issued to allow works to be undertaken by the local authority to abate the nuisance which will typically take well over the 30 days.								

Food Safety Hygiene Inspections % premises inspected 6 monthly	Value		Value		Value		Target	
	2013/14	96.88%	2014/15	94.12%	2015/16	100%	100%	

Food Safety Hygiene Inspections % premises inspected 12 monthly	Value		Value		Value		Target	
	2013/14	99.44%	2014/15	97.08%	2015/16	97.86%	100%	

Food Safety Hygiene Inspections % premises inspected more than 12 monthly	Value		Value		Value		Target	
	2013/14	89.36%	2014/15	93.44%	2015/16	98.76%	100%	
Performance continues to improve. Only four of the 187 twelve monthly inspections were not inspected on within the timescale, although 2 of these were outwith the control of the council. Only three of the 242 of the greater than twelve monthly inspections were not inspected within the timescale. All inspections that were not inspected by their due date have subsequently been inspected.								

Trading Standards Inspections – % visits to high risk premises achieved	Value		Value		Value		Target	
	2013/14	96.19%	2014/15	75.49%	2015/16	92.52%	100%	
There are 109 businesses within the city which have been risk assessed as ‘High’ requiring a routine inspection of their premises every 12 months and the target for this service that each is visited every year. Eight visits were missed because of an omission in allocating the visits. Although the inspections ultimately took place, these were done after the visit due date.								

% of trading standards consumer complaints that were	Value		Value		Value		Target	

dealt with in 14 days	2013/14	85.76%	2014/15	86.95%	2015/16	84.85%	100%	
The service dealt with just over 1000 complaints in 2015/16 requiring some degree of intervention and we also examined some 1200 complaint notifications from Citizens Advice Scotland. Whilst we strive to meet the target time of 14 days, the time it takes to deal with a consumer complaint can vary because of a number of factors which are outwith our control. For example, the length of time it takes a consumer to respond to our request for more information or the time it takes goods to be examined by an expert for evidential purposes.								

% of trading standards business advice requests that were dealt with in 14 days	Value	Value	Value	Target	
	2013/14	91.18%	2014/15	93.66%	
	2015/16	87.43%		100%	
11 requests fell outwith the 14 day response time. As with consumer complaints, there are a number of factors outwith the control of the service that can delay the provision of business advice. In particular, Petroleum and Explosives Licence renewals and historic petroleum records checks which precede site redevelopment took longer than 14 days due to delays in the business replying to correspondence and are outwith our control.					

For domestic noise complaints received during the year requiring attendance on site, the average time (hours) between the time of the complaint and attendance on site.	Value	Value	Value	Target	
	2013/14	28.17	2014/15	26.77	
	2015/16	26.8		48	
There were 291 domestic noise complaints (not antisocial behaviour) in 2015/16. A majority of the complaints related to dog barking noise. The average time taken to respond is almost half the required performance time. We are currently progressing the implementation of mobile working of the dog wardens to enable the updating of records without a need to visit the office, thereby improving service efficiency.					

For domestic noise complaints received during the year dealt with under part V of the Antisocial Behaviour etc (Scotland) Act 2004, the average time (hours) between the time of the complaint and attendance on site	Value	Value	Value	Target	
	2013/14	0.5	2014/15	0.36	
	2015/16	0.37		-	

Roads and Lighting

Percentage of all traffic light repairs completed within 48 hours	Value		Value		Value Target		
	2013/14	96.82%	2014/15	98.2%	2015/16	96.46% 95%	

Despite the total number of traffic light faults increasing significantly from 888 to 1046, there is only a slight decrease in performance. All dark faults increased significantly by 85% from 89 in 2014/15 to 165 in 2015/16. This increase is considered to be attributable to the significant amount of inclement weather experienced last year, which caused failures due to water ingress but also led to interruptions to power supplies. There was a targeted programme of traffic signal installations to replace old equipment.

Percentage of all street light repairs completed within 7 days	Value		Value		Value Target		
	2013/14	70.77%	2014/15	67.24%	2015/16	59.99% 90%	

Staff time has been directed towards lighting column and luminaire replacement which has to have brought down the total number of lighting faults for the year, although the the number of street light repairs completed within 7 days has reduced. It is anticipated that the number of reported faults will continue to reduce as conventional lamps are replaced for LED fittings as their lifespan is considerably greater.

Percentage of street lighting columns that are over 30 years old	Value		Value		Value Target		
	2013/14	30.11%	2014/15	28.8%	2015/16	26.71% 28.7%	

There is continued improvement in the age profile of our lighting column stock. This improvement follows an additional investment of £1m in the last financial year which was approved by committee following the identification of a number of failed columns at the end of 2014/15. The capital spend will continue to be prioritised to ensure those columns replaced are the ones in most need. This will be achieved by a combination of column identification by means of a survey and carrying out non-destructive column testing.

Percentage of council and private bridges assessed that failed to meet the EU standard of 40 tonnes	Value		Value		Value Target		
	2013/14	3.09%	2014/15	3.09%	2015/16	3.09% 4.6%	

Currently there is no change from 2014/15, although detailed design work and advanced utility diversions have completed on the Rob Roy Bridge. The works for the reconstruction of the reinforced concrete section of Rob Roy Bridge is programmed to commence on 27th June 2016. The programme of work regarding weak bridges is

dependent upon budget and priority. None of the 6 bridges which fail to meet the EU standard of 40 tonnes can be regarded as a serious restriction to the public road network.

Percentage of Pothole repairs carried out within target time (Category 1 and 2)	Value		Value		Value		Target	
	2013/14	79.2%	2014/15	92.5%	2015/16	93.3%	92%	
Priority pothole repairs increased by 42.8% from 8,663 in 2014/15 to 12,375 in 2015/16, an increase of 42.8% on the previous year. Despite this, performance has increased which shows exceptional performance. The number and severity of pothole repairs vary dramatically with the weather and time of year with the highest volume of repairs occurs during the winter period. During this last winter period, although there were few severe frosts, there were still a high number of occasions where we had high degrees of temperature variation. This variation, in combination with the surface being wet, lead to the road surfaces deteriorating and breaking up. During December and January of this financial year there was severe flooding which has probably accounted for the significant increase in potholes which occurred in the final quarter.								

Waste management services

Refuse Complaints received per 1000 households	Value		Value		Value		Target	
	2013/14	24.69	2014/15	25.34	2015/16	42.62	-	
There was a 69% increase in number of complaints, rising from 2885 to 4889 with a spikes in complaints received during the school holiday periods. We suffered from a severe shortage in LGV drivers which had a significant impact on service delivery. This meant that during the busy holiday periods some routes were not completed on their allocated days which led to an increase in the number of missed bins reported. Due to the downturn in the oil industry in Aberdeen there is now no shortage of LGV drivers and therefore these figures showing the number of complaints should improve significantly in 2016–17. We are in the process of introducing a new in cab technology system which will be linked into the contact centre’s customer service system. This will improve the communication links and provide an improved capability for the service to monitor the ongoing performance of the service and react to any issues identified.								

Graffiti Removal – Priority 1 (48 Hours)	Value		Value		Value		Target	
	2013/14	50%	2014/15	100%	2015/16	100%	90%	

Graffiti Removal – Priority 2 (20 Days)	Value	Value	Value	Target			
	2013/14	45%	2014/15	100%		2015/16	100%
We strive to improve the total environment for its citizens and the removal of graffiti is one step towards achieving that goal by the quick removal of graffiti along with prevention measures and partnership working. Although there is no statutory obligation for Aberdeen City Council to remove graffiti from its properties, parks and highways the Council has accepted responsibility for the removal and does so within 20 days (48 hours for offensive graffiti) of receiving the report. Where private property is affected by graffiti the council will liaise with the owners/occupiers to arrange removal. There is a budget for graffiti removal and we employ two graffiti removal teams across the city. All the chemicals used in graffiti removal by the Graffiti Removal Team are water soluble and environmentally neutral. The Graffiti team will liaise when necessary with the Planning Section to determine whether graffiti removal will require planning permission and/or listed building consent. They will also take advice from Historic Scotland to obtain the necessary consents for the cleaning of monuments. We will continue to work closely with Grampian Police to help identify tags and taggers and assist in prosecutions as required. We have been involved in building cases against offenders. In addition we have and will continue to support restorative justice approaches for offenders by working with SACRO. SACRO provides services in conflict resolution criminal justice and restorative justice and reparation. They offer support to those affected by and those responsible for harm, and aim to address behaviour in a way that empowers the people harmed, those responsible and the wider community members to resolve issues in a constructive way.							

The number of abandoned vehicles that require to be removed by the council – removed within 14 days	Value		Value		Value		Target	
	2013/14	84.34%	2014/15	96.77%	2015/16	61.54%	–	
There is a decrease in performance with 56 of 91 vehicles uplifted in the specified time. Remedial actions have been taken to improve management processes and this has led to an improvement in the last quarter of 2015/16 (85.71%) despite a significant increase in the number of reported vehicles in this period.								
A further review of management process for Abandoned Cars is being undertaken within the service and with external partners. This aligned with the introduction of a new Waste Collection management system, Bartec Collective, provides the opportunity to further improve performance.								

Clean Up Aberdeen

Clean up Aberdeen is Aberdeen's campaign to involve everyone living, working and visiting in action against litter and mess. We spend over £4 million on clearing litter from Aberdeen's streets and open spaces and everyone must work together. Our campaign is a series of planned events and projects lead by inspired and passionate people from all places and all backgrounds that want a beautiful and litter free Aberdeen.

These include:

- Clean Up Aberdeen Facebook page
- Litter and Leadership
- Clean for the Queen in March
- Monthly programmed clean ups
- 24 hour litter pick in June
- Big Aberdeen Clean Up August
- Coast to Coast Clean up
- KIMO's (pick up 3 pieces) campaign
- Clean up Champions celebration.

Clean Ups are great fun and make a noticeable difference to areas. To date, up to end of July 2016, 2329 participants have taken part in our campaign filling 2142 bags. This is a fantastic achievement and we aim to continue to work with partners to develop and grow the campaign.

Asset Management

Percentage of internal floor area of operational accommodation that is in a satisfactory condition.	Value		Value		Value		Target	
	2013/14	92.7%	2014/15	92.6%	2015/16	94.1%	93%	

The proportion of operational accommodation that is suitable for its current use.	Value		Value		Value		Target	
	2013/14	79.6%	2014/15	75.6%	2015/16	75.3%	76%	
The improvement to condition is due to the closure of the former Bucksburn Primary and the temporary closure of Cowdray Hall, which were both graded as C–Poor, whilst the opening of the new Brimmond School and the new homeless accommodation has helped to improve performance. Projects such as the Greenbrae School extension, Aberdeen Treasure Hub and Henry Rae extension will improve the figure over the next 12 months but may be offset by some temporary closures and the decline in the condition of assets. Suitability has dropped slightly. A number of assets have been re–surveyed over the last 12 months, with some moving into the C–Poor category and suggest a general trend towards a reduction in satisfactory assets. Although some capital projects will see improvements this may not offset any reductions.								

Domestic Noise Complaints

Domestic noise average attendance time	Value		Value		Value		Target	
	2013/14	3.1	2014/15	1.87	2015/16	2.85	–	

Refuse Collection

Number of premises for refuse collection (combined domestic, commercial, and domestic bulky uplift)	Value		Value		Value		Target	
	2013/14	114,939	2014/15	115,501	2015/16	116,737	-	
The increase is mainly due to new domestic properties.								

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure Committee
DATE	November 01 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Corporate Fleet Management Performance and Compliance - Update
REPORT NUMBER	CHI/16/232
CHECKLIST COMPLETED	N/A

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 and initiatives for improvement.

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. Health and Safety legislation requirements are also being addressed but not contained in this report.

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 108

During and following the Inquiry, work has continued to improve service compliance, delivery and performance. Improvements and changes implemented as per 5.2.1. 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

The Fleet Manager is currently working on stage 2 of the new staff structure for Fleet delivery; this will entail a Workshop Manager, Workshop Supervisor, Assistant Compliance Managers (2), Workshop Administrator and Fleet Support Assistants (2).

In addition, the Fleet Manager has recruited 4 mechanics and 1 apprentice for staff that have left the service. This will reduce the current supply of agency mechanics.

When 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. The Business Support Officer is currently working on ISO: 9001 within the office and the Fleet Manager has introduced a Wheel Torque procedure and Workshop Daily Log Book. The Fleet Manager also holds a daily catch up meeting with the Workshop Supervisor, Compliance Manager and Workshop Manager to assess the current situations within the workshop to aid the reduction of vehicle downtime. The Fleet Manager has also introduced a new procedure for containing the job card trail from issue to complete including a quality control check.

5.2.2 Training and Development

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

- Tachograph Simulator Training 2016 – 5 Courses – 34 Attendees
- First Aid – 7 (6 Mechanics) (1 Admin)
- Drivers CPC – 13 (Certificate of Professional Competence)
- Mot Tester Training – 1

Fleet has purchased a Tachograph Simulator and this is used where tachograph infringements are identified, by giving refresher training to drivers.

Fleet has carried out a skills assessment within the workshop and is now putting together a training matrix with the view to developing a training programme. This will improve the personal development of the workshop staff and increase the skills level within the workshop. The long term goal of Fleet Workshop is to have all staff fully IRTEC (Independent Technician Accreditation) accredited followed by the Workshop IRTEC (Institute of Road Transport Engineers Creditation) accreditation; this will come in line with industry standards which the large manufacturers and dealerships strive to achieve.

Currently, 1 Operations Coordinator from PI&E is sitting the CPC exam August 2016. Two previous candidates are resitting the exam.

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 council's licence; there should have been

three to satisfy the terms of the licence (one qualified member of staff for every 50 "O" Licence vehicles). Currently there are three names on the Licence with the intention to add a further two.

Following lessons learned from a Health and Safety compliance breach the current Drivers Defect report has been amended with an addition for the safe carriage and security of fuel. This involves the driver to check and sign when carrying small amounts of fuel to ensure the metal container is locked and secure at all times. A small number of fuel cans containing petrol are being transported in a van. They will be used on site by the driver or persons in his gang to fuel small plant such as a Chainsaw, Hedge cutter or a Strimmer.

Petrol is assigned a transport category 2, which permits carriage of up to 333 litres per transport unit (vehicle) without most of the carriage regulations applying (see example 1). However, it will still be necessary to comply with the packaging requirements.

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 5 meetings, progress is being made and employee participation is improving.

Vehicle Workshops refurbishment commenced on 02.05.16. The work will take 32 weeks to complete. Currently 50% of the workshop refurbishment is complete with a new Inspection pit and vehicle ramp. New lighting is fitted, "working at height" system is fitted to two areas, one at each side of the workshop, the floor on one side is painted with new lines lining.

The new pit and ramp has been received well by the mechanics and this is aiding the efficiency in the workshop by allowing safety Inspections to be done at a faster pace.

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 on all Fleet vehicles, vans and Mobile Plant, this also includes and hired in vehicles and plant.. 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.

Fleet has introduced a Torque Wrench Calibration 6 monthly check with an external supplier. An external supplier has also been engaged to carry out wheel and axle alignment checks for steering; this will help to reduce tyre costs by reducing uneven wear and early failure of tyre life.

Fleet are currently evaluating the maintenance paperwork with the view to reduce, consolidate and bring in line with current industry standards.

Fleet are to have an audit carried out on the maintenance files by an external company.

Fleet are to introduce quality checks through an external company to measure the general condition of the vehicle being operated. Inspections carried out before going into service measures the quality of the drivers first use check, vehicle condition after a safety inspection measures the quality of the workshop standards, Fleet also carry out condition checks on vehicles returning to base after being in service.

Fleet have introduced a Maintenance Assessments Audit on any supplier who carries out repair work on the council's vehicles.

The current Operators Compliance Risk Score (OCRS) to date (31.07.16) 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; these includes extended warranties, impress parts stock and enhanced service support. The Fleet Services Manager has introduced a Fleet Request Form which asks the service department to identify the needs for the replacing vehicle by analysing questions such as annual mileage, how often is the vehicle operated, where is the vehicle based, can the vehicle be pool shared with another department.

The procurement programme is on track for vehicles for year 2016, there is a procurement plan in place for all vehicles up to 2023 this includes the following:

Delivered:

- 6 mini buses across different departments
- 1 Telehandler
- 5 Precinct Sweepers
- 1 Minibus
- Five vans purchased for fleet, pest control and play area staff - approx.
- Six electric vans tendered and awarded in conjunction with a Scottish Government grant - 3 year lease
- Gully Emptyer 26 Ton (1)

Planned:

- 1 White Lining Vehicle (Out to Tender)
- 8 RCV'S (On order)
- 2 Luton Vans
- Sweepers 15 Ton (3)
- Relay Vans (9)
- Minibuses (3)
- Small Van (1)

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 is being developed by the Fleet Service Manager and Finance Department and this model will be used 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 2017.

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 refurbishment of the CPU area commenced on May 23rd the project is now completed with the Fleet Service Manager and Compliance Manager offices completed, kitchen area and the new reception area

completed. The Taxi area and the Licencing Office have the possibility to be co-located to opposite the reception.

A key fob entry system has been installed at the Fleet Workshop, this will improve the Health and Safety within Fleet by segregating visitors and employee's; and aid in the event of a fire evacuation. There is also a new information media screen fitted in the employee's canteen to improve communications to all staff.

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:- Tachograph Infringements, Gate House checks, Accident stats, Incident stats.

1) MOT % First Time Pass Rate ('O' Licence Vehicles)

The YTD (April) 2016-2017 there has been 40 tests with 4 failures :- fuel leak, tyre cut, size of tyre, brake reading. These have 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	97.14%
2015/16 National Average	84.70%

2016/17 Q1	80.00%
2016/17 Q2	100.00%
2016/17 National Average	85.60%
2016/17 Year to date	90.00%

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

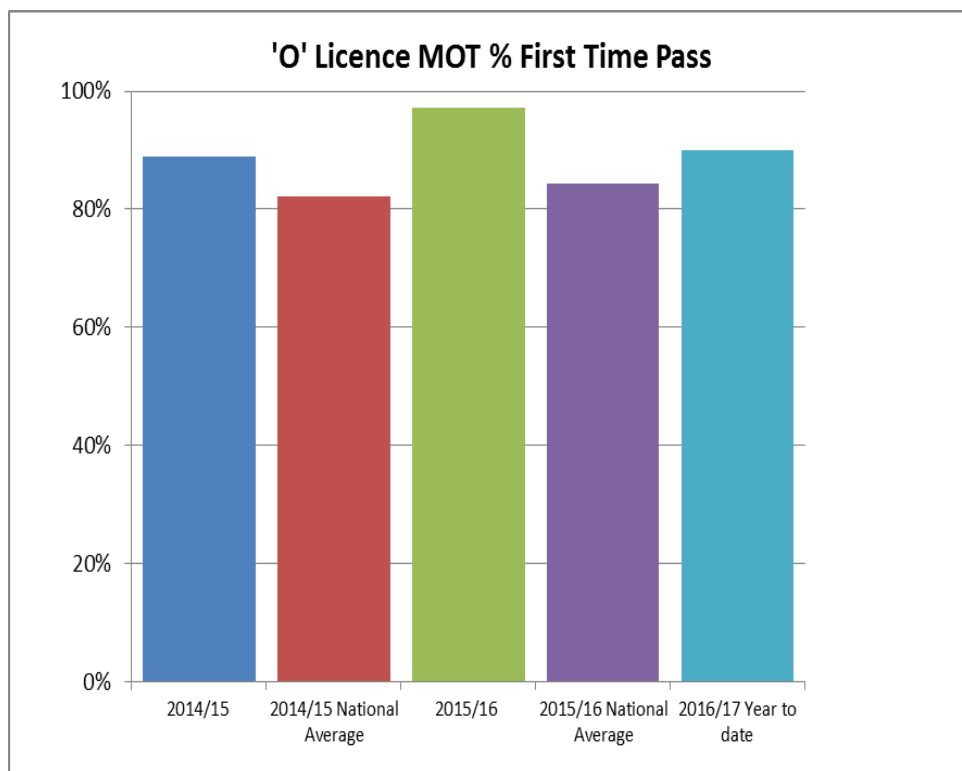


Chart1: O' Licence MOT Test - % First Time Pass Rate

- 2) Roadside inspections / resulting prohibitions. Roadside prohibition rate 2014/15 = 33%. 2015/16 = 12½%. 2016/17 = 100%. A prohibition which resulted from the One Incident in March 2016 involved a Building Services vehicle (3.5Ton) being stopped by the police for over-loading, a prohibition was issued. See actions taken 5.2, Year to-date there has only been one Roadside check. Another one received 14.09.16 for a Tyre with a cut to cords in it, investigation carried out.

Roadside Inspections & Prohibitions	
2014/15	
Inspections	3
Prohibitions	1
2015/16	

Inspections	16
Prohibitions	2
2016/17 (to date)	
Inspections	3
Prohibitions	2

Table 2: Roadside Inspections & Prohibitions

3) Value of Spare parts held as stock

Value of total stock held in stores has reduced from 2014 / 15 from £48,766 to £41,423 The figure at year to date is still reducing and is currently at £39,336. This reduction is mainly by the introduction of impress stock and removal of obsolete stock.

Spare parts held as Stock	
2014/15	£48,766
2015/16	£41,423
2016/17	£39,336

Table 3: Spare parts held as Stock

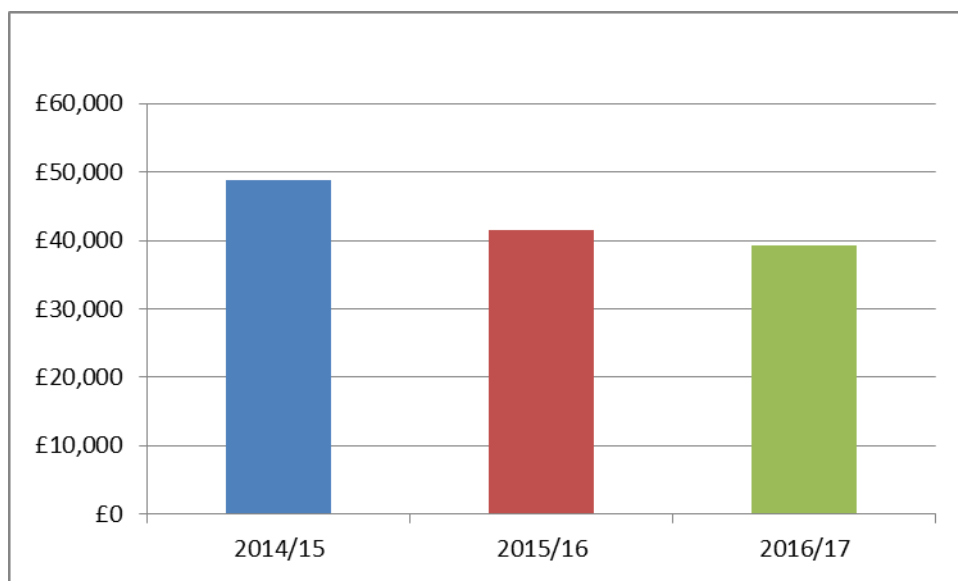


Chart 2: Spare parts held as Stock

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 table shows there has only been one vehicle which relates to a RCV (5229) which was involved in a thermal incident, there is an ongoing investigation and the Fleet Service Manager is waiting for feed back from Mercedes who are downloading the vehicles engine ECU (Engine Control Unit) for information. There root cause has not been determined and discussions with Mercedes and Zurich are ongoing.

Outstanding O Licence MOT & Service Inspections	
Apr-16	0
May-16	0
Jun-16	0
Jul-16	0
Aug-16	1
Sept-16	1

Table 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 the usage / type of work the vehicle is operating on, mileage and the size of vehicle ie small or large HGV. 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 41.48%.

Vehicles over 5 years old - current	
Total Vehicles	511
Total over 5 yrs	212

Total not known	0
Total less than 5 yrs	299
% over 5 years	41.48%

Table 5: Vehicles over 5 years old – current

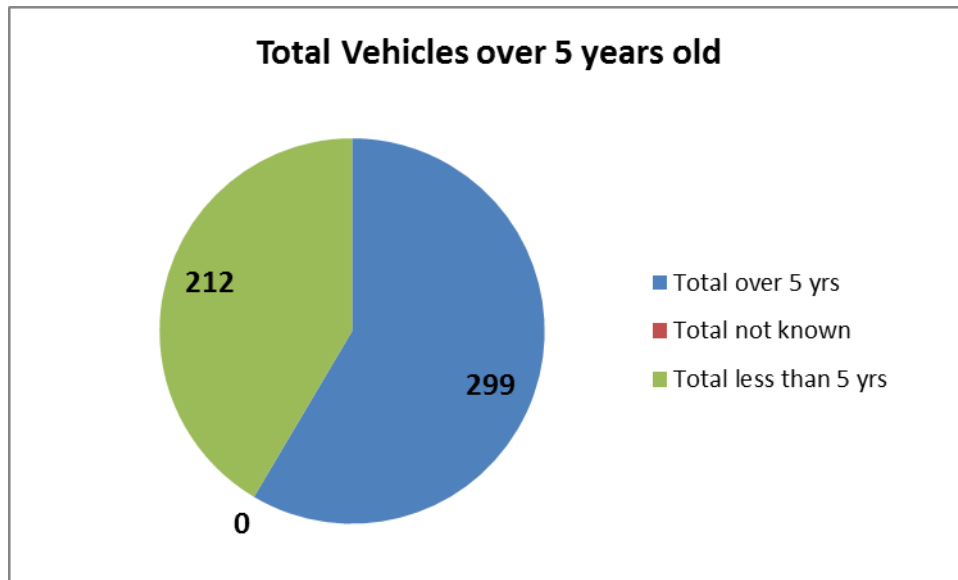


Chart 3: Vehicles over 5 years old - current

6) Number of Vehicles per Service

Number of Vehicles per Service		
Service	No	%
Hydrogen Bus	10	1.96
Building Services	150	29.35
Grounds	72	14.09
PTU	25	4.89
Waste	76	14.87
Roads	93	18.20
Facilities	5	0.98
Education	20	3.91
Other	60	11.74
Total	511	100

Table 6: Number of Vehicles per Service

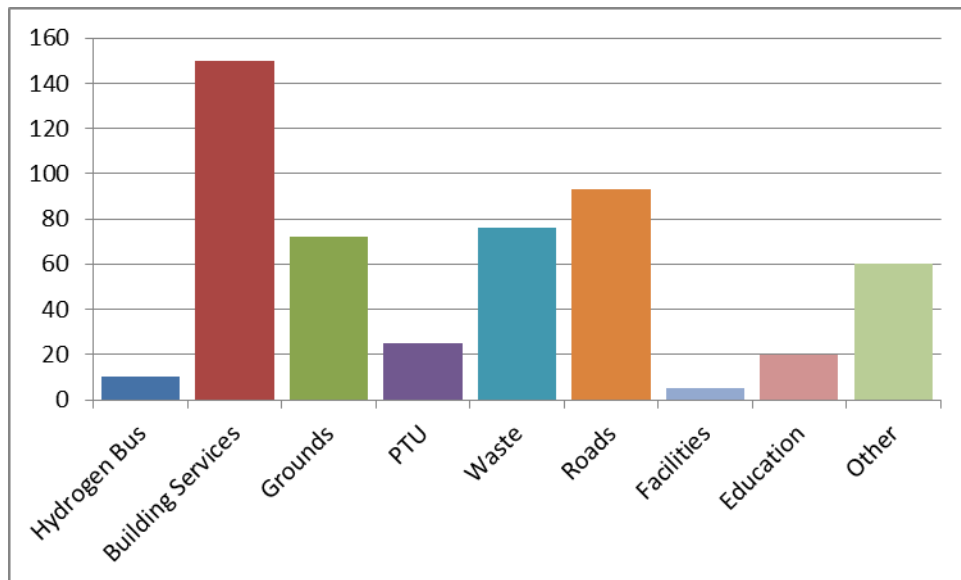


Chart 4: Number of Vehicles per Service

7) Licence Issues as % of Licence Checks

Drivers Licence Checks 2016/17	
No. of Drivers (4 Checks/driver/year)	191
% Drivers Checked	93.0%
Licence Issues as % of Checks	6.0%

Table 7: Drivers Licence Checks 2016/17

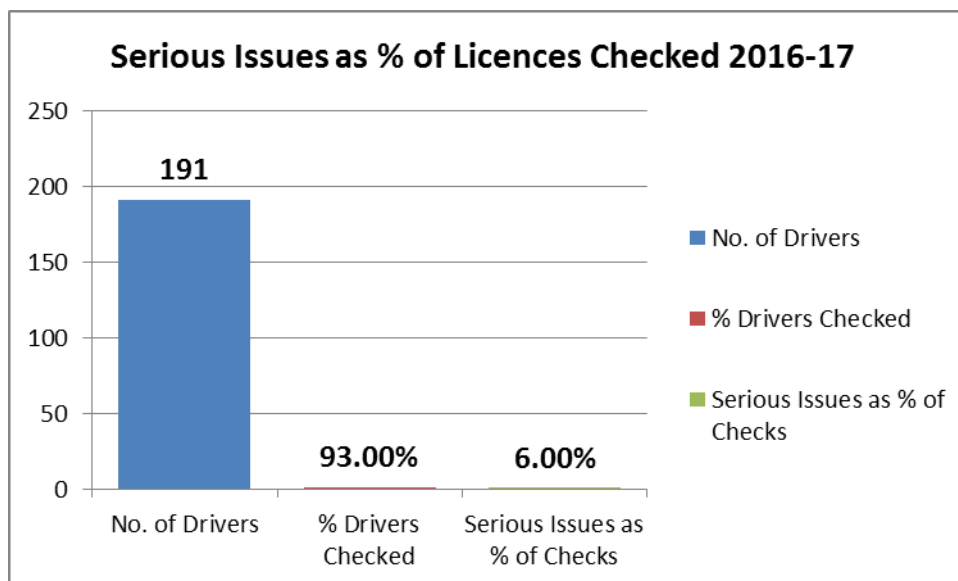


Chart 5: Drivers Licence Checks

Number of LGV drivers checked (4 times per year) for 2016/17 is 191, of which 6.00% issue. All these issues are in relation to points on licence. All drivers with 6/9 points on their licence 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. Future KPI's will include quality audits by external companies.

5.4 Vehicle Accidents / Incidents recording.

The service commenced recording vehicle, driver accidents and non-compliance incidents in February 2015. Both accidents and incidents are recorded on an individual basis through accident reporting and incident investigations, they are then collated on a master spread sheet and saved in the shared drive, these are then forwarded to the service department to carry out an investigation and take the necessary action. 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. The accident / Insurance procedure has been reviewed by the Business Support Officer and discussions with Zurich (Insurance supplier) on ways to reduce the excess payment and high Insurance cost by implementing changes to procedures and Fleet taking a more direct control from start to finish.

Service	2015/16	Q1	Q2	Q3	Q4	Total
Grounds	99	23				23
Waste	141	3				3
Roads	27	1				1
Building Services	58	1				1
PTU	16	0				0
Other	37	6				6
Total	378	34				34

Table 8: Accidents / Incidents per Service

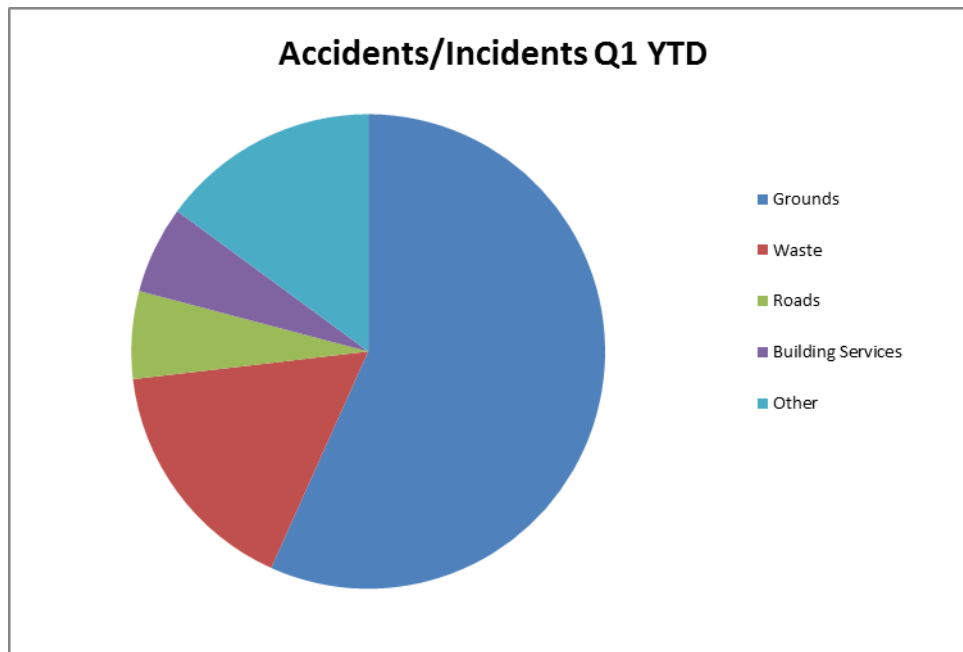


Chart 6: Accidents / Incidents per Service – 2016/17

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		Late Reports 2016/17 per Service
Building Services	9	7
Grounds	5	29
Waste	14	3
Roads	0	2
Other	6	10
Total	34	57

Table 9: Late Reports per Service – 2016/17

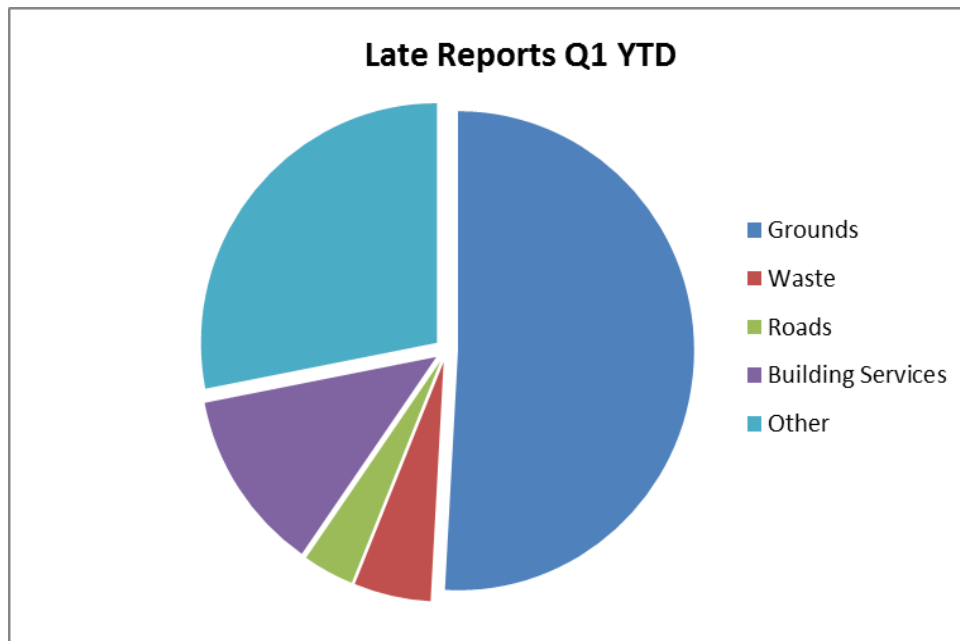
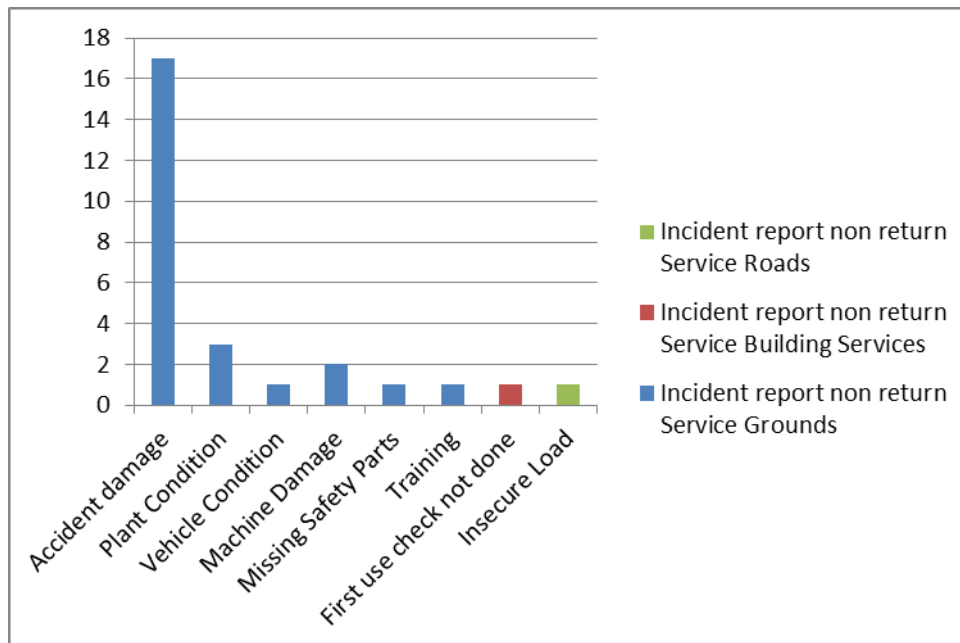


Chart 7: Late Reports per Service – Year to Date

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,

Incident report non return			
Type of Non-Conformance	Service		
	Grounds	Building Services	Roads
Accident damage	17		
Plant Condition	3		
Vehicle Condition	1		
Machine Damage	2		
Missing Safety Parts	1		
Training	1		
First use check not done		1	
Insecure Load			1



strimmer's, trailers etc.

5.5 Vehicle Accidents - Motor Claims Experience

Number of Claims by Financial Year

There is no update available on claims experience to date from the last committee report.

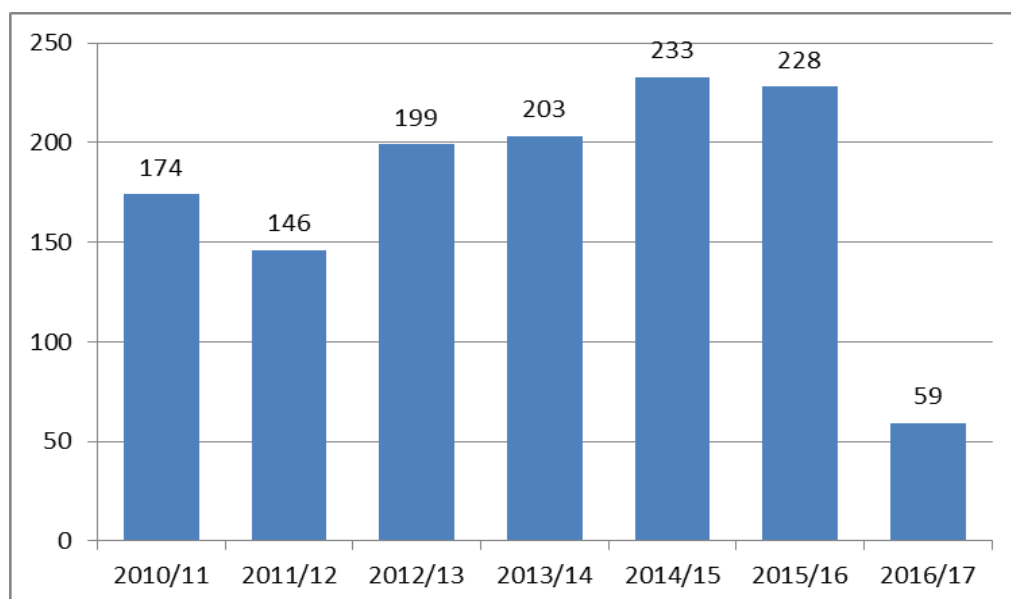


Chart 8: Number of claims by Financial Year

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.

The first part of this efficiency reviewed was a review of the organisational structure of Fleet Services. Part 1 of the restructure is complete with the Fleet Services Manager, Fleet Compliance Manager and Business Support Officer, part 2 will have a Workshop Manager, Workshop Supervisor, two Fleet Compliance Assistants and two Fleet Support Assistants, part three of the restructure will consider additional mechanics.

Fleet are now scheduling in vans every six months for inspection and servicing; (O) Licence vehicles, minibuses and compact sweepers are inspected every eight weeks, the next schedule being addressed is road going mobile plant which will be inspected every eight weeks. All departments carry out quality audits to ensure first use checks (10% of fleet size) are being maintained, any defects highlighted are then dealt with through an investigation, external audits are carried out by the FTA (Freight Transport Association) again looking at the standards of first use checks and also vehicle maintenance standards within the workshop. The number of additional mechanics in part three of the restructure will be determined by the workload of the workshop created with the additional inspections and servicing. As previously reported the workshop skills assessment will provide the information required to collate the types of training the workshop staff require to keep up to-date that the latest technology that will come with new vehicles and plant.

The refurbishment of the workshop and offices will give all employee's an enhanced working environment with which to work in and hopefully this give back the benefits of improved efficiencies and reflect back through to the service departments as well. Fleet have recently conducted a survey of workshop and admin staff, the general feeling of the surveys returned reflected low morale in both departments. The Fleet Manager will continue to build relationships with staff to turn this around but also reports that the culture inherited in the workshop is deeply rooted when trying to attempt changes in practice and procedures within the workshops.

Regular performance reporting to 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, also assists with compliance with legislative requirements, 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

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	1st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	ALEO Governance Update: Aberdeen Heat and Power
REPORT NUMBER	CHI/16/179
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To report to Committee the outcome of the most recent Arms Length External Organisation (ALEO) Governance Hub Committee meeting in relation to Aberdeen Heat and Power (AHP)

2. RECOMMENDATION(S)

That Committee agree to note the contents of the minutes of the ALEO Governance Hub Committee meeting 13th May 2016 in relation to AHP.

The committee to agree that going forwards, AHP will be measured by the following KPI headings:

a) Alleviating fuel poverty- measured by number of housing units connected to district heating, reported annually.

b) Reducing carbon emissions – measured by the amount of carbon emissions reduced from the housing units connected to district heating reported annually.

c) Success of project delivery – measured by the number of projects completed on time and on budget reported annually. This will also include an element of customer satisfaction for these completed projects, reported annually.

3. FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

4. OTHER IMPLICATIONS

There are no other implications related to this report.

5. BACKGROUND/MAIN ISSUES

In 2002 the Council established Aberdeen Heat and Power, a Tier 2 ALEO with the following description:

- Independent , not-for-profit company
- limited by guarantee
- to develop and manage District Heating / Combined Heat and Power (CHP)schemes “for the benefit of the people of Aberdeen”

With the aims of:

- Delivering affordable heat to hard to heat properties
- Helping to alleviate fuel poverty
- Reducing Aberdeen City Council’s carbon footprint
- Developing and managing CHP district heating systems in a strategic way in high heat density areas of Aberdeen

Currently there are 2,364 households connected to district heating network in Aberdeen and 11 public buildings and non-council properties.

The ALEO Governance Hub’s purpose was to put in place quarterly reporting arrangements in which each ALEO’s performance would be scrutinised in areas of financial performance; service performance; the management of risk and contractual compliance in order to provide assurance to the Council. The ALEO Governance Hub will also review the governance arrangements in place between the Council and its ALEOs, including the determination of sources of assurance with regards to risk management, internal controls, staff and information governance.

The report by the ALEO Governance Hub will focus on the role of ALEOs in the delivery of public services; the Local Authority governance arrangements for ALEOs; and the accountability of ALEOs to Local Authorities and the communities they provide services to.

- 5.1 The minute of the ALEO Governance Hub meeting of 13th May 2016 is attached as Appendix 1 of this report. Among the highlights :

- AHP to ensure greater involvement of local communities, as part of the Community Empowerment (Scotland) Act 2015.
- AHP to provide determination of sources of assurance with regards to risk management, internal controls, staff and information governance
- Propose KPI's to be introduced to align AHP performance with the Council's KPI and targets. There are currently no benchmark for AHP as there are no similar organisation in Scotland, Aberdeen City Council are the pioneers and leading the way in provision of district heating network through a not-for-profit ALEO.
- AHP to have proper systems and processes in place and effectively managing and mitigating their own risks and risks to the Council.
- AHP to regularly review and test their Business Continuity Plan.
- AHP's risk register was very good and there is a need to have a separate risk process for escalating risks associated with the Council's Capital Programme onto the corporate risk register.
- AHP have an external auditor for their business accounts. The recommendation from the Governance Hub is that AHP to have an internal audit process established.
- AHP is in strong financial position and have satisfactory financial procedures.
- AHP advised to use a standardised template for reporting to the Board including checklist that made report authors are aware of financial, equalities and communication implication in order to ensure that the Board has access to the most robust information to support informed decision making.
- AHP recruit Board members based on expertise and utilise the skills gap analysis. AHP need to ensure that they have a robust HR process in place which includes Job Evaluation, Absence Management Policy and Employment terms and conditions.
- AHP currently to do not receive regular Health & Safety advice and it is not a standing item on the Board agenda. AHP was advised to develop a more robust documentation system to ensure compliance for health & safety. AHP to clarify on how their contractors, sub-contractors and clients were defined from a regulatory and liability point of view.

- AHP to ensure that their procurement procedures are in line with current Commercial Compliance legislation and Best Practice. AHP were informed of the Procurement Reform (Scotland) Act 2014 which came into effect on April 2016 and that AHP had to be fully compliant of the requirement, including fair working practices and commercial sustainability provisions with expectation on public bodies and their contractors to pay staff Scottish living Wage.
- AHP to submit their 2016/17 Business Plan at the next ALEO Governance Hub meeting.
- AHP to develop their performance management frame work to ensure that they are measuring success of the various projects including reporting on the number of housing units connected to district heating to demonstrate value for money and helping the council alleviate fuel poverty.

6. IMPACT

Improving Customer Experience –

Any changes arising from the actions from the ALEO Governance Hub reports will be to improve customer experience from the services provided by AHP.

Improving Staff Experience –

Projects and services delivered by AHP are in conjunction with ACC staff in CH&I and any changes arising from the actions from the ALEO Governance Hub will help to improve staff experience.

Improving our use of Resources –

Regular performance monitoring of services provided by AHP will ensure that the Council is getting best value through effective and efficient use of resource.

Corporate -

- Aberdeen, The Smarter City
 - *Smarter Living (Quality of Life)*
 - *Smarter Environment*
 - *Smarter Economy*
- Local Housing Strategy 2012-2017
- Corporate Asset Management Plan

Public –

There may be limited public interest in the content of this report.

7. MANAGEMENT OF RISK

Aberdeen Heat and Power have submitted their Business Continuity Management Plan, including risk registers to the ALEO Governance Hub meeting on 13th May 2016.

The output of the ALEO Governance Hub is reported to the Audit, Risk and Scrutiny Committee to provide assurance to the Council that risks are being managed and mitigated in an appropriate way, with particular focus on risk management, financial management and governance arrangements. The output is also reported to this Committee for scrutiny of the ALEO's operational performance and how this performance is meeting the Service's agreed outcomes.

8. BACKGROUND PAPERS

Minute of the ALEO Governance Hub meeting 13th May 2016.

9. REPORT AUTHOR DETAILS

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ABERDEEN, 13 May 2016. Minute of Meeting of the ALEO GOVERNANCE HUB. Present:- Roderick MacBeath (Democratic Services), Chairperson; and Neil Buck (IT and Transformation), Jeff Capstick (Human Resources), Paul Dixon (Finance), Joan McCluskey (Commercial and Procurement Services) and Martyn Phillips (Human Resources and Organisational Development) (as substitute for Mary Agnew); and Ian Booth, General Manager and Mike Scott, Board Member (Aberdeen Heat and Power Ltd (AHP)).

Also in attendance: Iain Robertson (Clerk) and Mark Johnstone (Audit Scotland).

Apologies: Mary Agnew (Human Resources and Customer Service) and Janice Lyon, Director (Aberdeen Heat and Power Ltd).

Appendix 1:

No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
1.	Chair's Opening Remarks	N/A	The Chair opened the meeting and welcomed representatives from Aberdeen Heat and Power (AHP) and advised that the Governance Hub had commenced in June 2015 but had limited its scrutiny to the four tier 1 ALEOs but from this cycle onwards the Hub would expand its remit to include the three tier 2 ALEOs. He explained that the purpose of the Governance Hub was to put in place quarterly reporting arrangements in which each ALEO's performance would be scrutinised in areas of financial performance; service performance; the management of risk and contractual compliance in order to provide assurance to the Council.	<u>The Hub resolved:-</u> to note the information provided.	N/A
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
2.	Internal Audit Report on ALEO Governance	Internal Audit Report on ALEO Governance dated February 2016	The Chair advised that the purpose of the report was to review the governance arrangements in place between the Council and its ALEOs, including the determination of sources of assurance with regards to risk management, internal controls, staff and information governance. The Chair then summarised the report and outlined what progress the Council had made with regard to the report's	<u>The Hub resolved:-</u> (i) to note the report; and (ii) to note the information provided.	R MacBeath

			recommendations.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
3.	Local Government and Regeneration Committee Report on ALEO Governance	Scottish Parliament Local Government and Regeneration Committee Report on ALEO Governance dated March 2016	The Chair advised that the purpose of the report had been to examine if ALEOs were the most efficient and cost effective way of delivering public services or a way to shift accountability for the delivery of public services. He added that the report focussed on the role of ALEOs in the delivery of public services; the Local Authority governance arrangements for ALEOs; and the accountability of ALEOs to Local Authorities and the communities they provide services to. Arising from the issues raised in the report, the Chair asked a number of questions. The Chair noted that the committee had highlighted ALEOs use of zero hours contracts and he asked if AHP employed any staff under zero hour contracts. Ian Booth (General Manager, AHP) highlighted that AHP only had three employees, all of whom worked on a permanent contract basis (two full time and one part time). He added that they used contractors to deliver projects and they tended to be professionally qualified, skilled tradesmen and though he had no written confirmation of this he had assumed that casual and zero hours	<u>The Hub resolved:-</u> (i) to note the report; and (ii) to note the information provided.	R MacBeath

			contracts were not used. The Chair enquired if AHP had a role in the community planning process. Mike Scott (Board Member, AHP) explained that they had met with the Council's Director of Communities, Housing and Infrastructure to discuss AHP's involvement in the wider community planning process and he felt that AHP could make a valuable contribution in this area. The Chair asked what AHP's approach to branding was and if they found that there was still a perception that they were a Council service. Ian booth advised that customers still believed they had been receiving a Council service and he repeatedly had to point out that AHP was a separate entity to the Council. The Chair asked if AHP benchmarked against other similar organisations. Ian Booth advised that there were no other heat and power ALEOs in Scotland and they were limited in what they could compare themselves against. He highlighted that they monitored the performance of Shetland Heat Energy and Power and Caithness Heat and Power but these were now private enterprises and not directly comparable. Mr Booth		

			explained that their operational model was similar to Danish providers where district heating systems were more extensive and integrated with local municipal arrangements. The Chair enquired if AHP had any involvement in the development of the Altens East Recycling and Waste Management Facility and what the implications of this might be for the business. Ian Booth explained that they had joined the Energy for Waste Stakeholder Group and had met with the Council's Director of Communities, Housing and Infrastructure to strategically review their contribution to the project's development. Mr Booth advised that he didn't expect AHP to be wound up due to the strong position they were in and the value for money they had delivered but noted that if this were the case their operating agreement ensured that Council tenants would be guaranteed their heating supply from the district heating system. He added that there was scope for AHP to operate the heat output from the Altens East Recycling and Waste Management Facility as it could be linked into the existing district heating system but this would require a significant expansion in resource and capacity.		

			The Chair advised that the Community Empowerment Act included provisions to ensure the greater involvement of local communities in the shaping and delivery of public services and asked if there were any community representatives on the AHP Board. Ian Booth highlighted that there had been community representatives on the Board in the past and noted that in light of the requirements of the Community Empowerment Act this may be an area worth revisiting. The Chair then enquired how AHP consulted with customers and if they were limited to delivering one project at a time. Mike Scott advised that they tended to consult at community level and Ian Booth explained that they were limited to delivering one project at a time due to capacity issues and he confirmed that they received funding through the Council's Capital Programme.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
4.	Introduction to Aberdeen Heat and Power	Introduction to Aberdeen Heat and Power; Delivering Affordable Warmth	Mike Scott provided an overview of AHP and advised that in recent years the business had been very successful after resolving its cash flow and Scottish Government grant funding issues. He highlighted that AHP had close links with	<u>The Hub resolved:-</u> (i) to note the report; and (ii) to note the information provided.	N/A

			the Council and was dependent on the Council's Capital Programme for business and this was reflected in their Board composition as at least one ACC Councillor had to be present in order for the meeting to be quorate. Mr Scott reiterated that AHP only employed three full time staff and this position was monitored on a regular basis, as a consequence they had relied upon contractors to deliver projects and to provide them with additional technical, financial and legal support.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
5.	Risk Mitigation and Management	(a) Business Continuity Plan dated March 2016; (b) Risk Register as at 18 February 2016; (c) Cash Reserves Requirement as at 22 September 2015; (d) Board Report on 2017-18 Fuel Contracts dated 11 August 2015; and (e) Performance Appraisal and KPI Statement.	Neil Buck (Performance and Risk Manager, ACC) introduced the Risk Mitigation and Management section and outlined the criteria he expected to be met. He explained that the scrutiny of each ALEO would be high level and that the Hub sought a level of assurance that ALEOs had the proper systems and processes in place and were effectively managing and mitigating their own risks and the risks to the Council. Mr Buck referred to the attached Business Continuity Plan and informed the Hub that it was comprehensive and asked how often the plan was reviewed and tested. Ian Booth advised that the plan had not	<u>The Hub resolved:-</u> (i) to note the reports; (ii) to note the information provided; (iii) to request an update on the development of a prompt which would ensure that the Business Continuity Plan remained up to date, particularly with regards to emergency contact details; (iv) to request that information on the	N Buck

			been fully ratified by the Board yet but he would anticipate that the Policy and Operations Sub Group would monitor the plan and action any outstanding issues, whilst the Board would review the Plan on an annual basis. He highlighted that they would need to develop a prompt to ensure that emergency contact details would be updated. Mr Buck noted that AHP's risk register was very good and asked if there was a separate risk process for escalating risks associated with the Capital Programme onto the corporate risk register. Ian Booth advised that it was within the remit of the Board's two sub groups to exercise this function. He added that the sub groups met in between Board meetings and Board members would be informed if there were any issues that required urgent attention. Mr Buck then enquired about AHP's audit arrangements and noted that the Scottish Parliament's Local Government and Regeneration Committee had highlighted the need for ALEOs to have impartial internal audit arrangements in place. Ian Booth explained that their external financial auditor was Anderson Anderson Brown (AAB) and advised that an external agency had not been commissioned to be	remit and role of the Policy and Operations Sub Group be presented to the Hub at its next meeting on 22 August 2016; and to request an update on AHP's review of their internal audit arrangements. (v)	

			their internal auditors as this role had been remitted to the Policy and Operations Sub Group. He informed the Hub that they previously had impartial internal audit arrangements in place but this function was transferred in house due to its high cost on the business but in light of guidance from the Local Government and Regeneration Committee they would revisit this decision. Paul Dixon advised that the Sub Group could provide an internal auditing service if it were independent of the processes involved.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
6.	Financial Compliance	(a) Directors Report and Financial Statement as at 31 March 2015; (b) District Energy Aberdeen Ltd Performance Information as at 20 August 2015; (c) Accounting Procedures dated 23 February 2016; (d) Debt Recovery Procedure dated May 2013; (e) Management Accounts as at January 2016; and (f) Treasurers Report 2014-15.	Paul Dixon (Accounting Manager, ACC) spoke to the Financial Compliance section and asked for an update on AHP's working capital status as he was aware that they had been behind in their payments in the past. Ian Booth assured the Hub that since the introduction of an electronic system, payments had been regularised and emphasised that they provided monthly invoices to the Council. Mr Dixon asked the representatives from AHP to provide an overview of their financial position and what their biggest threats were. Ian Booth advised that they were in a strong financial position but that projections were liable to change on a	<u>The Hub resolved:-</u> (i) to note the reports; and (ii) to note the information provided.	P Dixon

			monthly basis as income generation was linked to the weather. He explained that as they were a heat and power business, an unseasonably warm month during the winter period would have a detrimental impact on their financial position. Mike Scott added that the fluctuating price of gas was also a threat to the business but they had taken steps to mitigate this impact by earmarking reserves and by entering into longer term gas contracts with suppliers to provide a greater level of certainty and assurance on the price of gas. Mr Dixon referred to AHP's financial procedures and noted that they were satisfactorily detailed; he enquired how often they were reviewed by the Board and how frequently their management trading accounts were submitted to the Board. Ian Booth advised that the financial procedures had been developed in 2014 and amendments had been taken to the Board for approval; he added that the Board reviewed the financial procedures on an annual basis. Mr Booth explained that the management trading accounts were submitted to the Policy and Operations Sub Group and then to the Board for further scrutiny; he highlighted that they had a scheme of delegated		

			powers in place that allowed the Board to remit the development of projects to sub groups and managers who would then make recommendations to the Board. Mr Dixon asked if their Board report template had a section that prompted authors to consider and detail the financial implications of their report. Mike Scott advised that financial implications were outlined in the summary of all Board reports. Mr Dixon enquired if AHP had any outstanding external audit recommendations and what process they would adopt to meet these. Mr Booth advised that there were no outstanding external audit recommendations but the process they had followed after a previous audit had highlighted the need to generate three months of financial reserves had been for the Board to remit, to managers and the Policy and Operations Sub Group, the responsibility to develop an implementation plan and then report the plan and any recommendations for action to the Board for review and approval.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
7.	Decision Making	(a) Governance Procedures dated November 2013;	The Chair (Senior Democratic Services Manager, ACC) spoke to the Decision	<u>The Hub resolved:-</u> (i) to note the reports;	R MacBeath

		(b) Procedures for Directors dated November 2013; and (c) Complaints Procedure dated 21 February 2014.	Making section and asked how AHP recruited Board members and if they had co-opted members onto their Board in the past. Mike Scott advised that they recruited Board members based on expertise gaps that had been identified after a skills gap analysis and he highlighted that this was how they had recently recruited a Board member for his technical expertise as he had a background in gas engineering. Mr Scott explained that the Board had a broad skillset that included members with legal and HR backgrounds and as a result Board decision making had been well informed. The Chair noted that Board members received induction training and asked if induction training included registering and declaring interests and he also enquired if AHP provided ongoing training for members. Ian Booth advised that members received training on registering and declaring interests at their inductions and highlighted that AHP scheduled an annual strategic review of its governance arrangements in which all registers of members' interests were reviewed and consideration was given to providing Board members with additional training and development opportunities. Mike Scott	(ii) to note the information provided; and (iii) to request an update on the development of a formal report template to be used by authors when reporting to the AHP Board.	

			added that two sub groups of the Board had been established and it was within their remit to monitor legislative and regulatory change and to recommend to the Board if additional training would be required to strengthen the decision making process. The Chair enquired if AHP used a report template when reporting to the Board and asked if it contained a checklist that made report authors aware of financial, equalities and communication implications in order to ensure that the Board had access to the most robust information to support informed decision making. Ian Booth explained that they had no formal Board template as reports tended to focus on fairly specific issues but added that he could see the benefits in prompting officers to consider the wider impact on the business and advised that he would look to develop a bespoke template for reporting to the AHP Board.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
8.	HR Compliance and Best Practice	(a) Absence Management Policy; (b) Employment Terms and Conditions; (c) Health and Safety Policies and Procedures; (d) Health and Safety Policy	Jeff Capstick (HR Manager, ACC) spoke to the HR Compliance and Best Practice section and asked where AHP received their HR advice. Mike Scott advised that they received advice and support from the Council's HR service and highlighted that	<u>The Hub resolved:-</u> (i) to note the report; (ii) to note the information provided; (iii) to request that AHP's Job Evaluation	J Capstick/M Agnew

		Statement; (e) Risk Assessment Policy and Procedure; (f) COSHH; (g) Personal Safety Procedures; and (h) Portable Electrical Appliance Policy and Procedure.	a HR advisor to the Board had previously been a Director for the Grampian Health Board. Mr Capstick enquired if AHP had developed a Job Evaluation Scheme. Mike Scott confirmed that they had developed a process and advised that he would share this with the Hub at its next meeting. Mr Capstick referred to AHP's Absence Management Policy and Employment Terms and Conditions and advised that the terminology and references to legislation were outdated and offered to meet with them to review their HR documentation to ensure they were compliant with the relevant legislation. Ian Booth confirmed that he would be happy to do this. Martyn Phillips (HR Adviser, ACC) enquired if AHP had access to health and safety advice. Ian Booth explained that they didn't receive regular HR advice and this would be an area they would review. Mr Phillips asked if health and safety arrangements were discussed by the Board and if health and safety was a standing item on the Board agenda. Ian Booth advised that health and safety was discussed by the Board but it was not a	process be presented to the Hub at its next meeting on 22 August 2016; (iv) to request that AHP meet with the Council's HR service to review their HR documentation to ensure compliance with relevant legislation; (v) to request an update on the review of AHP's Health and Safety Policy at the next meeting of the Hub on 22 August 2016; and (vi) to request that AHP meet with the Council's Health, Safety and Wellbeing Service to review their health and safety procedures and to ensure compliance with	

			standing item on its agenda, he added that as they only employed three staff he could not recall a significant accident or health and safety issue. Mr Phillips asked how AHP monitored the health and safety arrangements of their contractors to ensure they were in compliance with relevant risk assessments. Ian Booth explained that he was regularly onsite and they also instructed the contracted design company to monitor health and safety arrangements and then feedback to him. Mr Phillips highlighted that it was a statutory requirement for clients to monitor a sample of a contractor's work from a health and safety perspective and asked if they did so. Ian Booth advised that they monitored work on an ad hoc basis but they would look to develop a more robust documentation system to ensure compliance in the future and added that they would also seek clarity on how contractors, sub-contractors and clients were defined from a regulatory and liability point of view. Mr Phillips referred to the attached Health and Safety Policy and highlighted that the Control of Substances Harmful to Health (COSHH) symbols in the policy were	relevant legislation.	

			outdated as global harmonisation of COSHH symbols had recently been introduced and it was now a statutory requirement to implement this. Ian Booth advised that they would update their policy to reflect these changes. Mr Phillips asked AHP to outline their main health and safety risks. Ian Booth advised that serious injury to contractors and the public were their primary concerns particularly when equipment and boilers were being transported; and Mike Scott added that unauthorised access to their facilities and working environments were also risks due to the storage of gas and dangerous machinery. Mr Booth informed the Hub that all their boilers received an annual maintenance and their generators underwent maintenance after 1000 hours of operation.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
9.	Procurement Regulations and Procedures	(a) Procurement Relating to Project Development dated 15 November 2012; (b) Tendering Procedure (2013); and (c) Combined Heat and Power Quality Assurance for Stockethill Scheme.	Joan McCluskey (Corporate and Procurement Manager, ACC) introduced the Commercial Compliance and Best Practice section and stated how public money was spent was very important and subject to changing legislation and regulations from Scottish Government and the European Union and it was essential that procurement procedures were in line	<u>The Hub resolved:-</u> (i) to note the reports; (ii) to note the information provided; (iii) to request that AHP meet with the Council's Commercial and Procurement	J McCluskey

			with legislation. Ms McCluskey informed the Hub that the Procurement Reform Act came into effect on 17 April 2016 and mandated that all contracts for goods and services that exceeded £50,000 over the course of its lifetime needed to be tendered; that public bodies were required to maintain and publish a Contracts Register; and under the fair working practices and commercial sustainability provisions there was an expectation on public bodies to pay their staff the Scottish Living Wage and encourage their contractors to do likewise. Ms McCluskey asked if AHP had been aware of the new legislation and if so, what actions had they taken to comply with its requirements. Mike Scott advised that the Board had been aware of the legislative change and they had instructed its senior managers to seek legal advice on how their tendering procedures could be revised to align with provisions outlined in the Act. Ms McCluskey added that she would be happy to meet with AHP to provide guidance on how they could comply with the Act's statutory requirements and exercise best practice and Ian Booth welcomed this offer of support.	Services Team to receive guidance and support on the development of robust procurement procedures to satisfy regulations and reporting arrangements set out in the Procurement Reform (Scotland) Act (2014); and (iv) to request that AHP's revised procurement procedures be presented to the next meeting of the Hub on 22 August 2016.	

No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
10.	Operational Performance	Framework Agreement between Aberdeen City Council and Aberdeen Heat and Power Company Ltd (2005).	Mai Muhammad (Energy Manager, ACC) introduced the Operational Performance section and advised that going forward she would like to see AHP develop their performance management framework to ensure that they were measuring the success of the various projects they had delivered as well as how many housing units had been connected to the District Heating System to demonstrate that they had provided value for money. Ms Muhammad highlighted that connecting households to the District Heating System was an effective way of reducing fuel poverty and improving financial, social and health outcomes for local residents and it would also help maintain the condition of households as damp and condensation would be less likely. Paul Dixon enquired if AHP had a business plan for 2016-17 and was advised by Ms Muhammad that this was in draft form and had just been reviewed by the Board. She explained that the plan would be submitted to the Hub's next meeting in August.	<u>The Hub resolved:-</u> (i) to note the reports; (ii) to note the information provided; and (iii) to request that AHP's Business Plan be submitted to the Hub's next meeting on 22 August 2016.	M Muhammad
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
11.	Closing Remarks	N/A	The Clerk advised that the Council was	<u>The Hub resolved:-</u>	N/A

			currently undertaking a review of its governance documents, procedures and arrangements and as part of this review all stakeholders in the ALEO governance process would be invited to take part in a 360 survey to provide their feedback on the current arrangements for ALEO governance and how these could be strengthened to provide greater assurance to the Council and enhance future engagement with ALEOs. He added that the minutes from today's meeting would be submitted to the Audit, Risk and Scrutiny Committee on 27 June 2016 and to the Communities, Housing and Infrastructure Committee on 25 August 2016. The Chair thanked the representatives from Aberdeen Heat and Power for their attendance and contributions and brought the meeting to a close.	to note the information provided.	

If you require further information about this minute, please contact Iain Robertson tel. 01224 522869 or email iairobertson@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	1 November 2017
DIRECTOR	Richard Ellis
TITLE OF REPORT	ALEO Governance Update: AECC Ltd
REPORT NUMBER	CHI/16/237
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To report to committee the outcome of the most recent ALEO Governance Hub Committee meeting in relation to Aberdeen Exhibition and Conference Centre Ltd (AECC).

2. RECOMMENDATION(S)

That Committee agree to note:

note the minute and comment on any of the areas highlighted within the report and minute of the ALEO Governance Hub committee meeting of 9 May 2016 in relation to AECC Ltd.

3. FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

4. OTHER IMPLICATIONS

There are no other implications related to this report.

5. BACKGROUND/MAIN ISSUES

AECC Ltd is one of the Tier 1 ALEOs that are reviewed by the ALEO Governance Hub. It was agreed that the minute of the meeting be submitted to the Communities Housing and Infrastructure Committee on the 25 August 2016.

The minute of the ALEO Governance Hub meeting of 9 May 2016 is attached as appendix 1 of this report.

The existing KPI's, which were developed after discussions with AECC Ltd, within the current Service Level Agreement are tabulated below;

Type of Event	Expected Number of Events 2016/17	Actual Number of Events to date	Recalculated Number of Events for 2016/17	On Target to meet expected number of Events
Entertainment	34	8	25	No
Exhibitions	19	9	19	Yes
Conferences	51	37	75	Yes
Banqueting	16	8	13	No
Small Meetings	300	65	150	No
Offsite Events	6	6	7	Yes
Other Events	3	9	10	Yes
Totals	429	142	299	

The above table shows entertainment, banqueting and small meetings events are lower than expected. This is largely accredited to the downturn in the oil industry with a number of companies rescheduling or cancelling their banquets and meetings at the venue.

However conferences, offsite and other events have increased during the same period. This is accredited to AECC Ltd sales team proactively reassessing the events calendar and taking the opportunity to populate the timeslots made available from other cancellations.

Exhibitions have remained constant.

It should be noted the existing AECC buildings were design and build 30 years ago and are now unfit for the purpose of attracting large events to Aberdeen. As per existing conference centre best practise guidelines to attract larger events an exhibition centre should now have a minimum 10,000 arena capacity. The new AECC building has been built to accommodate these requirements and exceeds them.

6. IMPACT

Improving Customer Experience –

The intention of any changes arising from reviewing AECC Ltd is to improve the experience of those who rely on these services.

Improving Staff Experience –

No impact.

Improving our use of Resources –

The ongoing meetings maintains a watching brief over the effective and efficient use of resources that the Directorate is responsible for dispersing.

Corporate -

The Council has a responsibility to ensure effective oversight of ALEO organisations and deliver best value against resource use.

Public –

There may be limited public interest in the content of this report as it reflects on the delivery of local services.

7. MANAGEMENT OF RISK

AECC Ltd have submitted their risk register. The output of the ALEO Governance Hub is reported to the Audit, Risk and Scrutiny Committee to provide assurance to the Council that risks are being managed and mitigated in an appropriate way, with particular focus on risk management, financial management and governance arrangements.

The output is also reported to this Committee for scrutiny of the ALEO's operational performance and how this performance is meeting the Service's agreed outcomes.

8. BACKGROUND PAPERS

Minutes of the ALEO Governance Hub 9 May 2016 - attached as Appendix 1.

9. REPORT AUTHOR DETAILS

Scott Ramsay, Senior Project Officer, Economic Development

sramsay@aberdeencity.gov.uk

01224 523463

Appendix 1

ABERDEEN, 9 May 2016. Minute of Meeting of the ALEO GOVERNANCE HUB. Present:- Roderick MacBeath (Democratic Services), Chairperson; and Mary Agnew (Human Resources and Customer Service), Neil Buck (IT and Transformation), Jeff Capstick (Human Resources and Customer Service), Paul Dixon (Finance), Joan McCluskey (Commercial and Procurement Services) and Scott Ramsay (Economic Development); and Graeme Cumming (interim Managing Director/Finance Director (AECC Ltd)).

Also in attendance: Iain Robertson (Clerk), Steven Inglis (Legal Services) and Mark Johnstone (Audit Scotland).

No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
1.	Chair's Opening Remarks	N/A	The Chair opened the meeting and explained that meetings of the Governance Hub would now be held on a quarterly basis and the Clerk advised that the Council was currently undertaking a review of its governance documents, procedures and arrangements and as part of this review all stakeholders in the ALEO governance process would be invited to take part in a 360 survey to provide their feedback on the current arrangements for ALEO governance and how these could be strengthened to provide greater assurance to the Council and enhance future engagement with ALEOs. Graeme Cumming (interim Managing Director/Finance Director, AECC) informed the Hub that an Aberdeen ALEO forum had been established to discuss best practice and explore areas where collaboration was possible between the ALEOs. The Chair welcomed this initiative and requested that an update be provided to the Hub's next meeting on the forum's development and if any areas of shared concern had been identified.	<u>The Hub resolved:-</u> (i) to note the information provided; and (ii) to request that an update on the development of the Aberdeen ALEO forum be provided to the Hub at its next meeting on 15 August 2016.	N/A
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
2.	Internal Audit Report on ALEO Governance	Internal Audit Report on ALEO Governance dated February 2016	The Chair advised that the purpose of the report was to review the governance arrangements in place between the	<u>The Hub resolved:-</u> (i) to note the report; (ii) to note the	R MacBeath

			Council and its ALEOs, including the determination of sources of assurance with regards to risk management, internal controls, staff and information governance. The Chair then summarised the report and outlined what progress the Council had made with regard to the report's recommendations. The Chair referred to the report's recommendation that all material ALEO SLAs should contain a requirement for an independent internal auditing system and he asked if AECC had plans to introduce an internal audit function. Graeme Cumming advised that although they hadn't commissioned an external organisation to provide an internal auditing service they had an internal mechanism in place that performed this function.	(iii) information provided; and to request an update on AECC's internal auditing arrangements at the Hub's next meeting on 15 August 2016.	
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
3.	Local Government and Regeneration Committee Report on ALEO Governance	Scottish Parliament Local Government and Regeneration Committee Report on ALEO Governance dated March 2016	The Chair advised that the purpose of the report had been to examine if ALEOs were the most efficient and cost effective way of delivering public services or a way to shift accountability for the delivery of public services. He added that the report focussed on the role of ALEOs in the delivery of public services; the Local Authority governance arrangements for ALEOs; and the accountability of ALEOs	<u>The Hub resolved:-</u> (i) to note the report; and (ii) to note the information provided.	R MacBeath

			to Local Authorities and the communities they provide services to. Arising from the issues raised in the report, the Chair asked a number of questions. The Chair asked what AECC's approach to branding was and if they found that there was still a perception amongst service users that AECC was run by the Council. Graeme Cumming advised that there was still a lingering perception that the Exhibition Centre was managed by the Council and he explained that public and press misunderstanding of their autonomy and purpose made it difficult for them to highlight good news stories. He added that their marketing strategy focussed on the promotion of featured artists and performers and the economic benefit they brought to the city. The Chair noted that the Committee had highlighted ALEOs use of zero hours contracts which Jeff Capstick (HR Manager, ACC) defined as contractual conditions which placed restrictions on staff working elsewhere and that also reduced their ability to refuse shifts when offered. The Chair asked how many AECC employees were on zero hour contracts. Mr Cummings advised that AECC employed staff under seasonal contracts		

			and no staff were employed under zero hours contracts. He added that AECC paid all staff regardless of age the UK Living Wage of £7.20 per hour. The Chair enquired if AECC had a role in the community planning process. Mr Cummings informed the Hub that they had no input into community planning but would welcome greater involvement in this process. The Chair referred to paragraph 35 of the report and informed the Hub of the Committee's concern that ALEOs were not as accountable to the public as Local Authorities and that the public sector landscape was becoming increasingly cluttered and bureaucratic and they highlighted that ALEO arrangements should be aligned with the Scottish Government's public service reform agenda. Mr Cumming replied that AECC's ALEO status increased their flexibility to take advantage of opportunities that would not have been available to the Council but he noted that this benefit had slowly been eroding over the past decade as they had to comply with increasing levels of regulation. Neil Buck (Risk Manager, ACC) asked if		

			AECC benchmarked their performance against other exhibition centres. Mr Cumming explained that they benchmarked performance for concerts on indicators such as average spend per head and security information, however benchmarking was more restricted for conferencing but they did compare sales figures and marketing strategies. The Chair asked about the benefits of having Councillors as AECC Board members. Mr Cumming responded that this benefit was diminishing as current developments had lead Councillors to declare interests more frequently. The Chair advised that the Community Empowerment Act included provisions to ensure the greater involvement of local communities in the shaping and delivery of public services and asked if the AECC Board had discussed the impact of the Act. Mr Cumming advised that the Board was aware of the Act and they understood its significance particularly with regards to the new venue as it would provide better public space and would be more accessible than the existing facility so community buy in would be essential. He added that enhanced community engagement would raise their profile and		

			increase public understanding of the services they provided.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
4.	Minute of previous meeting – 8 December 2015	ALEO Governance Hub minute from 8 December 2015	The Chair advised that all actions noted in the minute had been recorded in the attached Improvement Plan.	<u>The Hub resolved:-</u> to approve the minute as a correct record.	I Robertson
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
5.	Improvement Plan	AECC Improvement Plan as at 9 May 2016	With reference to item 1 (Risk Register) Neil Buck noted that the risk of high staff turnover had received a high risk rating and he asked why this was the case. Graeme Cumming advised that higher staff turnover was anticipated due to the uncertainty of the procurement process; the 25% reduction in their budget from the previous financial year; and the slowdown in business related to the downturn in the oil and gas sector and the high risk rating was reflective of this. Mr Cumming explained that the updated risk register had been presented to the AECC Board on 5 May 2016 and highlighted that the impact on the business of the downturn in the oil and gas sector had been reflected in the register with a higher risk rating. He also noted that the Board had instructed senior managers to review the risks related to the tendering process and to report back to the Board;	(i) to note the Improvement Plan; (ii) to note the information provided; (iii) to request that AECC's 2016-17 Business Plan be presented to the Hub at its next meeting on 15 August 2016; and (iv) to request that AECC contact the Council's Commercial and Procurement Services team to discuss their compliance with the regulated procurements, fair working practices and commercial sustainability provisions of the	I Robertson

			With reference to item 2 (Commercial Compliance) Joan McCluskey (Corporate Procurement Manager, ACC) informed the Hub that she had met with Graeme Cumming to discuss AECC's compliance with the Procurement Reform Act and she noted that they had developed a Contracts Register and enquired if this had been published. Mr Cumming advised that the Contracts Register had not been published but they would endeavour to do so by the end of May 2016. Ms McCluskey highlighted that other provisions of the Act included regulated procurements; the sustainability of the supply chain and the promotion of the Scottish Living Wage and she asked if AECC had made progress in their compliance with these provisions. Mr Cumming informed the Hub that in terms of sustainability they were the only Scottish venue with an ISO 20121 sustainability accreditation in the events management industry and this had been embedded into the organisation and their supply chain. He explained that AECC already paid the UK National Living Wage to all their staff including under 25s and the introduction of this as a statutory requirement in April 2016 had minimal impact on the business. And in terms of	Procurement Reform Act.	

			inclusion, he explained that AECC had developed strong ties with the city's universities and schools and they had collaborated with partners to build pathways to help support excluded groups into the workforce. Ms McCluskey added that she would be happy to meet with representatives from AECC to provide further advice and guidance on the new legislation. Mr Cumming welcomed this continued offer of support. With reference to item 3 (Financial Procedures) Graeme Cumming advised that the 2016-17 Business Plan had been approved by the Board on 9 March 2016 and could be submitted to the Hub's next meeting; With reference to item 4 (tendering arrangements) Mr Cumming advised that the AECC Board had created a tender sub group which would focus exclusively on the tendering process and report back to the Board but he added that he was restricted in the level of information he could provide to the Hub due to the confidentiality requirements of the tendering process.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
6.	AECC Annual	Executive Summary of the AECC	Paul Dixon (Accounting Manager, ACC)	<u>The Hub resolved:-</u>	P Dixon

	Budget 2016-17	Annual Budget 2016-17 submitted to AECC Board on 9 March 2016	asked Graeme Cumming to provide an update on AECC's financial position at Year End. Mr Cumming advised that they had recorded a £28,000 loss, slightly less than budgeted and a cost of £40,000 was related to the procurement process for the new venue. He added that the oil and gas downturn had adversely impacted on trading, with the most acute impact being recorded in the conferencing sector. Mr Dixon asked Mr Cummings to provide his financial assumptions for 2016-17. Mr Cummings informed the Hub that he anticipated that AECC would record a loss and their reserves would continue to be in a negative position. He highlighted that it was difficult to make an accurate forecast before the summer period as this was historically when business was at its lowest. Mr Dixon enquired if he was concerned about AECC's reduction in funding and negative reserves. Mr Cummings explained that he would have liked to have cumulated greater reserves but this had not been possible due to a reduction in funding; a decline in trade volumes; and the absence of Offshore Europe in September 2016 which would detrimentally affect their financial position.	(i) to note the report; (ii) to note the information provided; and (iii) to request an update on AECC's negative reserves position at the Hub's next meeting on 15 August 2016.	

			He added that it was incumbent on AECC to develop other trading opportunities to meet this shortfall as he was unwilling to further cut into their existing infrastructure. Mr Dixon asked when their negative reserves would become unsustainable. Mr Cumming advised that under the existing contract, fundamental change would be required after one year of negative reserves. This would manifest itself in reductions in headcount and the level of service provision. He explained that they were currently developing a viable business model to give themselves the best possible opportunity to be awarded the contract to operate the new Exhibition Centre for the next twelve years and they aimed to submit their revised Business Plan to the Council within the next three months. Mr Dixon asked if AECC's financial procedures had been reviewed by the Board in the previous year. Mr Cummings explained that the review had been superseded by the procurement process but advised that it would be worthwhile to review these procedures during their compliance period in July and August 2016.		

No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
7.	AECC Service Level Agreement	Service Level Agreement between ACC and AECC dated 5 April 2016	Scott Ramsay (Senior Project Officer, ACC) advised the Hub that AECC's SLA with the Council had been updated and explained that it had been developed during the procurement process and would be effective through the transition period until the preferred operator for the new venue had been confirmed. Mr Ramsay highlighted that KPIs had been added which covered services AECC provided and the sectors they were involved with such as sports; conferencing and concerts. He informed the Hub that the revised SLA was more robust and required AECC to do more than simply deliver services to budget and he noted that the promotion of the venue would be a key priority in which the Council would invest an additional £170,000 to support AECC in this regard. Mr Ramsay explained that the SLA would expire on 1 April 2017 and if AECC Ltd had been successful in their bid to be the operator of the new venue then they would be awarded a new twelve year contract as operators of both the existing and new venues; but if they were unsuccessful in their bid then the existing ALEO would be wound up. The Chair asked Mr Cummings how concerned he was that the new venue	<u>The Hub resolved:-</u> (i) to note the SLA; (ii) to note the information provided; and (iii) to request an update on the projected opening date for the new Exhibition Centre at the Hub's next meeting on 15 August 2016.	S Ramsay

			would not be delivered on schedule. Graeme Cumming advised that they had been working to a delivery date of April/May 2019 and would take bookings for the new venue from 2020-21. He added that it was important to provide customers with clarity and stability to instil confidence but this was a challenge as the venue operator did not have control over the opening date and he noted that this was the responsibility of the Council and its contractors. Mr Cummings explained that they had only taken bookings up to May 2019 that could be accommodated inside the existing facility in case the new venue was not ready. However he advised that a significant number of customers had been hesitant to book with them as they wanted to assess the construction progress of the new facility before committing and this approach was particularly prevalent in the conferencing sector. He stated that this was not a significant issue for entertainment promoters who tended to book venues on shorter notice. Mary Agnew (Health, Safety and Wellbeing Manager, ACC) asked when the April/May 2019 opening date for the new venue had been set and if this had been verified by the Council. Graeme Cumming		

			advised that their bid to be the operators of the new venue had been based on this delivery date and he explained that he had written to the Council's Commercial and Procurement Services team to request an official commitment but he had not yet received this confirmation. Scott Ramsay informed the Hub that that he had been receiving weekly updates from the contractor on construction timeframes and projected opening dates and these were reported to the Programme Board. He highlighted that the Council was currently in negotiations with the contractor on a fixed term contract and anticipated that this would be finalised soon. Mr Ramsay cautioned that it was challenging to commit to a delivery date early in the process as there were risks out of their control and he highlighted that the Glasgow Hydro had been delayed by two months due to a fire risk. The Chair explained that the Council's Corporate Management Team was due to review the Corporate Risk Register and Neil Buck advised that the new Exhibition Centre not being delivered on schedule was a corporate risk, not a service level risk and should be added to the corporate register. Mary Agnew referred to the health and safety KPIs in the revised SLA and		

			enquired if the level of funding allocated to health and safety training had been cut. Mr Cumming advised that the budget for health and safety training had not been reduced from the previous financial year. Jeff Capstick asked how they had been maintaining staff morale throughout the procurement process. Mr Cummings explained that they had a workforce planning policy in place and he noted that despite the uncertainty, turnover had been lower than initially thought due to the weakening labour market in Aberdeen.		
	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
8.	Estate Management	License to Occupy between ACC and AECC dated 20 January 2016	The Chair advised that responsibility for repairs and maintenance had been identified by Hub members as an area of concern for the Council as there was a lack of consistency across ALEO leases on areas of responsibility between the parties. He asked Mr Cumming which party had responsibility for the Exhibition Centre's repairs and maintenance. Mr Cumming advised that it was his interpretation that the Council was responsible for ensuring that the facility was wind and watertight and the AECC had responsibility for everything else. He highlighted that upgrading the existing facility was not a priority as it would only be in operation for another three years but	<u>The Hub resolved:-</u> (i) to note the License; and (ii) to note the information provided.	S Ramsay

			noted that greater clarity would be needed on the capital replacement cycle and the maintenance roles and responsibilities for the new Exhibition Centre. Mary Agnew enquired if the lease agreement had identified areas where the Council and AECC had joint responsibility for maintenance. Mr Cumming informed the Hub that the repair and maintenance of the Exhibition Centre's heating system would be one such area.		
No	Item	Documents Submitted	Assurance Provided	Actions/Decisions	Lead Officer(s)
9.	The Chair's Closing Remarks	N/A	The Chair thanked Mr Cumming for his attendance and contribution and the Clerk advised that the minutes from today's meeting would be submitted to the Council's Audit, Risk and Scrutiny Committee on 27 June 2016 and thereafter to the Communities, Housing and Infrastructure Committee on 25 August 2016. The Chair then brought the meeting to a close.	<u>The Hub resolved:-</u> to note the information provided.	N/A

If you require further information about this minute, please contact Iain Robertson tel. 01224 522869 or email iairobertson@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure Committee
DATE	01 November 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 2016 to 30th September 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 17 May 2015, the Communities, Housing & Infrastructure Committee had before it a report by the Local Senior Officer on the Scottish Fire and Rescue Service - Aberdeen City Local Fire and Rescue Performance Report (Agenda Item 9.3).

The report provided information to Committee members on local fire and rescue performance for the period 1st April 2015 to 31st March 2016.

The Committee noted the report and resolved to request that a performance report for the first six months of the 2016/17 reporting year be brought to its meeting in November 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 Performance Report (April 2016 – September 2016)

8. REPORT AUTHOR DETAILS

Area Manager Duncan Smith – Local Senior Officer
Aberdeen City
Scottish Fire & Rescue Service
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01224 618384



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Service Delivery Area – North

Aberdeen City Local Fire and Rescue Plan

Local Performance Report
(April 2016 to September 2016)

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Executive Summary

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

This report covers the 6 months of the reporting year from April 2016 to September 2016 inclusively.

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

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

It is encouraging to report that following analysis of the LPI's that the overall trend over the previous 6 months is one of a continuing reducing fire risk profile in Aberdeen over the long term.

We have noted a reduction in a number of our key priority areas most notably the reduction of Accidental Dwelling Fires and overall Fire Casualties.

Whilst responses to, and attendance at Unwanted Fire Alarms Signals (UFAS) remain at a high level we will continue to focus on seeking to reduce this type of activity.

Sixteen new full time trainee firefighters joined their local stations earlier this year following an intensive 14 week initial training course.

Our local firefighters continue to ensure they are effective, efficient and safe when carrying out their duties at emergency incidents and this is internally audited via our operational assurance processes.

We are progressing well in implementing enhanced response capability within specialist skill areas e.g. initial training has commenced for our planned Rope Rescue Team based at Altens Fire Station.

Over the last 6 months alongside our local Community Planning Partners we have continued to actively participate in the development of the City's Local Outcome Improvement Plan and are currently fully involved in community engagement related to locality planning.

Section 1 Introduction

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

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

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

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

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

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

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

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

Section 2 Performance Criteria

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

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

Local Performance Indicator Outcomes

LPI 1 - Local Risk Management and Preparedness

Our target is:

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

LPI 2 – Reduction of Accidental Dwelling Fires

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

LPI 3 - Reduction in Fire Casualties and Fatalities

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

LPI 4 – Reduction of Deliberate Fire Setting

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

LPI 5 - Reduction of Fires in Non Domestic Property

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

LPI 6 - Reduction of Unwanted Fire Alarm Signals

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

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

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

Detailed below is an explanation of the RAG rating:

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

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

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

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

Section 3 Performance Outcomes

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

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

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

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

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

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

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

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

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

LPI 1 - Local Risk Management and Preparedness

LPI Assessment:

The main areas of measurement of operational preparedness are:

- Staff competence
- Health and Safety
- Availability of Operational Intelligence
- Appliances, Equipment and Specialist Resources
- Operational Assurance

Staff Competence – All operational staff follow a nationally defined 3-year development programme which aims to ensure that all firefighters are equipped with the necessary skills required to perform their duties. The programme was significantly redesigned and commenced on the 1st April 2016 with a greater emphasis on standardisation aligned to national policy and procedures. The process provides the platform for individual and supported development and assessment for the core and expanded skill areas. Supporting elements such as our on-line learning materials and the personal development recording system were simultaneously updated to reflect the revised programme and to enhance the level of support available to our staff. The process has capacity for additional training categories specific to local risks such as Shipping, Airports, Rail, and Pipelines etc which are included within the programme to ensure that our firefighters are trained to deal with the incidents they may be called upon to deal with in the local areas.

A proportion of staff training and assessment is undertaken at the North Training College near Portlethen where they receive instruction in a number of risk critical firefighting techniques. Here they are supported by skilled instructors making use of the excellent live fire training facilities. Operational personnel are required to undertake refresher training and assessment on a two or three yearly basis depending on the particular discipline. These disciplines include Fire Behaviour, Tactical Ventilation and Breathing Apparatus as each of these skills is deemed essential to the operational role. It is extremely encouraging to note that our staff achievement rate is 100% in each of the critical skills areas.

Practical training and exercising is a constant feature of the operational training programme with local managers seeking opportunities to train with their staff in the “real life environment” wherever possible. This includes regular training and interaction with key partner services such as the Scottish Ambulance Service, Police Scotland, Special Operations Response Team, Aberdeen Airport Fire Service and Local authority. Training and development for all operational personnel builds from the very basic individual needs to that which covers the multi-agency and major disaster responses they may be involved with at local or national levels.

We are also focused on the development of skills which enable our staff to support the wider public prevention and protection agenda reflected within the current Aberdeen City Fire and Rescue Local Plan. The core development plan undertaken by all staff includes topics aimed at developing personal communications skills, working with others and understanding the diverse communities we serve.

Health and Safety – We continue to see a positive increase in the number of reported near-misses and view this as a positive trend and indicative of a strong H&S culture. This reporting allows us to proactively respond to an event that didn’t cause harm and consider any additional measures to avoid an actual H&S event. Against a backdrop of responding to a total of 1984 operational calls over the six month period accidents resulting in injuries to operational staff remain extremely low. Two such incidents occurred during the six month period. In these cases we provide full support to the individuals and work alongside Health and safety colleagues to ensure investigation and remedial actions are carried out as quickly as possible. We are pleased to report that none of the injuries sustained were of a serious or life changing nature.

On a very positive note we are able to confirm that no “Acts of violence” affecting operational personnel were recorded during the reporting period. This is evidence of the very positive support and engagement experiences the service has with the communities in Aberdeen on the vast majority of occasions.

Local Managers review health safety incidents on a daily basis as a means to identify trends and opportunities for reducing risk. With a local action plan aiming to reduce accidents involving low speed vehicle manoeuvring that, although reducing in numbers over the reporting period, continues to be a desired area of improvement.

Availability of Operational Information – Operational crews are now actively engaged in the review process for operational intelligence information. The review programme is focused on premises previously identified as high risk with crews inspecting and refreshing critical intelligence for these premises. Operational information is stored in a secure electronic format and can be accessed by firefighters from the cab of the fire engines should they attend an incident at that premise. The ability to access detailed information at incidents supports firefighters at critical times and is vital element of the services approach to fire fighter safety. Ensuring the availability of accurate supporting information through interactive site visits and inspections is an important feature of the firefighter’s work. A key feature of our plans moving forward is to access specialist members of staff that are to be based in the North area and who can assist us to gather and provide operational intelligence for new risks which continue to be identified as the City expands and adjusts to new and evolving business opportunities. This will allow us to increase the data base of intelligence available to operational staff.

Appliances, Equipment and Specialist Resources – Aberdeen City has received a further two new fire engines which will replace the existing front line vehicles based at North Anderson Drive fire station. Driver training for staff is ongoing at this time prior to their introduction.

Fifty four operational staff based at Central Fire Station have now completed the initial training in advanced Water Rescue skills. The training plans was designed and delivered using local facilities and waterways with support from training instructors based both locally and nationally. Managers are now working with national capability leads to secure the additional equipment needs. This station will also host a new resource including a trailer mounted rescue boat with a dedicated response vehicle. Further training and provision of the associated equipment will take place in coming months aligned to our national Specialist Resources project.

The SFRS has also entered into a contract for the provision of new advanced breathing apparatus sets throughout Scotland. Aberdeen City has received a full complement of these new sets and the initial training has been completed for all personnel. The new breathing apparatus sets are now in full operational use throughout the City and across all areas. The feedback received from staff in relation to the new equipment has been extremely positive.

Pre-planning activity has increased for the development and introduction of a Rope Rescue resource which will be based at Altens Fire Station. Six members of staff have now completed the initial training stages on the pathway to becoming rope rescue supervisors. Once qualified they will support the further development and longer term maintenance needs of this skill for their colleagues.

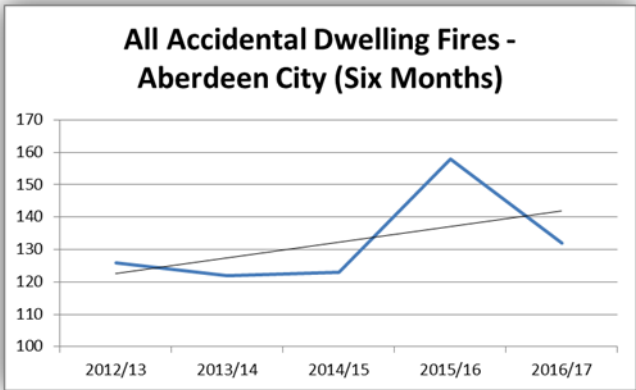
Wholetime resources based in Aberdeen continue to be well supported by our retained (RDS) colleagues based at Dyce Fire Station. Following a recent retirement a new line manager has been appointed to support our retained staff based at Dyce. Managers are focused on maintaining staffing levels through the national recruitment programme to ensure the operational resilience of this resource. Retained staff by nature have primary employment out with the service and we rightly recognise the dedication and commitment of the personnel who provide this vital service.

In partnership with Union Square, The British Heart Foundation (BHF) and Save a Life for Scotland (SALFS) operational staff and managers spent a Saturday encouraging and developing members of the public to undertake a basic lifesaving skill session in the Union Square atrium. The event was well received and a total of 349 members of the public took the opportunity to learn or refresh their basic lifesaving skills. A similar opportunity was provided during the annual door open event where the on duty fire crews supported the basic lifesaving skills event. On this occasion a total of 176 members of the public took part.

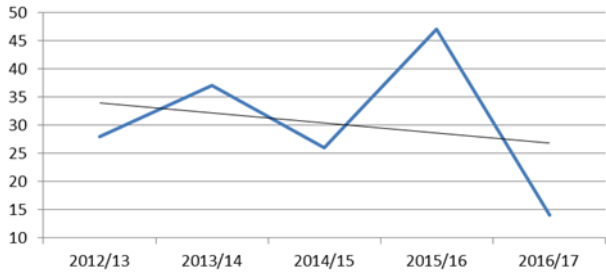
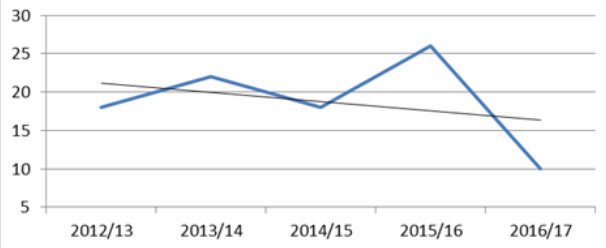
Operational Assurance – We have implemented a harmonised system of measuring operational readiness that provides assurance of the quality of service delivery. The process seeks to identify and confirm good performance with the potential of sharing good practice across the service as well as identifying potential areas for improvement. During 2015/16 all fire stations in Aberdeen City were internally audited. The information gathered from these audits has been used to confirm good practice and implement improvement. The audit process is continuous and will begin again starting in December of this year with a focus on Dyce Fire Station and then returning to the other City stations beginning in February 2017.

Status	

LPI 02 – Reduction of Accidental Dwelling Fires

LPI Assessment: Over the reporting period, there has been a reduction in the overall number of Accidental Dwelling Fires. This has seen an overall fall of 26 incidents comparable to the previous year. We have identified that a significant number (87%) of these fires did not spread beyond the item that was first ignited. Whilst we have noted a very small higher than average level of activity the longer term trend continues to be positive. We have assigned a Green status to this outcome in line with our RAG assessment criteria.													
Situational Analysis: Although the last 6 months has seen an encouraging reduction we would wish to highlight that the longer term trend in the numbers of Accidental Dwelling House fires also continues to indicate a steady overall reduction. We continue to observe a trend in dwelling fires which have self-extinguished prior to the arrival of firefighters and requiring no action other than ensuring that the scene is safe, investigating the cause and providing reassurance to occupants. During this reporting period 55% of dwelling fires had self-extinguished resulting in minimal impact for householders. Of the remaining incidents only 15% required the use of a fire hose to extinguish the fire. The targeting of Home Fire Safety Visits (HFSV) to those who may benefit most from our support and advice appears to be successful in influencing householders awareness of the risk of fire in the home Over the next 6 months we intend to focus on engaging with some of our key local partners to continue to increase referrals for our free HFSV service	 <table border="1"> <caption>All Accidental Dwelling Fires - Aberdeen City (Six Months)</caption> <thead> <tr> <th>Financial Year</th> <th>Number of Fires</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>125</td> </tr> <tr> <td>2013/14</td> <td>122</td> </tr> <tr> <td>2014/15</td> <td>123</td> </tr> <tr> <td>2015/16</td> <td>158</td> </tr> <tr> <td>2016/17</td> <td>132</td> </tr> </tbody> </table>	Financial Year	Number of Fires	2012/13	125	2013/14	122	2014/15	123	2015/16	158	2016/17	132
Financial Year	Number of Fires												
2012/13	125												
2013/14	122												
2014/15	123												
2015/16	158												
2016/17	132												
Status													

LPI 03 – Reduction in Fire Casualties and Fatalities

LPI Assessment: The 5-year annual average for fire fatalities in dwelling houses in the Aberdeen City area currently averages at just fewer than 2 per year. Over the past six months there has been no fire fatality in Aberdeen City. The number of overall fire casualties has significantly reduced over the reporting year from 47 to 14 persons. There has been a corresponding reduction of Accidental Dwelling Fire casualties from 42 to 12 persons.	All Fire Casualties - Aberdeen City (Six Months) <table border="1"><thead><tr><th>Year</th><th>Casualties</th></tr></thead><tbody><tr><td>2012/13</td><td>28</td></tr><tr><td>2013/14</td><td>37</td></tr><tr><td>2014/15</td><td>26</td></tr><tr><td>2015/16</td><td>47</td></tr><tr><td>2016/17</td><td>14</td></tr></tbody></table> Non-Fatal Accidental Dwelling Fire Casualties - Aberdeen City (Six Months) <table border="1"><thead><tr><th>Year</th><th>Casualties</th></tr></thead><tbody><tr><td>2012/13</td><td>18</td></tr><tr><td>2013/14</td><td>22</td></tr><tr><td>2014/15</td><td>18</td></tr><tr><td>2015/16</td><td>26</td></tr><tr><td>2016/17</td><td>12</td></tr></tbody></table>	Year	Casualties	2012/13	28	2013/14	37	2014/15	26	2015/16	47	2016/17	14	Year	Casualties	2012/13	18	2013/14	22	2014/15	18	2015/16	26	2016/17	12
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Situational Analysis: Analysis of casualty data indicated that a high proportion of casualties (57%) received minor injuries which were treated at the scene and did not require the person to go to hospital. While the number of fire fatalities remains low the Service will continue to aspire for zero fire deaths and it is encouraging to note that no person has lost their life in a fire-related incident in this reporting period. Our analysis suggests that the continued delivery of Home Fire Safety Visits (HFSV) has had a positive impact on our local communities i.e. less severe fires in dwellings and reduced harm to the occupants. We are continuing to explore the potential wider contribution that local firefighters can make to support a safer home environment in Aberdeen. We continue to work on establishing a joint collaboration with our local NHS colleagues where we have developed a referral process for healthcare professionals to use for individuals who they have assessed may be at risk of suffering a fire in the home.																									
Status																									

LPI 04 – Reduction of Deliberate Fire Setting

LPI Assessment:

The number of fires started deliberately in Aberdeen has reduced over the last 6 months.

So far this year a total of 154 fires have been started deliberately and this represents a 24.5% fall over the same period the previous year.

The longer term trend continues to indicate a reduction i.e. an overall 39% reduction in these types of fires has occurred over the last 5 years.

A high proportion of deliberate fires involve wheelie bins, grass and refuse although it is encouraging to report that these types of fires have fallen from 145 to 97 fires so far this year.

Overall these specific types of incidents have reduced by an average of 49% over the last 5 years.

The number of deliberately started dwelling house fires has continued to decrease. Over the last 6 months a total of 15 dwelling house fires were started deliberately compared to 17 incidents last year.

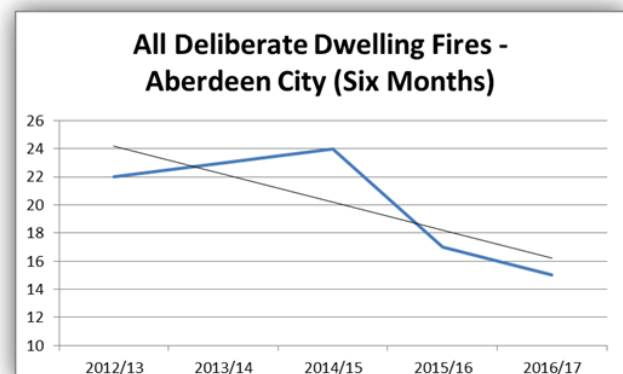
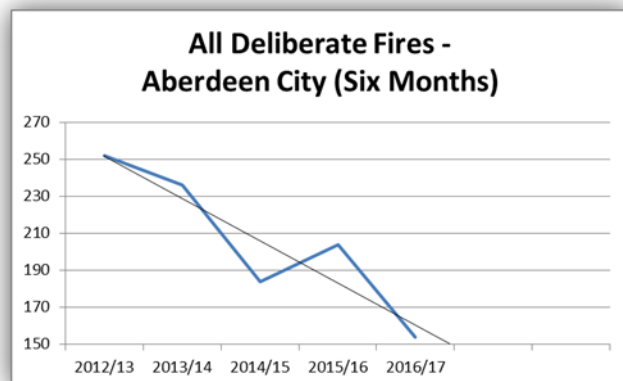
Situational Analysis:

It is encouraging to note the longer trend of decreasing number of deliberate dwelling fires.

We believe this is reflective of our well established local partnership working especially with Aberdeen City Council and Police Scotland has contributed to this reduction.

Regular inspections of multi-storey blocks of flats are carried out by local firefighters and partnership working arrangements are utilised to deliver any necessary improvements that reduce the risk of deliberate fire setting.

We are also prioritising the reduction of deliberately started fires via our local Thematic Plans to support the aim of an overall reduction of this type of fire risk e.g. our current Autumn Thematic campaign focuses on deliberate fires involving wheelie bins and bonfires.



LPI 04 – Reduction of Deliberate Fire Setting

Situational Analysis:

Whilst we have seen a slight rise in the number of deliberate vehicle fires the sharing of information with partners using forums such as the Community Safety Hub has enabled immediate action to be taken on any emerging increases in incidents of this type.

This is part of our overall support and participation in multi-agency Police Scotland led vehicle crime and annoyance operations and safety initiatives.

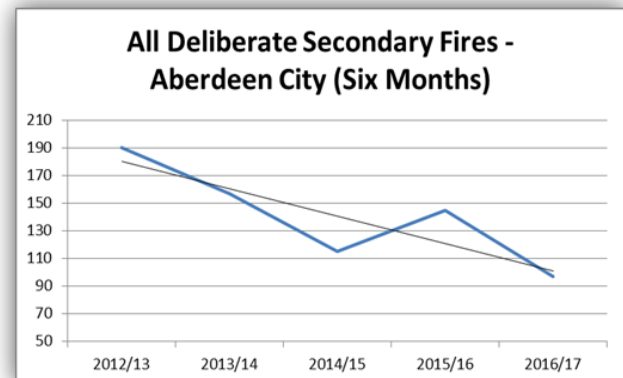
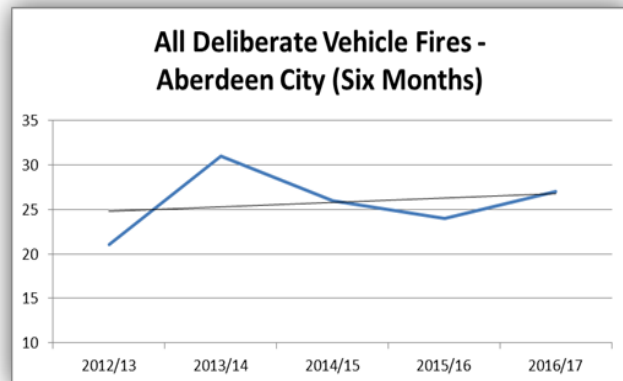
We have experienced a very significant decrease in the number of deliberate secondary fires over the reporting period.

However we will continually to monitor these incidents, sharing information with partners and continuing to engage with local communities.

Over the last 6 months we have also maintained our engagement with partners, notably with Park Rangers and Police Scotland colleagues, to limit the number of fires within areas of Aberdeen known to have a higher number of secondary fires.

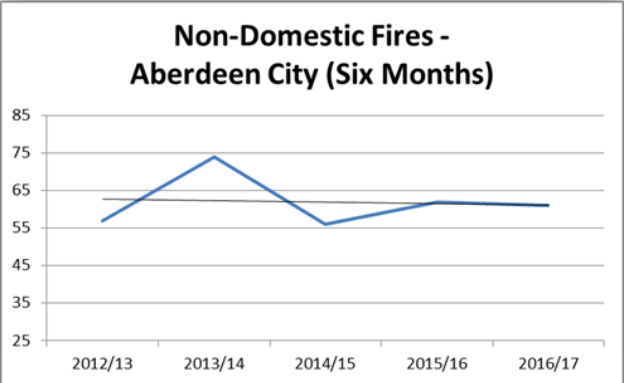
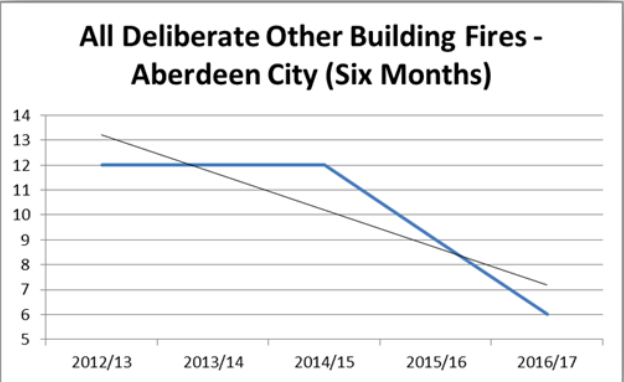
We have also carried out Community Safety Engagement with selected young persons who have become involved in deliberate fire setting in order to prevent escalation.

This includes engaging with young persons who are at risk of deliberate fire setting in identified neighbourhoods and taking part in diversionary activities that seek to minimise and avoid a wide range of ASB events.



Status

LPI 05 – Reduction of Fires in Non Domestic Property

LPI Assessment: During the last 6 months we have seen a very modest reduction in the number of Non-Domestic Fires compared to the previous year. Overall both accidental and deliberate fires of this incident type have reduced from 71 to 67 incidents. The Service also pro-actively sets a risk based annual programme of Fire Safety (FS) audit visits and we have met our targets for the number of audits carried out by our local Enforcement Officers.	 Non-Domestic Fires - Aberdeen City (Six Months) <table border="1"> <thead> <tr> <th>Year</th> <th>Number of Fires</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>55</td> </tr> <tr> <td>2013/14</td> <td>75</td> </tr> <tr> <td>2014/15</td> <td>55</td> </tr> <tr> <td>2015/16</td> <td>60</td> </tr> <tr> <td>2016/17</td> <td>60</td> </tr> </tbody> </table>  All Deliberate Other Building Fires - Aberdeen City (Six Months) <table border="1"> <thead> <tr> <th>Year</th> <th>Number of Fires</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>12</td> </tr> <tr> <td>2013/14</td> <td>12</td> </tr> <tr> <td>2014/15</td> <td>12</td> </tr> <tr> <td>2015/16</td> <td>8</td> </tr> <tr> <td>2016/17</td> <td>6</td> </tr> </tbody> </table>	Year	Number of Fires	2012/13	55	2013/14	75	2014/15	55	2015/16	60	2016/17	60	Year	Number of Fires	2012/13	12	2013/14	12	2014/15	12	2015/16	8	2016/17	6
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Situational Analysis: This indicator covers the number of fires in all buildings excluding dwelling houses. In particular, it includes 'void' (unoccupied) properties, as well as businesses duty-bound to adhere to specific fire safety measures required by legislation. A partnership approach is taken by the Service to maintain focus on this incident type and we continue to work with our partners to ensure void properties are as 'secure' as possible to reduce the opportunity for wilful fireraising. We have also maintained our approach of actively conducting an audit of every building covered by Fire Safety legislation following a recorded fire (100% compliance) to support duty holders. We also continue to engage with local businesses by offering goodwill re-assurance visits to neighbouring buildings adjoining or nearby to the building affected by the fire. This approach continues to be positively welcomed by building owners, managers and responsible persons.																									
Status																									

LPI 06 – Reduction of Unwanted Fire Alarm Signals

LPI Assessment:

Over the last 6 months we have recorded an overall rise in the number of Fire Alarms responses notably in the number of False Alarm Good Intent and False Alarm Equipment Failure calls.

Of these calls it has been identified that 31% were due to system faults.

We have however recorded a welcome decrease in the number of False Alarm Malicious calls in the 6 months of this reporting year.

Using our rating system, the average increase over a 5-year period has been determined as over 10% and subsequently we have designated this outcome as having a Red status.

Situational Analysis:

Not all of these types of calls are necessarily unwanted, for example, increasing ownership of domestic smoke alarms does occasionally correlate in a subsequent increase in incidents being deemed as 'false alarm - good intent'.

The Unwanted Fire Alarm Signal (UFAS) Policy and Procedure is now fully embedded within Aberdeen City and trials are currently under way in other parts of the country to refine our approach.

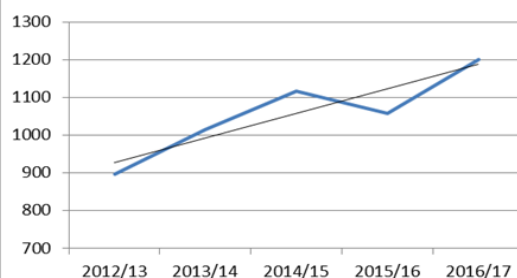
We continue to engage with the responsible person at UFAS incidents to give advice how to prevent further calls.

Additionally our Fire Safety Enforcement (FSE) Officers who have enhanced knowledge of fire alarm systems engage with duty holders of premises which generate unacceptably high numbers of calls.

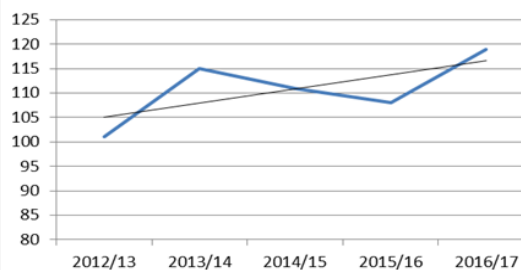
Engagement with duty holders continues to be positive and has resulted in a greater awareness of their responsibility for the management of automatic fire alarm systems within their premises.

Nevertheless we accept that there has been an overall rise in UFAS calls and we will continue to make efforts to reduce UFAS calls over the next 6 months and beyond.

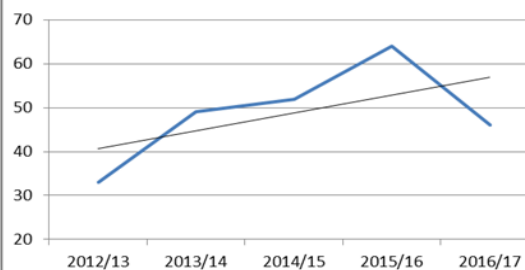
**All False Alarms -
Aberdeen City (Six Months)**



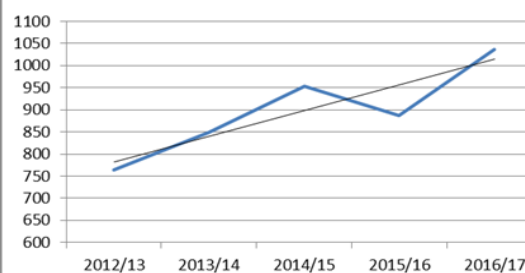
**False Alarm Good Intent -
Aberdeen City (Six Months)**



**False Alarm Malicious -
Aberdeen City (Six Months)**



**False Alarm Equipment Failure -
Aberdeen City (Six Months)**



Status

Glossary of Terms

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

Glossary of Terms

Risk	Definition
Fire Casualties	Within a dwelling house people requiring medical treatment beyond first aid given at the scene of the fire, and those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually do). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury, is recorded as "precautionary check-ups".
Home Fire Safety Visits	The SFRS must have entered the householder premises to make a full home fire safety visit where during this visit or a follow up visit to the premises a smoke or heat alarm was installed or home fire safety advice was provided.
Other Building Fires	Non Domestic property including unoccupied, commercial and retail premises.
Secondary Fires	Outdoor fires including grassland and refuse fires unless they involve casualties or rescues, property loss or if five or more appliances attend. They include fires in derelict buildings but not chimney fires.
Unwanted Fire Alarm Signal (UFAS)	A UFAS incident may be defined as “an event which has required an operational attendance by the fire and rescue service due to the unwanted actuation of a fire alarm system”. A UFAS incident will not have arisen from the occurrence of a genuine fire and as a result they can generally be divided into four categories: • UFAS, in which a system has responded to: ➤ A fire like phenomenon or environmental influence ➤ Accidental damage ➤ Inappropriate human action • Equipment false alarms • Malicious false alarms • False alarms with good intent
Vehicle Fires	Uncontrolled burning involving a motor vehicle.

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	20 October 2016
TITLE OF REPORT	Thematic Report - Police Scotland, North East Division: Serious Organised Crime

1. **PURPOSE OF REPORT**

This report seeks to provide members with information on Serious Organised Crime and the procedures developed by North East Division to reduce the risk of harm caused by Serious Organised Crime Groups, in particular drugs, to our communities.

2. **RECOMMENDATION**

Members are asked to note the paper.

3. **FINANCIAL IMPLICATIONS**

N/A

4. **OTHER IMPLICATIONS**

N/A

5. **BACKGROUND**

There are currently 196 known Serious Organised Crime Groups (SOCGs) being investigated by police and partners in Scotland. The greatest prevalence of SOCGs continues to be in the west of Scotland where 67% of groups are located, 22% in the east and 11% in the north of the country.

The north west of England, predominantly Liverpool remains the primary source of supply for drugs into Scotland, followed by London. This trend is evident across each drug commodity identified where the north west of England appears to be an established gateway for drugs to Scotland.

Drug supply and distribution remain the most accessible and lucrative activities for Scotland-based criminals, with 67% of SOCGs involved. Cocaine and Heroin remain the most popular drug commodities for SOCGs in Scotland, followed by Cannabis. SOCGs are concerned in the supply of multiple drug commodities.

6. STRUCTURES

SOCGs in Scotland are investigated by both Divisional teams and Specialist Crime Division within Police Scotland. Within North East Division these groups are investigated by North East Division and by Specialist Crime Division.

Identified SOCGs are given an assessment by means of a mapping process which provides a 'score' as to the risk of Threat and Harm the group poses to the community. A further assessment is thereafter made as to the most appropriate team to investigate the SOCG based on the score obtained.

Over the last 12 months 18 SOCGs have been investigated within North East Division. 12 of these groups have been investigated by North East Division and 6 by Specialist Crime Division.

7. DRUGS

As previously stated drug supply and distribution remain the most accessible and lucrative activities for SOCG's throughout Scotland and also in North East Division.

Further context has been applied to the most common drug types as below:

Cannabis

Between October 2015 and September 2016, there have been 1076 Cannabis offences (average of 90 per month). June recorded the highest number of offences (110) and September recorded the lowest (58) in the 12 month period. 'Possession' was the most common offence type associated with Cannabis, accounting for 89.9% of charges with 'Possession with Intent to Supply' being the second most common offence type.

When comparing the number of offences between October 2014 and September 2015, there were 1129 Cannabis offences. In this period, April recorded the highest number of offences (121) and the lowest number of offences in this period was recorded in February (73). 'Possession' was also the most common offence type, accounting for 80.8% of offences in this period.

There has been a 4.9% decrease in the number of Cannabis offences in the October 2015 to September 2016 period compared the same period in 2014-15.

Cocaine

Between October 2015 and September 2016, there were 444 Cocaine offences (average of 37 per month). August 2016 recorded the highest number of offences (48) and January recorded the lowest (28) in this reporting period. 'Possession' again was the most common offence type associated with cocaine, accounting for 73.8% of charges.

When comparing the number of offences between October 2014 and September 2015, there were 375 Cocaine offences. February 2015 (35) recorded the highest number of offences, whereas June and July recorded the lowest (30) number of offences.

There has been a 15.5% increase in the number of Cocaine offences between October 2015 and September 2016 compared to the same period for 2014-15.

Diamorphine (Heroin)

Between October 2015 and September 2016, there were 305 Diamorphine offences (average of 25 per month). November 2016 recorded the highest number of offences (44) and the lowest number of offences was recorded in January (17). 'Possession' again was the most common offence type, accounting for 60.9% of charges. 'Possession with Intent to Supply' accounted for 37.3% of offences.

When comparing the number of offences between October 2014 and September 2015, there were 252 offences. July 2015 recorded the highest number of offences, whereas the lowest number of offences was recorded in February (12).

There has been a 17.3% increase in Diamorphine offences between October 2015 and September 2016 compared to the same period for 2014-15.

Diazepam

Between October 2015 and September 2016, there were 208 Diazepam offences (average of 17 per month). February recorded the highest number of offences (30) and the lowest number was recorded in September (6). 'Possession of drugs' again was the most common offence type, accounting for 90.8%.

When comparing the number of offences between October 2014 and September 2015, there were 214 offences. January recorded the lowest number of offences (10) whereas July recorded the highest (27).

There has been a 2.8% decrease in the number of Diazepam offences between October 2015 and September 2016 compared to the same period for 2014-15.

General Trends

There are no stand-out trends in terms of months that have the highest or lowest number of offence types. The number of offences per drug type is relatively consistent with mild fluctuations before returning to monthly averages. The start of a calendar year (January, February) recorded the lowest number of offences for numerous drug types.

8. CONCLUSION

Over the last 12 months, North East Division, Specialist Crime Division and their partners have significantly disrupted the activities of 11 SOCGs operating within the Division which had been assessed under the mapping process. Numerous other smaller groups have been disrupted by conventional policing under Operation Aspen. Almost all of these groups have had links to Aberdeen City.

As part of this ongoing work, 263 Drug Search Warrants have been executed within North East Division since January 2016. As a result, Cocaine with a potential street value of £163,110, Diamorphine with a potential street value of £216,220, 'Crack'

Cocaine with a potential street value of £195,720 and Cannabis with a potential street value of £369,850 has been recovered in Aberdeen City.

In addition to this, cash in excess of £150,000 which is believed to be linked to Serious Organised Crime has been recovered.

Since April 2015, North East Division officers have made 200 arrests directly linked to Serious Organised Crime.

We, along with partners will continue to robustly target the SOCGs who prey on the most vulnerable in our communities to make Aberdeen City and North East Division a hostile environment for them to operate.

9. **BACKGROUND PAPERS**

N/A

10. **REPORT AUTHOR DETAILS**

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	20 October 2016
TITLE OF REPORT	Thematic Report - Police Scotland, North East Division: Community Engagement

1. **PURPOSE OF REPORT**

This report seeks to provide members with information on current and future methods that North East Division uses to engage with its communities. Police Scotland see Community Engagement across all of our communities as a priority, informing Strategy and Policy at both a local and national level.

2. **RECOMMENDATIONS**

Members are asked to note the paper.

3. **FINANCIAL IMPLICATIONS**

N/A

4. **OTHER IMPLICATIONS**

N/A

5. **BACKGROUND**

Community Engagement is a cornerstone of Police activity in North East Division. The Command Team through to Constables and Police Staff in our communities recognise the importance of hearing our communities and turning those views into tangible outcomes that help in Keeping People Safe.

North East Division in Aberdeen undertakes its engagement activity with the objective of providing a citizen focussed police service that meets community concerns and increases trust and public confidence.

The key principles of North East Division's approach are:

- Engagement that is open, proactive, visible, accessible and ongoing.
- Engagement that understands and responds to the needs and concerns of communities, their elected representatives and partners in relation to policing and community issues.
- Engagement which ensures that these views, needs and expectations can inform and influence a) the policing service that is delivered, in conjunction with our partners where appropriate; and b) the future direction of policing.
- Inclusive engagement. North East Division is committed to proactively engaging with all stakeholders from individuals to communities and organisations.
- Flexible engagement to connect with different sections of the community, recognising Scotland's changing demographic profile. North East Division is committed to working to identify seldom heard or hard to reach groups, identifying barriers that limit their access to policing or community involvement, so that they can be informed, consulted and engaged with.

6. **CURRENT ENGAGEMENT**

What follows is a summary of Community Engagement in Aberdeen. It is not an exhaustive list, but rather is designed to highlight some of the current best practice:

Community Policing Teams

Community Engagement in its purest form is undertaken by the Community Policing Teams (CPTs) which are embedded in our communities throughout Aberdeen. These officers are led by a dedicated area Police Inspectors and a number of Sergeants and Constables. These teams are the visible face of North East Division and will routinely engage with communities in response to calls for assistance or whilst on patrol.

Officers continuously engage with elected members, Community Councils and also provide Crime Prevention advice to businesses and residents.

The key engagement activity for CPTs is to listen to their communities and respond to their needs producing tangible outcomes and improvements for them. Three examples of such engagement and response are in Northfield, Tillydrone and Torry are as follows:

Northfield Total Place

Northfield Total Place is a place based approach that seeks to improve outcomes for the local community in the Northfield, Middlefield, Cummings Park, Heathryfold and Mastrick neighbourhoods.

Inspector Andy Barclay (Northfield) sits on the Strategic Board for Total Place and this strategy is at the heart of all community projects within the area.

It has been operating for around 18 months and involves Community Planning Partners (including public and third sector), community organisations and members of the local public working together to identify priorities and put in place solutions, using the best available resources, to meet the unique needs of the local people within the Northfield area.

Although Aberdeen City Council (ACC) oversees Northfield Total Place, the ethos runs through Northfield CPT and there are continual engagement and consultation events to discuss and consider improvements and projects within the community.

The main highlights include the CPTs involvement and lead in the Manor Walk 'pocket park' regeneration, The Choices for Life Tobacco Project in partnership with the Police Scotland Youth Volunteers and Inspector Barclay's recent involvement with the 'Imagineers' of the Children's Parliament. The 'Imagineers' focussed on the views of children from four of the City's lowest attaining schools (2 of which are within Northfield) and their idea of a healthy, happy and safe city where human dignity is at the heart. The Manor Park report of the 'Imagineers' saw the Police as a positive factor in the area, which in an area that shows on indices of deprivation is positive.

Inspector Barclay also chairs the Northfield Youth Action Group (NYAG). The group meets bi-monthly and its aims are:

- Provide an opportunity for workers to meet on a regular basis as an Action Group, and in particular to facilitate networking between members of this Action Group (and between other relevant agencies throughout the North East) and to generate joint partnership working through shared projects, research, training or seminars.
- Promote greater understanding and raise awareness of anti-social behaviour and disengaged young people in the Northfield area.
- Promote positive images of what is happening in Northfield by, where possible, inputting to education, media and through general awareness-raising.
- Support the development of services for young people in Northfield.
- Taking opportunities to gather information on the needs, opinions and experiences of the young people in Northfield.
- Promote and facilitate the involvement of young people in the planning & development of services.
- Develop best practice across the Action Group.

NYAG has been responsible for providing a wide range of positive diversion in Northfield including, Project Fit, Cummings Park Youth Project and Streetsport.

Tillydrone Network

The Tillydrone Network sees Tillydrone CPT working in direct partnership with the community on a number of issues. The issues are decided on by the community,

based on their emerging requirements. This ability to directly influence the local policing direction gives the community access to timely and tangible results that are delivered in partnership with key stakeholders such as elected members, Housing and ACC.

Some of the themes that the network has had success in are:

- FLYTIPPING - Councillor Ross Grant and Inspector Darren Bruce have been working on this issue for over a year. Through local advertising of the issue, signs being erected, enforcement action, education of those responsible and the erection of physical barriers (i.e. bollards), the problem has significantly reduced. They now plan to run an 'Amnesty' with Aberdeen Waste Aware.
- M26/LIGHTHOUSE PROJECTS - 2 different projects offering similar services to different groups. M26 offers activities, Support and Drugs workers to males over 25. The Lighthouse offers access to a wide range of services and support to the community. Local Officers work with both groups giving real opportunities for engagement.

Torry - Operation Smallwood

The Torry area of Aberdeen has been identified as a deprived and regeneration area both locally and nationally. Operation Smallwood was instigated in 2014 in response to ongoing issues of open public space youth anti-social behaviour in Torry, with reports of up to 40 youths being involved, with the 'ringleaders' becoming confrontational towards the authorities.

Varying levels of success were recognised, but this year Torry Community Policing Team (CPT) took a more focussed approach to strengthen the partnership working to ensure key issues were addressed, which saw a range of preventative, pro-active and diversionary measures being introduced. Keen to build upon the successes of previous years', and linking in with Police Scotland's priorities, reducing violence, disorder and anti-social behaviour, it was clear that the strategic aims put in place could be improved and ultimately anti-social behaviour (ASB) could be reduced further and youths diverted.

To support the anecdotal evidence a problem profile was produced to highlight the current issues and inform Police activity.

A multi-agency meeting with stakeholders, elected council members and members of the public were invited to the Community Safety Partnership Hub (CSP) to discuss the key areas of concern and the wider issue of why the youths were committing ASB and potential associated family problems.

This, along with detailed analysis provided by CSP analysts, allowed set objectives to be set:

- Enhance the quality of life for residents and increase public confidence.
- Reduce the number of reported incidents of youth anti-social behaviour.
- Increase the number of detected crimes.
- Devise a structured process for dealing with repeat offenders.

- Increase direct links with support services to offenders and their families.

Intelligence gathering was instigated to gain a thorough knowledge of the problem and individuals involved. This was vital in order to effectively deploy the resources at the right time in the right place, which afforded no additional financial cost to Police Scotland.

By adopting the three "D" approach, Disrupt, Divert, Deter, strong relationships were reinforced with Aberdeen City Council (ACC) and Third Sector agencies at the CSP with partners being co-located, and with Information Sharing Protocols already in place, this allowed for the exchange of data concerning vulnerable youths and families. A phased process was implemented for the duration of the operation.

Regular meetings were held between partners to collaboratively achieve the aims and objectives set:

- A robust policing approach was instigated to provide reassurance to the community and ensure enforcement options were pursued.
- Joint patrols between City Wardens, Police and youth workers in 'hot spot' areas.
- Wi-Fi CCTV camera was provided by ACC.
- School Based Officer's provided class inputs, engaged individually with known offenders.
- Joint home visits with CPT, Early Intervention Worker (EIW) and ACC housing to deliver sanctions and advise parents of the impact of their child's behaviour on their tenancy and wider community.
- Streetsport provided a weekly engagement activity in 'hot spot' areas for diversion.

Officers submitted a daily returns document which allowed the CSP to monitor and analyse the incidents and nominals at a daily meeting. This allowed for constant evaluation to track progress throughout the operation. During the operation, stakeholders highlighted concerns regarding the inconsistent feedback received and the governance of same. As such, a designated Sergeant was allocated to the Operation to improve the link between the CPT and CSP which in turn ensured that the wider issues of family concerns and vulnerability were addressed.

The CSP were then able to signpost repeat offenders and their families to the relevant supporting agencies such as Social Work, Education and Third Sector agencies such as Barnardo's.

Operation Smallwood successfully accomplished the objectives in accordance with the three D's strategy:

Disrupt - The number of Crimefiles raised increased by more than two-fifths (46.8%). This is due to the increased police presence and an increased trust by members of

the public to report youth crime. Just under 90% of crimes were detected during the Operation.

Divert - Incidents decreased by almost a fifth (19.7%) during the operation when compared to the same period prior, the real impact of the operation was felt in the second half with incidents significantly decreasing. 'Streetsports' were implemented as a diversionary tactic and continues to be a weekly activity and there are hopes to expand to introduce 'Streetsport Dance'.

Deter - A structured process was carried out when dealing with offenders including Acceptable Behaviour Contracts being served by the EIW, in conjunction with ACC and the CPT. Further referrals/support was also made/provided to partner agencies when required.

Consistent, high profile patrols with CPT resulted in building a rapport and trust with the youths which helped to break down the 'age old' barriers. Anecdotal evidence suggests that preventative measures need to be put in place to find a long term solution to the issue which has been described as generational.

Partnership

North East Division is a key Community Planning Partnership (CPP) member and as part of the ongoing collaboration has undertaken significant community engagement recently. This has taken many forms including but not exclusively:

- Three community consultation events in relation to informing and influencing the 10 year Local Outcome Improvement Plans in Aberdeen.
- Ongoing consultation activities in relation to the partnership's community empowerment strategy.
- The arrival and settlement of New Scots Families from Syria.

As well as the wider CPP, North East Division provides a significant contribution to the Community Safety Partnership in Aberdeen in the form of Inspector Jason Carrigan and his team of Officers. With its key CSP partners, North East Division undertakes a host of community engagement activity to achieve tangible results in relation its collective Community Safety Strategic Aims.

Serious Organised Crime (SOC) Partnership Work

Working in partnership with CSP and Safer Communities to the Government's 4 D's Serious and Organised Crime Strategy North East Division has undertaken a host of community engagement activities.

Safer Communities organised a 'Protecting Business from Serious Organised Crime' event which was hosted by the Aberdeen Business Gateway, supported by Interventions and included speakers from the Divert and Deter Team, Scottish Business Resilience Centre Trading Standards and Abertay University Ethical

Hackers. Approximately 30 local business owners were provided with target hardening advice and a crime prevention networking and engagement opportunity. Following the event, Business Gateway compiled feedback from the delegates which was very positive, with a number of businesses now being more aware of the indicators and how to protect their businesses from SOC.

Partnership working with the national charity SPORTED and Robert Gordon University Sports is ongoing. Building on consultation events held by Aberdeen CSP Hub in Torry and on analysis from those events by CSP analysts, SPORTED have submitted a Cashback for Communities funding bid. If successful, this will allow CSP Hub and SPORTED to carry out consultation and diversionary work via sport for young people on the cusp of Serious and Organised Crime in some of the city's most deprived areas. Inspector Carrigan also sits on the steering group of Streetsport, listening, engaging and advising on where and how diversionary activities should take place.

Diverse Community Engagement

It is recognised that Communities, Groups and associations are not simply formed within geographical locations and cannot be reached through one CPT. As such North East Division work proactively to engage with such groups to ensure their views are considered and they too are engaged by the organisation. The following captures a number of examples:

Third Party Reporting Centres

- In partnership with Safer Communities, North East Division has 12 Third Party Reporting sites across Aberdeen. These provide support to report hate crimes and crime of a sensitive nature. These centres are selected and located in communities after consultation with them and on the basis of need. We continue to interact with local faith groups and advocacy groups such as Grampian Regional Equality Council to improve and evolve our service based on feedback from these potentially seldom heard groups.
- **Drug Related Death Process**
North East Division has evolved and improved its service to the family of Drug Related Death victims. This was after a series of engagement events by Police Officers in the CSP Hub with a support group for bereaved families.
- **Suicide Prevention**
Inspector Carrigan from the CSP Hub sit on the Choose Life steering group and have also been a key supporter of wider suicide prevention activities in our communities.
- **Aberdeen Ethnic Minority Forum**
Inspector Carrigan currently sits on the Ethnic Minority Forum (EMF), whose meetings take place at the Town House. This is a forum for wider contact

and engagement with a host of community groups such as Polish Association and various faith groups.

- Minority Groups
North East Division has a long standing relationship and history of positive engagement with minority groups across Aberdeen. As well as the local contact, support and engagement that local CPTs undertake NE Division still have a dedicated diversity officer for Aberdeen.
- PREVENT
PREVENT is the key strand of engagement with our communities in relation to the wider national Contest strategy undertaken in partnership with the PREVENT Delivery Unit ACC.
- Community Impact Assessments in response to critical or significant incidents.

National Engagement Locally Delivered

Police Scotland recognise the importance of Engagement with our communities while at the same time acknowledging the requirement for such engagement to be coordinated locally in a way which ensures local views and priorities are identified and addressed. The following provide examples of such National Engagement opportunities which are allowing North East Division to understand local needs:

Your View Counts

This is the fourth year in which Police Scotland has had the opportunity to undertake a country wide public consultation survey. It gives the organisation the ability to seek the views of Scotland's diverse communities and gives local people the chance to influence the setting of both National and Local policing priorities. The survey results provide valuable information regarding the public's attitude to crimes, antisocial behaviour and other issues that impact on communities and the priorities identified through the consultation will be reflected in future Force, Local and Multi-Member Ward (MMW) Policing Plans.

In previous years the surveys were conducted by Police Officers gathering responses from their MMW areas where they had responsibility, with responses recorded on Survey Monkey. In a change to this approach, from April 2016 an online Survey Monkey portal was created to allow the general public to complete the survey online with an alternative paper version available if required. Through local engagement, community events and media campaigns etc. the general public were encouraged to access and complete the survey. The results from Quarter 1 2016-17 are very encouraging with a surveys completed to date across almost every MMW in Scotland. It is also evident from the demographic responses that the results include representation from all communities throughout Scotland.

North East Division have been involved in promoting this opportunity however we like other areas of the country have seen a gradual up take from our Communities. The initial format, which was managed and promoted through Social Media, saw 7.8% of the national returns being mapped against North East Division and specifically 249 returns relating to Aberdeen, with returns been received from all of the City MMW's.

While clearly recognising the need to enhance this return, to increase the capture of Community views we have supplemented the opportunity to have your say Digitally, by promoting the opportunity and making use of Paper copies during events which have involved traditionally hard to reach groups.

While the consultation runs across the whole year, results are being produced on a quarterly basis, to allow us to review the views of our Communities and react to them. The first quarter for example identified the top 5 concerns across A Division as being:

- Homes being broken into.
- Anti-Social Behaviour / Disorder.
- Drug Dealing / Drug Misuse.
- Road Safety / Road Crime.
- Cars (or other Vehicles) being stolen or broken into.

Multi-Member Ward	Total
	Quarter 1 2016-17 April - June
Airyhall/Broomhill/Garthdee	19
Bridge of Don	29
Dyce/Bucksburn/Danestone	21
George St/Harbour	20
Hazlehead/Ashley/Queens Cross	22
Hilton/Stockethill	13
Kincorth/Loirston	26
Kingswells/Sheddocksley	12
Midsocket/Rosemount	15
Northfield	16
Tillydrone/Seaton/Old Aberdeen	21
Torry/Ferryhill	16
Total	249

Police Scotland Youth Volunteers

The Police Scotland Youth Volunteers (PSYV) programme aims to strengthen the relationship with the Police and young people, breaking down barriers and promoting positive role models. It promotes a practical way for young people to understand policing by supporting the Police in their local area through volunteering. As part of

this, young people are given a chance for their voice to be heard and encouraged to promote good citizenship.

The programme is open to all young people aged between 13 – 18 years; this allows those people to get an insight into policing in Scotland and inspire individuals to participate positively within their communities. Each PSYV group is coordinated by a Police Officer, who will carry out this role secondary to their full time position which can vary from School Based Officer to Community Officer / Community Safety. The coordinator is supported by a team of Adult Volunteers who come from all walks of life.

North East Division has two PSYV Groups, one of which is in Aberdeen City. This group was initially based in and sourced solely from within Northfield Academy but now recruits Young Volunteers from across the City. While numbers are limited to 24 Young Volunteers per group, the recruitment policy ensures a genuine mix of skills, abilities and knowledge is achieved.

Volunteers have been able to participate at many different events, including the Glasgow Commonwealth Games in 2014 where there was over 3,500 volunteering hours from young people. Many events have been attended, such as the UK Police Memorial Service, 5 Baton relay events, T in the Park, The Open Golf Championship and the Edinburgh Military Tattoo, while a multitude of local events such as the Baker Hughes 10K and gala events.

After asking young people who were involved in the pilot of the programme how they felt:

- 33% were more likely to agree with the statement 'Police listen and respond to views of young people'.
- 30% of people were more likely to agree with the statement 'Police understand young people's problems in the area'.
- 76% of young people said it helped them in becoming an adult.
- An increase of 16% in how the young people felt about themselves.
- An increase of 10% in young people's determination to succeed.
- 87% of young people said it helped them at school.
- An increase of 24% in people's confidence after joining PSYV.
- An increase of 12% in motivation to learn.

Communication

The extensive community engagement activity that North East Division undertakes is underpinned by a comprehensive external communication strategy that is delivered by a dedicated and professional Corporate Communications Unit.

The Corporate Communications Unit ensures that communities are updated in a variety of methods including social media and regular outlets such as newspapers,

news websites and TV news channels. These outlets are obviously used to keep the public updated regarding on-going news, appeals and travel updates.

7. **CONCLUSION**

North East Division and Police Scotland as a whole are committed to ensuring that appropriate and proactive engagement with communities and interested parties is mainstreamed within its approach to developing policing.

At a local and national level we will continue to proactively engage with elected members, individuals, communities and organisations so that their views, needs and expectations can influence and inform policing in Aberdeen City and we can all collectively strive together to "Keep People Safe".

8. **REPORT AUTHOR DETAILS**

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	01 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Allocation of 2 bedroom properties
REPORT NUMBER	CHI/16/250
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report highlights mismatches in supply and demand for Council housing, particularly a reduction in waiting lists for two bedroom properties and an increase in waiting times for statutory homeless applicants requiring a bedsit or one bedroom property, and seeks to amend the allocations policy to strike a proportionate balance between severity of housing need and making best use of stock.

2. RECOMMENDATION(S)

That the committee:-

- i. Note the current position of reducing waiting lists for two bedroom properties and an increase in waiting times for statutory homeless applicants requiring a bedsit or one bedroom property;
- ii. Amend the 'exceptions to the bedroom requirement rules' within the scheme of allocations per Appendix 1 to strike a proportionate balance between severity of housing need and making best use of stock;
- iii. Amend the offers in fulfilment of statutory homeless duty policy per Appendix 1 to offer families requiring a two bedroom property greater choice of area and single applicants/couples preference over whether they will be considered for a smaller or larger property.
- iv. Instruct officers to report back on the operation of the revised policy after 12 months.
- v. approve an amendment to the current downsizing scheme to exclude tenants who accept a property larger than their requirements through this scheme, special lettings initiative, reduced criteria or any other initiative where there has been no change in their circumstances or other special circumstances do not apply.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications, however this initiative will contribute to a reduction in the duration of homeless cases and associated temporary accommodation expenditure.

4. OTHER IMPLICATIONS

Single tenants or couples occupying a two bedroom property who are reliant on housing benefit are likely to be deemed to have an additional bedroom and would therefore be subject to 'removal of the spare room subsidy' deductions of 14% of the rent, however this is presently being fully mitigated by the Scottish Government and there has been no notable impact arising from similar cases already permitted within the scheme of allocations e.g. fathers with weekend access to children.

There are also plans to restrict housing benefit entitlement to Local Housing Allowance (LHA) level for social housing tenants from 2018 and though this would not have any financial impact based on current rents and LHA rates, it may have a slight impact on single applicants under the age of 35 occupying a 2 bedroom property if rents increase above the LHA rate by 2018 or thereafter. As such we would ensure applicants were aware of the potential for this when determining which size of property would be appropriate.

5. BACKGROUND/MAIN ISSUES

Since the Scheme of Allocations was revised in October 2012 waiting times for statutory homeless applicants have been limited and typically an offer had been forthcoming within 2 weeks of an application being made live on the Urgent rehousing list. Exceptions to this would be for some households with specific medical needs or families requiring larger properties.

Increasing Proportion of Single Homeless Households

With the abolition of the priority need test at the end of 2012, all unintentionally homeless households have been entitled to an offer of permanent accommodation. By definition the newly entitled applicants are single people or childless couples, requiring a greater number of smaller social rented properties to be offered in fulfilment of statutory homeless duty.

Homeless prevention efforts have been increasingly successful since full rollout in 2011, reducing overall homeless presentations by 63% and in recent years a change in approach has significantly reduced the number of private tenants becoming homeless. Furthermore, our efforts to prevent homelessness have rightly prioritised households which include children. The effect of these factors, in addition to other social and lifestyle predilections in the single populace have meant the

residual profile of homeless households are comprised of proportionately more single applicants, now accounting for 80% of homeless applications.

The cumulative impact has been an increase in duration of homelessness, temporary accommodation placements and delays in making permanent offers to resolve homelessness. There are now over 80 homeless applicants listed for bedsit or one bedroom properties, with waiting times exceeding three months. Both the number of applicants and waiting time have increased month on month for each of the past six months.

A further principal factor contributing to this blockage is the composition of the Council's general needs housing stock, which is close to being inversely proportionate to the demand profile of statutory homeless households. There are 5,070 bedsit and 1 bedroom general need properties, equivalent to 28% of the total general need stock (18,208), whereas 80% of homeless households require this size of property.

Reducing Demand for Two Bedroom Properties

Waiting lists for Council housing had been increasing for many years, reflecting the heated property market in Aberdeen. In 2014 the Council adopted a housing options approach, whereby those seeking assistance with housing are given cross-tenure advice in addition to information about social housing allocations. This has led to a steady reduction in applications for housing, further impacted by the contraction of the local economy. From around 600 new applications per month in 2014 and total lists of 7,925 last year, current receipts are under 300 per month and combined lists stand at 6,327.

The impact of this has been most acute in terms of the lists for two bedroom properties. There are currently 1,109 applicants on the waiting list, 500 on the transfer list and 146 on other lists. The waiting list is down from 1,606 a year earlier, with the needs of the residual applicants much reduced: between 2015 and 2016 there was a 48% reduction in the number of applicants on the two bedroom waiting list with 20 or more points and currently 82% have fewer than 20 points. This contrast with a majority of allocations requiring 30-38 points a year earlier and a number of recent allocations have been made to applicants with only 14 points.

Recourse to Housing Associations & Private Landlords

Protocols with local housing associations have been revised within the past year and afford absolute priority to homeless applicants for vacancies, not limited by quota. Case Officers invite all homeless applicants to apply directly to RSLs at initial presentation and are proactive in revising progress periodically until a permanent offer has been made. Whilst this provides a proportion of outcomes, it is insufficient to meet the level of demand.

Having historically struggled to gain a foothold in the private rented market, falling rents and demand over the past 15 months have presented new opportunities to assist homeless applicants to move into private tenancies. This has been done via the homeless prevention fund until now and is currently progressing to establishment of a rent deposit guarantee scheme as the uptake increases. Whilst this ought to increase outcomes, there are legislative restrictions in terms of tenancy type and duration, limiting the extent to which this will reduce reliance on the social sector in the short – medium term.

Proposed Changes

Given the financial and social impact of prolonged homelessness it is imperative that the Council is in a position to expedite offers of permanent accommodation for homeless households. In the absence of sufficient bedsit and one bedroom vacancies to achieve this under current policy, the significant reduction in demand for two bedroom properties presents an opportunity to offset a proportion of unmet need without disadvantaging applicants with a reasonable level of priority. In order to achieve this the current 'bedroom requirement rules' require to be amended per Appendix 1, thus prioritising the need to resolve homelessness for smaller households over matching size more exactly.

A further proposed change is to provide for couples intending to start a family to be considered for two bedroom vacancies if they prefer, rather than be allocated a smaller property in the first instance and be offered a move only once a pregnancy has been confirmed. Although this would not affect a large number of applicants, it mirrors what couples would typically do in purchasing or privately renting properties and reduces unnecessary upheaval and cost after a short period.

Another change sought is to reflect the reasonable availability of two bedroom properties by affording more choice in terms of location when rehousing under homeless legislation. At present the presumption of considering any area citywide can lead to difficulties with continuity of education and familial/social contact, which we believe can be comfortably provided for by restoring a choice of broad letting areas which have sufficiency of turnover.

The final change sought is with regard to the downsizing scheme. The council currently offers tenants a cash incentive to give up properties larger than they require. This proposal would in effect place tenants in an under occupancy situation whereby they would qualify for the downsizing incentive. Clearly, the intention is to strike a balance between the tenant's needs and the demands of the council to fill vacancies that are proving hard to let due to size and type. The council has already approved a special lettings initiative and reduced criteria for the letting of low demand sheltered/amenity blocks which could also potentially create under occupancy. The scheme requires to be amended to allow officers discretion when dealing with requests under the downsizing scheme to decline applications from tenants obtaining a

tenancy under this or any other special initiatives to fill vacancies where their circumstances haven't changed or no other special circumstances prevail.

6. IMPACT

Improving Customer Experience:

These changes will improve customer experience by affording more choice of area for homeless families and will reduce the waiting time for single people and couples.

Improving Staff Experience:

A reduction in correspondence arising from extended waiting times and associated frustrations will be achieved and increased satisfaction for families being rehoused within their area of choice will make for more fulfilment in related roles.

Improving our use of Resources:

This approach will reduce reliance on expensive temporary accommodation whilst homeless applicants await rehousing.

Corporate

The proposals in this report are in line with Aberdeen City Council's 5 Year Business Plan 2013/14-2017/18, Local Outcome Improvement Plan and the Single Outcome Agreements. They will deliver Smarter Living and focus on prevention and intervention and the Prosperous People theme – people are resilient, included and supported when needed.

7. MANAGEMENT OF RISK

The most significant risk of maintaining the current arrangements is likely to be an increased waiting time for statutory homeless applicants requiring to be rehoused and associated disturbance to normal living. Whilst the financial cost to the Council is significant in terms of temporary accommodation expenditure, the social cost arising from prolonged homelessness is more profound still.

Adopting the recommendations may lead to a partial reversal of the significant reduction in waiting lists for 2 bedroom vacancies and the financial implications of households occupying larger properties than they strictly require for welfare benefit purposes is predicated on current policy and allowance changes, which are susceptible to change by DWP or under newly devolved social security powers.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

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Appendix 1 – Proposed Additions to the Allocations Policy

(Changes highlighted in red)

12. Determining the Number of Bedrooms Required by a Household

Detailed below are the number of bedrooms for which various household types will qualify:-

- One bedroom is required for a single adult;
- One bedroom is required for an applicant and partner;
- One bedroom is required for two single related adults of the same sex, for example, two sisters, two brothers, where there is not 10 years or more difference between their ages;
- One bedroom is required for two elderly people of the same sex who choose to share a bedroom, who would not normally be expected to share a bedroom, for example, a mother and daughter;
- One bedroom is required for up to two children under eight years of age, regardless of the sexes of the children;
- One bedroom is required for up to two members of the householder's family eight years of age or over of the same sex, where there is not 10 years or more difference between their ages;
- One bedroom each is required for a child under eight years of age and a child over eight years of age of different sexes, where they cannot share with any other child of the family;
- One bedroom each is required for the youngest and the next eldest child in the family of the same sex, where there is 10 years or more difference between their ages and they cannot share with any other child of the family;
- One bedroom is required for a member of the family where the Housing Need Assessment Team determines they should have their own bedroom.

Other factors that are taken into account when determining the number of bedrooms required:

- The maximum number of people who would be expected to share a bedroom would be two;
- An expected child will be included in the calculation of the number of bedrooms required;
- The age at which children of different sexes qualify to be in separate bedrooms is eight. For example, a child under eight years of age and a child over eight years of age of different sexes would be assessed as requiring separate bedrooms.
- **Where the application only consists of an applicant and their partner, one extra bedroom can be allocated where the couple have advised of their future intention to have children. This would be restricted to flatted properties.**

Exceptions to the bedroom requirement rules.

Applicants who have indicated a preference may be offered accommodation of a different size (larger or smaller) than they would normally qualify for in the following circumstances:

1. When no suitable applicants are identified requiring two bedroom accommodation, applicants requiring one bedroom accommodation will be considered. When no suitable applicants are identified requiring three bedroom accommodation, applicants requiring two bedroom accommodation will be considered followed by applicants requiring one bedroom.
2. Applicants who are currently in two bedroom accommodation or smaller and who require four bedrooms may be considered for three bedroom accommodation if they have stated that option.

3. In the absence of sufficient bedsit and one bedroom vacancies to satisfy the demand from single applicants or couples who are statutory homeless, within a reasonable period, to allow such applicants to be considered for two bedroom flatted properties. This would normally be restricted to one such allocation per tenement block.

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Strategic Housing Investment Plan 2017/18 – 2021/22
REPORT NUMBER	CHI/16/213
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To seek Committee agreement to the submission of the Strategic Housing Investment Plan (SHIP) for the period 2017/18 – 2021/22.

2. RECOMMENDATION(S)

It is recommended that Committee

1. Approve the submission of the Strategic Housing Investment Plan to the Scottish Government.
2. Refer the Housing Infrastructure Fund Table to the Aberdeen City Region Deal Joint Committee for their consideration in conjunction with the same table from Aberdeenshire Council.
3. Agree that the City Council can provide grant funding for a project where Scottish Government grant funding can not be provided in 2016/17 with the agreement of the Convenors of Communities, Housing & Infrastructure and Finance Policy & Resources along with the Head of Finance and Head of Legal Services and Democratic Services
4. Grant delegated power to the Head of Communities and Housing to agree with the Scottish Government replacement projects from the approved SHIP to the Strategic Local Programme Agreements.

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.

This report seeks agreement to provide grant funding to allow the continued development of housing sites from either Section 75 financial contributions or the income from Council Tax Discount on Second Homes and Long-term Empty Properties making best use of these funding sources when the grant is to be paid.

The Scottish Government have allocated Aberdeen City Council a Resource Planning Assumption (RPA) of £10.956m for 2016/17 and £9.945m per annum for the subsequent four years. This is the value of Scottish Government grant available to RSLs and the Council to use for delivering new affordable housing.

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

Scottish Government Guidance - Strategic Housing Investment Plans

“The core purpose of the SHIP is to set out strategic investment priorities for affordable housing over a 5 year period to achieve the outcomes set out in the LHS. The plan reinforces the local authority as the strategic housing authority, the importance of the outcomes and targets set out in the LHS, and informs Scottish Government housing investment decisions. It is expected that SHIPs will be directly informed by the LHS and developed in consultation with key stakeholders. SHIPs will be the key documents for identifying strategic housing projects to assist the achievement of the 50,000 target.

The SHIP should:

- Set out investment priorities for affordable housing
- Demonstrate how these will be delivered
- Identify the resources required to deliver these priorities
- Enable the involvement of key partners

Programme Process - SHIPS and Strategic Local Programme Agreements(SLPAs)

The SHIP tables provide the basis for the development of agreed SLPAs between local authorities and the Scottish Government. The SLPAs set out the programme of housing projects that will be funded over the next 3 years and will be reviewed and updated annually to ensure delivery remains on track.

It is expected that local authorities will engage and consult with all delivery partners on proposals and priorities for SHIPs and SLPAs.

Once agreed, SLPAs will form the basis of individual RSL and Local Authority programme agreements and be the primary document informing the delivery of the Affordable Housing Supply Programme at the local level.

SLPAs will be reviewed and reissued, at least annually, to enable the programme to roll forward and to maintain a minimum 3 year programme planning horizon, based on the most up to date approved SHIP.

The local authority approved SHIP will normally be the route by which projects will be brought into the SLPA. As part of the SHIP sign-off process, local authority officials should, where possible, get delegated authority to ensure that where projects fall out of the SLPA that they can assign other agreed SHIP projects in their place. For most authorities these decisions will be taken jointly between Scottish Government and local authority officers and discussed with the appropriate delivery agent.”

Preparation of the SHIP

Consultation with local affordable housing delivery partners has been undertaken to populate the required tables attached to this report as Appendices.

The requirement is to submit a SHIP every two years however this Committee have received regular reports seeking agreement to add sites into the SHIP reflecting ongoing discussions with RSLs and developers which identify opportunities for the delivery of affordable housing. The consultation for this SHIP that therefore been based on an ongoing dialogue with partners. After submission of the SHIP new opportunities will be reported to Committee where they arise to ensure the maximisation of the delivery of affordable housing from all available resources with the SHIP being a continually evolving plan through it's lifetime.

Overall the SHIP shows the potential to deliver 1,253 units across the 5 years from grant funded development by the Council and RSLs and a further 1,053 units from outwith the main grant funded development programme.

As would be expected certainty about projects and delivery numbers is clear for the initial 3 years with the final two years showing significant lower numbers. This will change as new projects are developed and with 'windfall' opportunities that arise.

Housing Infrastructure Fund

This version of the SHIP has a new addition in the Housing Infrastructure Fund introduced to support housing development through loans (non RSL & Council developers) and grants (Councils and RSLs) with priority being given to those projects, which will deliver affordable housing. The national fund is a five year programme with initially £50m being made available in 2016/17 which will look to prioritise those sites which are of strategic importance with the funding helping unlock sites for the delivery of housing.

In January 2016, when the City Region deal was signed, the Scottish Government announced an additional £254m would be available to support the implementation of some elements of the original proposals that would not be funded within the parameters of the signed Heads of Terms. This included £20m within the national Housing Infrastructure Fund identified for the City Region area.

Discussions with developers have identified a number of technical questions about how the loans and the application process etc. These have been fed back to the Scottish Government with clarity on the process awaited. In this context the Infrastructure Fund position will continue to develop over the next few months.

The preparation of this element of the SHIP has been prepared in conjunction with Aberdeenshire Council. The City Region Deal Joint Committee will consider the Infrastructure Fund at a future meeting.

To date two developers have identified a potential interest in applying for loan assistance. Dialogue is ongoing with developers and RSLs as they consider how to take forward sites and how the infrastructure fund may provide them with assistance to deliver sites.

Grant Funding

There are current projects with the potential to spend £16m of Scottish Government Grant this financial year, with Scottish Government expenditure currently limited to the allocated grant of £10.956m. Discussions are ongoing with the Scottish Government to ensure that they can reallocate grant to the City from other local authority areas where they are unable to spend their allocation this financial year. In reallocating these monies the Scottish Government will ensure projects continue to move through delivery without any slowdown due to the lack of grant funding. If additional grant is not allocated it could have significant consequences on delivery time frames. In spending their full grant across Scotland the government will maximise their delivery of

affordable housing. If additional grant is not allocated RSLs would have to wait to draw down the remaining grant next financial year. This could have a major impact on the available grants for projects next year and a significant impact on RSL finances and may lead to delays on the current delivery of sites and consequential impact on contractors and their workforce.

This is a ongoing position which will crystallise as we move through the financial year both in terms of the actual grant spend in Aberdeen and across Scotland. As a safety net Aberdeen City Council could consider assisting any project where there is a significant risk to it's delivery where the Scottish Government is unable to provide the grant until next year. This would also provide confidence to RSLs that they will not hit significant cash flow issues if they commence a project. If this becomes a real position and projects don't commence because of this concern then there is a risk that full grant expenditure is not achieved in Aberdeen City delaying much needed development.

In replacing Scottish Government grant this financial year the City Council would ensure full expenditure of grant, ensuring developments commence and continue their development. The value of the City Council contribution would then become available as Scottish Government grant for other projects next year, the use of which are directed by the City Council, as the existing project would no longer require those funds from the Scottish Government.

The available funds from Section 75 Contributions and Council Tax Discount on Second Homes and Long-term Empty Properties are detailed below.

a. Section 75 Financial Contributions

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

	£
Income received	4,501,471
Interest received (to 31.3.16)	163,501
Grants paid to RSLs	2,301,640
Commitments to RSLs	<u>2,438,850</u>
Available Balance	- 75,518

The funding comes with a requirement to be spent within 5 years of receipt, with the money held in an interest bearing account. Whilst the above figures show a temporary deficit, agreements are in place to

provide income of £1.77 million with agreements currently being negotiated to provide a further projected income of £1.5 million. All other forms of affordable housing delivery are explored before accepting a financial contribution.

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

The Council used its powers to reduce the Council Tax Discount to 10% for these properties from 2005/06. The extra income raised from this can be used by local authorities for the direct provision of affordable council housing as well as grant funding for RSLs. Income received and commitments to date are shown below.

	£
Income	13,580,835
Paid	6,129,861
Commitment	<u>2,438,141</u>
Available Balance	5,012,833

This Council Tax Discount reduction provided an income of £1,527,584 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.

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

Scottish Government Guidance Note MHDGN 2016/03 -
Guidance on the Preparation of Strategic Housing Investment Plans

9. REPORT AUTHOR DETAILS

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Appendix 1

Strategic Housing Investment Plan 2016/17

Project	Developer	Units - Tenure		Units - Completions	
		Social Rent	Mid Market Rent	2016/17	2017/18
Maidencraig Phase 1 North	Castlehill Housing Association	36		36	
Manor Walk / Park	Aberdeen City Council	80			80
Mugiemoss Road	Castlehill Housing Association	22	16	38	
Smithfield Primary School	Aberdeen City Council	99		99	
Countesswells Phase 2	Aberdeenshire Housing Partnership	35	34		69
Ashgrove Road	Langstane Housing Association		6	6	
Burnside Gardens	Grampian Housing Association		97	50	47
Eastneuk Pub	Langstane Housing Association	26		26	
Granton Place	Langstane Housing Association		6	6	
Mugiemoss Phase 2	Grampian Housing Association	20		20	
Summerhill Road	Langstane Housing Association	26		26	
Woodside	Sanctuary Housing Association	30	89		119
Cloverleaf	Aberdeenshire Housing Partnership	22	11	33	
Abbotswell Road	Aberdeenshire Housing Partnership	24		24	
Pittengullies Brae	Grampian Housing Association	8			8
Mugiemoss Road	Grampian Housing Association	11	2	13	
Loirston	Hillcrest Housing Association	23			23
Froghall Road	Langstane Housing Association	6		6	
Cloverleaf	Places for People		35	35	
Maidencraig Phase 2 South	Grampian Housing Association				12
Total		468	296	418	358

Note: These are the projects currently agreed within the SHIP agreed. Current site delivery has not been updated.

Strategic Housing Investment Plan 2017/18 – 2021/22

Appendix

Table 1

Housing Supply Programme Years 1 - 3 2017/18 – 2019/20

Table 2

Housing Supply Programme Years 4 - 5 2020/21 – 2021/22

Table 3

Infrastructure Fund

Table 4

Affordable Housing Projects funded or supported by sources other than the RPA budget

Table 5.1

Council Tax on Second and Empty Homes

Table 5.2

Developer Contributions

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

Table 1 - AFFORDABLE HOUSING SUPPLY PROGRAMME - Ye

LOCAL AUTHORITY: Aberdeen City

PROJECT	SUB-AREA	PRIORITY	DEVELOPER	UNITS - TENURE							UNITS - BUILT FORM				UNITS - TYPE				GREENER	APPROVAL DATE	UNITS - SITE STARTS				UNITS - COMPLETIONS			SG FUNDING REQUIRED (£0.000m)				TOTAL SG FUNDING REQUIRED OVER SHIP PERIOD
		Low / Medium / High		Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownershi p	LCHO - Improvement for Sale	PSR	Total Units		Off the Shelf	NB	Total Units	GN	Specialist Provision	Type of Specialist Particular Need (If Known)	Total Units by Type	Enter Y or N	Financial Year (Estimated or Actual)	PRE 2017/18	2017/18	2018/19	2019/20	2017/18	2018/19	2019/20	PRE 2017/18	2017/18	2018/19	2019/20	
Burnside	Westburn Road	Medium	Grampian Housing Association		110					110			110	110			110	N	2015/16		110				110			0.020	2.638	2.638		5.276
Mugiemoss Rd (Phase 2)	Bucksburn	Medium	Grampian Housing Association	61						61			61	61			61	N	2016/17		61				61					4.654		4.654
Jesmond Drive	Bridge of Don	Medium	Grampian Housing Association	15						15			15	15	12	3	Wheelchair Access	15	N	2017/18		15				15			1.050			1.050
St Machar Road	Tillydrone	Medium	Grampian Housing Association	135						135			135	135	100	35	Wheelchair Access	135	N	2017/18		135				135			2.000	5.000	2.156	9.156
Dubford	Bridge of Don	Medium	Grampian Housing Association	11						11			11	11	11			11	N	2017/18	11				11				0.825			0.825
Countesswells		High	Castlehill Housing Association	39						39			39	39	39			39	N	2016/17	39				39			2.976				0.000
Countesswells		High	Castlehill Housing Association		12					12			12	12	12			12	N	2016/17		12			12			0.528				0.000
Mugiemoss Rd	Bucksburn	High	Castlehill Housing Association	22						22			22	22	22			22	N	2015/16	22					22		0.876	0.750			0.750
Mugiemoss Rd	Bucksburn	High	Castlehill Housing Association		16					16			16	16	16			16	N	2015/16	16					16		0.681				0.000
Maidencraig (Phase 1 North)	Lang Stracht	High	Castlehill Housing Association	36						36			36	36	36			36	N	2016/17 E		36				36			2.088			2.088
Granton Place	City Centre	Medium	Langstane Housing Association	6						6	6		6	6			6	N	2017/18 E		6					6			0.386			0.386
19 The Spital	City Centre	Medium	Langstane Housing Association	12						12	12		12	12	12			12	N	2017/18 E		12				12			0.672	0.100		0.772
Don Street	Woodside	Medium	Langstane Housing Association	25						25			25	25	6	19	Supported accommodation	25	N	2018/19 E			25			25				0.823	0.823	1.646
Summerhill Road	Summerhill	High	Langstane Housing Association	26						26			26	26	26			26	N	2015/16	26				26			0.950	0.734		0.734	
Froghall Road	City Centre	High	Langstane Housing Association	6						6			6	6	6			6	N	2016/17	6				6			0.350	0.070			0.070
Countesswells Site C4		Medium	Hillcrest Housing Association	45						45			45	45	37	8	Wheelchair Access	45	Y	2017/18 E		45				45			0.900	3.188		4.088
Countesswells Site C4		Medium	Hillcrest Housing Association		15					15			15	15	15			15		2017/18 E		15				15			0.330	0.330		4.088
King Street / Princes Street	City Centre	Medium	Grampian Housing Association		24					24			24	24	24			24	Y	n/a			24			24				1.836		1.836
Manor Walk / Park	Middlefield	High	Aberdeen City Council	80						80			80	80	78	2	Bariatric	80	N	2014/15	80					71			3.680			0.000
Smithfield		High	Aberdeen City Council	99						99			99	99	99			99	N	2014/15	99					87			4.554			0.000
Cloverleaf	Bucksburn	High	Places for People		35					35			35	35	35			35	N	2015/16	35				35			1.087			0.000	
Cloverleaf	Bucksburn	High	Osprey Homes	22						22			22	22	22			22	N	2015/16	22				22			1.236			0.000	
Cloverleaf	Bucksburn	High	Osprey Homes		11					11			11	11	11			11	N	2015/16	11				11			0.330			0.000	
Countesswells Phase 1A		High	Osprey Homes	43						43			43	43	43			43	N	2015/16	43				31	12		3.212			0.000	
Countesswells Phase 1B		High	Osprey Homes		12					12			12	12	12			12	N	2015/16	12					12		0.555			0.000	
Persley	Woodside	Medium	Sanctuary Housing Association	106						106			106	106	106			106	N	2017/18 E		106				106			7.420		7.420	
Persley	Woodside	Medium	Sanctuary Housing Association		46					46			46	46	46			46	N	2017/18 E		46				46			2.024		2.024	
Loirston	Cove	Medium	unknown	48						48			48	48	48			48	N	2017/18 E		16	16	16		16	16		1.120	1.120	1.120	3.360
Loirston	Cove	Medium	unknown		24					24			24	24	24			24	N	2017/18 E		8	8	8		8	8		0.352	0.352	0.352	1.056
Total				837	305	0	0	0	0	1118	18	0	1124	1118	1075	67		1118				623	65	16	351	530	200	21.035	23.359	20.042	4.099	47.500

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN

Table 2 - AFFORDABLE HOUSING SUPPLY P

LOCAL AUTHORITY:

PROJECT	SUB-AREA	PRIORITY	DEVELOPER	UNITS - TENURE							UNITS - BUILT FORM				UNITS - TYPE				GREENER	APPROVAL	UNITS - SITE STARTS			UNITS - COMPLETIONS		SG FUNDING REQUIRED (£0.000m)			
				Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improvement for Sale	PSR	Total Units	Rehab	Off the Shelf	NB	Total Units	GN	Specialist Provision	Type of Specialist Particular Need (If Known)	Total Units by Type			PRE 2020/21	2020/21	2021/22	2020/21	2021/22	PRE 2020/21	2020/21	2021/22	TOTAL SG FUNDING REQUIRED OVER SHIP PERIOD
Abbotswell Road		Low / Medium / High Medium	Osprey	16						16			16	16	16			16	N	2019/20 E		8	8	8	8		0.560	0.560	1.120
Abbotswell Road		Medium	Osprey		8					8			8	8	8			8	N	2019/20 E		8		8			0.352		0.352
Countesswells		Medium	unknown	60						60			60	60	60			60	N	2020/21 E		30	30	30	30		2.100	2.100	4.200
Countesswells		Medium	unknown		40					40			40	40	40			40	N	2020/21 E		20	20	20	20		0.440	0.440	0.880
Loirston	Cove	Medium	unknown	32						32			32	32	32			32	N	2020/21 E	16	16		16	16	1.120	1.120	1.120	2.240
Loirston	Cove	Medium	unknown		16					16			16	16	16			16	N	2020/21 E	8	8		8	8	0.352	0.352	0.352	0.704
Total				108	64	0	0	0	0	172	0	0	172	172	172	0	0	172			24	90	58	90	82	1.472	4.924	4.572	9.496

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MORE HOMES DIVISION

STRATEGIC HOUSING

Table 3 - INFRASTRUCTURE FUND

LOCAL AUTHORITY:									AFFORDABLE HOUSING UNITS DIRECTLY PROVIDED BY INFRASTRUCTURE FUNDING - BY ESTIMATED COMPLETION DATE																INFRASTRUCTURE FUNDING DRAWDOWN BY YEAR (£0.000M)						POTENTIAL ADDITIONAL FUNDED BUT UNLOCKED								
PROJECT	PRIORITY	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	DEVELOPER	LOAN OR GRANT APPLICATION?	PLANNING STATUS (OUTLINE/ MASTERPLAN/ FULL CONSENT IN PLACE) (Y/N)	DOES APPLICANT OWN OR HAVE POTENTIAL TO OWN THE SITE? (Y/N)	BRIEF DESCRIPTION OF WORKS FOR WHICH INFRASTRUCTURE FUNDING IS SOUGHT	IS PROJECT LINKED TO DIRECT PROVISION OF AFFORDABLE HOUSING? (Y/N)	AFFORDABLE								MARKET								PRIVATE RENT							PRE 2017/18 DRAWDOWN	2017/18	Loan/Grant Drawdown			2021/22	TOTAL SG INFRASTRUCTURE FUNDING REQUIRED 2017/18- 2021/22	UNITS - POTENTIAL ADDITIONAL CAPACITY IN EITHER LATER PHASES OR OTHER SITES
									2017/18	2018/19	2019/20	2020/21	2021/22	AFFORDABLE TOTAL OVER PLAN OVER SHIP PERIOD	2017/18	2018/19	2019/20	2020/21	2021/22	MARKET TOTAL OVER PLAN OVER SHIP PERIOD	2017/18	2018/19	2019/20	2020/21	2021/22	PRIVATE RENT TOTAL OVER PLAN OVER SHIP PERIOD													
Loirston	Low / Medium / High		Muir Homes	Loan	PPF	Y		Y		24	24	24	24	96						0						0													
Summerhill	High	390334:806697	Shaping Aberdeen Housing LLP	Loan	Full consent "minded to approve" status - subject to S75 Agreement	Y site is owned by Aberdeen City Council and will be transferred to Shaping Aberdeen	Site preparation including cut and fill. Piled foundations and ground beams (abnormal cost). Floor slabs. Roads, parking areas and footpaths. Sewers, incoming services, diversions and below ground building drainage.	Y - the project comprises 100% affordable housing (369units)	0	58	128	140	43	369	0	0	0	0	0	0	0	0	0	0	0	0	0.000	1.455	2.045	0.996	0.689	0.087	5.272	0					
Greenferns	Medium		Shaping Aberdeen Housing LLP	Loan										0						0											0.000								
Total									0	82	152	164	67	465	0	0	0	0	0	0	0	0	0	0	0	0.000	1.455	2.045	0.996	0.689	0.087	5.272	9						

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

LOCAL AUTHORITY:

TABLE 4 - AFFORDABLE HOUSING PROJECTS FUNDED OR SUPPORTED BY SOURCES OTHER THAN THE RPA/TMDF BUDGET

PROJECT ADDRESS	SUB-AREA	PRIORITY	GEOGRAPHIC COORDINATES (X:EASTING Y:NORTHING)	DEVELOPER	FUNDING SUPPORT SOURCE	APPROVAL DATE	UNIT SITE STARTS						TOTAL UNIT STARTS	UNIT COMPLETIONS					TOTAL Units Complete	NON SG FUNDING TOTAL £0.000M	OTHER NON-AHSP SG FUNDING (IF APPLICABLE) £0.000M	TOTAL FUNDING £0.000M
						Financial Year (Actual or Estimated)	PRE- 2017/18	2017/18	2018/19	2019/20	2020/21	2021/22		2017/18	2018/19	2019/20	2020/21	2021/22				
Dubford	Bridge of Don, Aberdeen	High		Barratt Homes	Self Financing (Low Cost Home Ownership)			17					17	17					17			0.000
Dubford	Bridge of Don, Aberdeen	High		Cala Homes	Self Financing (Low Cost Home Ownership)		11						0	11					11			0.000
Dubford	Bridge of Don, Aberdeen	High		Scotia Homes	Self Financing (Low Cost Home Ownership)			11			6		17	11			6		17			0.000
Friarsfield	Cults, Aberdeen	High		Cala Homes	Self Financing (Low Cost Home Ownership)			8					8	8					8			0.000
Craigbank, Friarsfield	Cults, Aberdeen	Medium		Cala Homes	Self Financing (Low Cost Home Ownership)				12				12		12				12			0.000
Park Road				Barratt Homes	Self Financing (Low Cost Home Ownership)		22						0						0			0.000
Allan Park	Cove			Barratt Homes	Self Financing (Low Cost Home Ownership)			4					4	4					4			0.000
Shaw Road				LAR Housing Trust	Mid-Market Rent		15	0					0	15					15			0.000
Donside				Sanctuary Housing Association	Aberdeen City Council			16					16	16					16			0.000
Craiginches	Torry, Aberdeen	High		Sanctuary Housing Association	Scottish Government (outwith RPA)		130						0						0			0.000
North Anderson Drive				Unknown	Mid-Market Rent				60				60			60			60			0.000
East Neuk	King Street			Unknown	Unknown			24					24	24					24			0.000
East Woodcroft				Shaping Aberdeen LLP	Self Financing (Low Cost Home Ownership)			14					14		14				14			0.000
Craighill	Kincorth			Shaping Aberdeen LLP	Self Financing (Low Cost Home Ownership)		45						0		45				45			0.000
Craighill	Kincorth			Shaping Aberdeen LLP	Mid-Market Rent		46						0		46				46			0.000
Summerhill				Shaping Aberdeen LLP	Mid-Market Rent		369						0		58	128	140	43	369			0.000
Kincorth				Shaping Aberdeen LLP	Mid-Market Rent				120				120			20	50	50	120			0.000
Greenferns				Shaping Aberdeen LLP	Unknown					367			367			75	100	100	275			0.000
Total								94	192	367	6	0	659	106	175	283	296	193	1053	0.000	0.000	0.000

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MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

LOCAL AUTHORITY:

TABLE 5.1: COUNCIL TAX ON SECOND AND EMPTY HOMES - SUMMARY

	TAX RAISED £0.000M	TAX USED TO SUPPORT AFFORDABLE HOUSING £0.000M	TAX CARRIED FORWARD TO SUBSEQUENT YEARS £0.000M
Pre 2014/15 - In Hand	10.929	6.130	4.799
2014/15	1.124		5.923
2015/16	1.527		7.450

TABLE 5.2: DEVELOPER CONTRIBUTIONS

	SUMS			UNITS		
	RAISED	USED TO ASSIST HOUSING	SUM CARRIED FORWARD TO SUBSEQUENT YEARS	AFFORDABLE UNITS FULLY FUNDED FROM CONTRIBUTIONS	UNITS PARTIALLY ASSISTED FROM CONTRIBUTIONS	UNITS TOTAL
Pre 2014/15	£2.777	£1.664	£1.113		101	101
2014/15	£0.481	£0.121	1.473		20	20
2015/16	£0.750	£0.516	1.707		37	37

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing & Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Leased Centres
REPORT NUMBER	CHI/16/233
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to

- 1) Update the Committee with respect to the Leased Centres signed up to the current Lease and Management Agreements.
- 2) Make recommendations on amendments to the Lease and Management Agreements following engagement with the Leased Centres during 2016.

2. RECOMMENDATIONS

- 1) Approve amendments to the Lease and Management Agreement as detailed in Appendix A and take note of key principles of repair and maintenance as detailed in section 5.4.
- 2) Agree all existing special provisions in the Existing Leases remain as detailed in 5.6
- 3) Approve a special provision for Ruthrieston to pay for their repairs
- 4) Instruct Director of CHI to implement new Lease and Management Agreements
- 5) Instruct Director of CHI to enter into the Management Agreement with Airyhall for the existing term of the Lease.

3. FINANCIAL IMPLICATIONS

- 1) The estimated value of repairs will be up to £100,000 based on Leased Centres past repair costs and an uplift for prudence.

- 2) Asset Management have identified that the potential cost incurred by the council of not doing these repairs to a satisfactory standard could lead to faster degradation of the asset and ultimately have a larger cash impact than the current projected annual spend on repairs and maintenance.
- 3) The current repairs and maintenance budget for non-housing stock is £4 million per annum. There is no proposal to increase the budget but there will be a knock on effect with respect to other repairs and the backlog system (which already includes community centres with respect to cyclical maintenance).
- 4) There has not been a building by building condition survey and lifecycle survey undertaken for each Leased Centre to give a precise picture of costs which could be incurred as an emergency or general repair.
- 5) Asset management have advised that whilst the above exercise would indicate the amount expected to hit the backlog amount it would not necessarily indicate the immediate repairs (designated as Emergency) that would impact the annual budget. The cost of this exercise is currently prohibitive.
- 6) In light of the above we have analysed the last three years of repairs and upgrades undertaken by the Leased Centres as per their audited accounts.
 - i. 2014/2015 £124,000
 - ii. 2013/2014 £119,000
 - iii. 2012/2013 £58,000

It should be noted that the above repair liability was passed to the Leased Centres FY 13/14 and the costs also include upgrades to premises over and above the current schedule of condition.

- 7) There is a provision in the Lease and Management Agreement which gives sole discretion to the council to not undertake uneconomical repairs. "In the event that the Council decide any repairs or maintenance, for which they are responsible in terms of this clause to be uneconomic which decision, having considered all funding options including from the Association, shall be entirely at the sole discretion of the Communities Housing and Infrastructure Committee of the Council"
- 8) With the information we have, we estimate that the community activities delivered cost the council on average £9.97 per hour (based on 2014/2015 £750k investment figures – which includes grants, ACC maintenance figures and utilities – exclusive of major capital investment). The Council could not deliver this type of service at a comparable rate.

4. OTHER IMPLICATIONS

There will be a significant decrease in Senior Officer time dealing with issues arising around the Lease and Management Agreements.

There will be a requirement for the Legal Team working with Asset Management to re-issue all Lease and Management Agreements on a Lease by Lease basis, taking into consideration existing special provisions.

Asset Management and the Communities Team will retrain on any operational change implications and update the Leased Centre Handbook, to ensure a consistently high standard of customer care.

5. BACKGROUND/MAIN ISSUES

5.2 Background

There are 22 Leased Community Centres across the City. Based on the information we have access to, we estimate that the Leased Centres (based on 2014/15 figures) deliver on average 60 hours (each) of community activity per week.

The leased Community Centres are independent voluntary organisations operating a programme of activities for the benefit of the communities and are mainly run by volunteers, but some employ paid staff.

The Community Empowerment (Scotland) Act 2015 sets out the requirement to develop enhanced community participation in Locality Planning and service delivery.

During 2011 – 2013 a series of negotiations took place with Leased Centres to sign up a to a new style lease and Management Agreement “The current Lease and Management Agreement”.

Full Council on the 4th April 2012 approved the “New Style lease and Management agreement” for implementation.

Currently 5 of the 22 Leased Centres are not signed up. Those not signed up are as follows:

1. Airyhall
2. Danestone
3. Ferryhill
4. Hanover
5. Kingswell

At the start of 2016 Leased Community Centres requested a review of the agreements, with a specific focus on the Repairs and Maintenance Clause of

the Lease. This desire for review was also mirrored by Officers who wanted to understand and resolve the Leased Community Centres dissatisfaction with the current agreement.

5.3 Process of engagement with Leased Community Centres during 2016

There have been a number of meetings between Leased Centres and Officers to understand issues and develop a common agreement of proposed changes to the Lease and Management Agreement.

To ensure all Leased Community Centres had the opportunity to contribute, especially for those who do not attend meetings a survey monkey was also set up to gather feedback on the agreements.

In total, 19 Leased Community Centres have actively feedback throughout the final stages of the Lease and Management Agreement amendment process.

Following the last meeting on the 28th September 2016, which approved the final proposed changes to the Lease and Management Agreement (as attached) a request was made to Leased Centres to provide, in writing, a confirmation that they would sign up the new arrangement prior to a report being submitted to Committee.

20 Leased Centres have provided written confirmation that they will sign up to the Lease and Management Agreement. The status with the remaining two Centres is as follows:

1. Airyhall wish to let their existing lease run until 2019 but will sign the Management Agreement now
2. Danestone Management Committee have not met but will have a response before Committee which will be verbally reported.

5.4 ACC Officer Review

ACC Officers from Corporate Governance; Legal, Office of the Chief Executive, Communities & Partnership, Asset Management, Environment have been involved in a complete review of the Lease and Management Agreement.

The recommendations are based on an agreed position with the Leased Centres and an understanding that we will move towards a joint working partnership approach to delivery against community outcomes. Officers have taken a pragmatic approach and have taken into account the following principles in reaching recommendations:

- 1) Given the historic process undertaken officers have responded to the Leased Centres change requests and only recommended additional material amendments rather than redrafting the agreements.
- 2) The Lease and Management Agreements are between the Council and independent Voluntary organisations who deliver a service which the Council cannot provide at the same cost base. This is not a straight forward commercial agreement.
- 3) If we are not going to enforce clauses then we should relax them and the spirit of the agreement should create a culture for Leased Community Centres to develop their programme of activities for the community by not put in unnecessary barriers as we move towards the delivery of locality planning.
- 4) Leased Community Centres are independent organisations, not a Council service.

The proposed detailed amendments to the Lease and Management Agreements are detailed in **Appendix A**

The fundamental change to the Lease and Management Agreement is the amendment to Clause 9 in the Lease Agreement which places increased responsibility of Repairs and Maintenance on the Council.

In summary the key Principles:

- a. Aberdeen City Council will be responsible for all internal and external repairs and maintenance to keep the premises fit for the purposes for which they are let.
- b. The Tenant will be responsible for any upgrades to the premises and for internal decoration.
- c. Grounds Maintenance, on land that is leased to the Association, will be delivered in line with current service arrangements with the Environment Team. The Landlord will be responsible for trees on the premises as detailed in the current Lease but only applied where there are trees within the leased area.
- d. The Tenant will be responsible for repairs and maintenance of any play equipment or moveable equipment on leased land which they have put in place. This does not include play equipment that was transferred by the Council in the existing Lease.
- e. The Council's decision shall be final as to whether any repairs and/or maintenance are required and, except in the case of emergency, the timing of the carrying out of any repairs and maintenance shall be at the Council's sole discretion. This may result in being held on a waiting list for a number of years as is the case with all current Council buildings.

- f. The Tenant will be wholly responsible for all repairs and maintenance if it is vandalism caused by a party connected with the Leased Community Centre.
- g. Either party shall be entitled to bring the lease to an end giving 6 months notice if any Repair or Maintenance, which the council is responsible for, is deemed to be uneconomic (At the sole discretion of the council)

The only exception to this will be Ruthrieston Leased Centre who wish to pay for their repairs and we propose to make an accommodation to this.

Currently Clause 9 has the council responsible for wind and watertight repairs and cyclical maintenance (and works arising from this) with the centres being responsible for other repairs by reference to a Schedule of Condition. Where the Schedule attached to the Lease is silent then the responsibility for repair could be challenged. This creates a level of uncertainty around responsibilities.

The proposed amendments make all obligations clear, ensure that repairs and maintenance are undertaken in line with the required HSE standards and the repairs are undertaken with a view to protect the longterm position of the asset.

It should be noted that If the Leased Community Centre has the ability to contribute to a repair/and or maintenance that is not classified as Emergency then this may result in the repair being fast tracked.

The financial impact of this amendment is detailed in section 3.

5.6 Implementation

Once a position has been reached on the Lease and Management Agreements.

1. The Lease and Management Agreement will be reissued, on a Centre by Centre basis, for a seven year term to end in line with current arrangements of those Centres signed up to the Current Lease & Management Agreement.
2. Existing special provisions in existing leases will remain for example where there is an arrangement to accommodate a project like the Seaton Rehab project or where an agreement by the tenant to maintain play equipment.
3. Officers will all need to be fully trained on the changes to ensure excellent customer service.

6. IMPACT

Improving Customer Experience

This report will positively impact on customers as they will have access to Community Centres whose increased focus will be on delivering community activity.

Improving Staff Experience

Increased Officer and Leased Centres relationships will increase the ability to deliver the shared vision .

This report will decrease staff time in dealing with issues arising from Leased Centres Lease and Management Agreements.

Improving our use of Resources

This report will seek to support increased community activity delivered within the Leased Community Centres as well as protecting the longterm asset.

Corporate

This Report contributes to all aspects of Aberdeen: The Smarter City. With a particular emphasis on Smarter Living

This proposal also support various outcomes in the Local Outcome Improvement Plan and will also support the Locality Planning Agenda.

Public

This proposal will be of interest to the public given the usage of the Leased Community Centres and the high profile nature of the Leased Community Centres in the City.

7. MANAGEMENT OF RISK

Continued Fractured relationships impacting Community Outcomes and impeding the delivery of Locality Planning

There has been a significant change in relations with Centres since the start of 2016, demonstrated by the tone of meeting on the 28th September 2016, delivering the revised agreements will build on this momentum.

Financial Risk

There has not been a building by building condition survey and lifecycle survey undertaken for each Leased Centre to give a precise picture of costs which could be incurred either as an emergency or general repair/maintenance.

Asset management have advised that whilst the above exercise would indicate the amount expected to hit the backlog amount it would not necessarily indicate the immediate repairs (designated as Emergency) that would impact the annual budget. The cost of this exercise is currently prohibitive.

Clause changes

Risks have been assessed in each clause amendment as part of the review process, taking into account the previously identified principles in reaching recommendations.

Aberdeen City Council, will always have the right to serve notice to the Leased Community Centres with one years notice where it determines that:-

- a. changes in Council policy; and/or
- b. changes in budgetary considerations on the part of the Council; and/or
- c. changes in Law; and/or acts or omissions on the part of the Scottish Government may make this necessary or desirable.

Leased Centres do not resign agreements

We have now ascertained that 20 Leased Centres will re-sign the current arrangements.

Impact on existing repairs and potential reduction of budget through cost savings

Evidence from the management of the leases raises concerns about management committees safely meeting the terms of the previously proposed lease agreements (Council wind and watertight/ cyclical maintenance). Within the revisited risk matrix there are particular concerns around management committees potentially being responsible for electrical/ heating works etc.

Whilst these systems are checked as part of the cyclical maintenance process, in some instances works have been undertaken/ or left unattended in intervening periods which has resulted in increased costs. This also creates a risk around works being undertaken which may be considered unsafe, excessively costly or have had to be re-visited as part of cyclical maintenance.

Buildings being repaired by volunteers also can lead to higher long term maintenance costs of repairs being undertaken.

8. BACKGROUND PAPERS

1. Community Centres Report by the Acting Director of Education Culture & Sport 28.3.2012 – Full Council Item agenda 8 (e) 4th April 2012 and subsequent minutes.

9. REPORT AUTHOR DETAILS

Jo Mackie

Locality Manager Jomackie@aberdeencity.gov

07808083321

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Appendix A

LEASE

between

ABERDEEN CITY COUNCIL, incorporated by and acting under the Local Government etc (Scotland) Act 1994 (who and whose successors as owners of the premises aftermentioned are hereinafter referred to as "the Council") OF THE ONE PART

and

, and their successors in office as Chairperson, Secretary and Treasurer respectively of the Management Committee of Community Centre, , Aberdeen, as Trustees ex officio for the said Management Committee (hereinafter referred to as "the Association") OF THE OTHER PART

CONSIDERING that the Council have agreed to lease and the Association have agreed to take on lease ALL and WHOLE in the City and County of Aberdeen contained within the area shown outlined in red on the plan annexed and signed as relative hereto together with all buildings erected thereon comprising Community Centre and together also with all necessary rights of access thereto (hereinafter referred to as "the premises"); NOW THEREFORE the Council and the Association HAVE AGREED and DO HEREBY AGREE as follows:-

(ONE) The Council hereby lease the premises to the Association for the period from the day of , Two Thousand and Sixteen (which is hereby

agreed to be the date of entry notwithstanding the date or dates hereof) until the day of , Two Thousand and Twenty-three .

(TWO) The Association bind and oblige themselves to pay punctually to the Council during the whole term of the lease in the name of rent the sum of ONE POUND (£1) STERLING per annum exclusive of rates and Value Added Tax which sum shall be deducted from the development grant payable by the Council to the Association in accordance with the terms and conditions of the management agreement to be entered into between the Council and the Association of even date herewith (hereinafter referred to as "the Management Agreement")r.

(THREE) The Association bind and oblige themselves to pay punctually to the Council during the whole term of the lease all rates (if asked), taxes, assessments and any other charges which may be levied in respect of the occupation of the premises. In the event of the Association being unable to pay for any of the charges for which they are responsible in terms of this clause then either party shall be entitled to bring the lease to an end by giving the other party no less than sixty days prior written notice.

(FOUR) The Association will not assign the lease nor formally sublet the whole or any part of the premises, without the prior written consent of the Council which consent will not be unreasonably withheld or delayed. Notwithstanding, the Association shall be entitled to enter into short term bookings or lets of the premises, or part thereof, in order to facilitate the

operation of the premises in accordance with the terms and conditions of the Management Agreement to be entered into between the Council and the Association of even date herewith (hereinafter referred to as “the Management Agreement”).

(FIVE) The Association will not create any security over or dispose of the Association’s interest in or part with the possession of the premises or any part thereof.

(SIX) The Association shall use the premises as a community centre solely for the conduct of social, educational, religious, cultural, leisure and recreational activities for the benefit of the community and for no other use whatsoever.

(SEVEN) The Council will insure the premises in their name and at their expense with an insurance company of repute in respect of such insurable risks as the Council may from time to time reasonably require.

(EIGHT) The Council shall not be responsible for insuring the Association’s goods, equipment, stock and other contents in or on the premises.

(NINE) The Association will accept the premises in their present condition and as being fit in all respects for the purposes for which they are let. The Council will be responsible for and will carry out all internal and external repairs and maintenance in order to keep the premises in a condition fit for the

purposes for which they are let. The Council's decision shall be final as to whether any repairs and/or maintenance are required and, except in the case of emergency, the timing of the carrying out of any repairs and maintenance shall be at the Council's sole discretion. Notwithstanding the foregoing the Association will be responsible for and carry out all internal repairs and repairs or replacement of glazing at the premises required as a result of any act of vandalism except where the act of vandalism is carried out by a third party not connected with the premises nor participating in any event or activity taking place within the premises or otherwise attending at the premises. The Association will also be responsible for any internal decoration required to maintain the premises in at least a condition fit for the purposes for which they are let. In addition and subject to being afforded reasonable access to the premises at all necessary times, the Council will undertake the following cyclical inspection and maintenance –

- (a) **Legionella testing** - Monthly water temperature testing & flushing of any potential dead legs, quarterly cleaning of shower heads, annual risk assessment and any relevant cleaning of system and reports.
- (b) **Fire Fighting Equipment (including fire doors)** - Annual servicing of hose reels, fire extinguishers and fire blankets test and reports.
- (c) **Fire Alarms (if installed)** - Monthly Quarterly, 6 monthly and annual servicing and monitoring of system and reports.
- (d) **Emergency Lights (if installed)** - Monthly, 6 monthly and annual testing and servicing of system and reports.

- (e) **Electrical circuit wiring testing** - 5 Year testing of fixed electrical system and reports.
- (f) **PAT testing** - Annual testing and reports of both Council and Association owned equipment.
- (g) **Boiler Plant and Automatic controls, Heating Systems and gas fires/radiators (if installed)** - Annual testing of Gas fired systems, 6 monthly testing of oil fired systems & annual testing of controls and reports, but excluding any maintenance or other liability arising from mis-use, vandalism or re-programming of time clocks and controls.
- (h) **Refrigeration plant (Air Conditioning) (if installed)** - 6 monthly or annual depending on type of system and reports.
- (i) **Automatic Doors (if installed)** - Annual testing.
- (j) **Asbestos Management** - surveys and, where Council budget is available, remove, encapsulate or manage any material found. For the avoidance of doubt, in the event of the Association carrying out any modifications, alterations or additions to the premises then the Association will be responsible for arranging an asbestos survey of the affected part of the premises and for the management and removal where necessary of any material.
- (k) **Light Fittings** – maintenance and, where necessary, replacement of light fittings located more than 2 metres above floor level.

The Council will be entitled at their discretion whilst acting reasonably to alter the frequency of all or any of the cyclical inspection and maintenance at any time during the currency of the lease.

The Council will also be responsible for the maintenance and repair of external signage at the premises required as a result of any act of vandalism except where the act of vandalism is carried out by a party connected with the premises or participating in any event or activity taking place within the premises or otherwise attending at the premises.

. In the event the Council decide any repairs or maintenance for which they are responsible in terms of this clause to be uneconomic (which decision, having considered all funding options including funding from the Association, shall be entirely at the sole discretion of the Communities, Housing and Infrastructure Committee of the Council) the Council shall advise the Association in writing following which either party shall be entitled to bring the lease to an end by giving the other party no less than six months prior written notice.

(TEN) The Association will not in any way alter or add to the premises without first having obtained the prior written consent of the Council. Any modifications, alterations, additions, fittings or fixtures which the Association in accordance with these presents may make or instruct or install shall remain their property during the currency of the lease. On the expiry or sooner termination of the lease, unless otherwise required by the Council by notice sent in accordance with Clause (TWENTY-THREE) below, the Association shall remove any unauthorised modifications, alterations, additions, fittings or fixtures and restore the premises to their condition prior to such modifications, alterations, additions or installation of any fitting or fixture. Failing such

restoration, the Council may carry out any necessary work and recover the cost from the Association. All damage caused by any removal shall be made good by the Association at their expense to the Council's reasonable satisfaction. In the event of the Council agreeing to the retention of any modification, alteration, addition, fixture or fitting, no compensation of any kind shall be payable by the Council to the Association.

(ELEVEN) The Association will keep the premises in a neat and tidy condition at their expense to the Council's reasonable satisfaction during the currency of the lease.

(TWELVE) The Council shall not be liable for any loss, damage or injury whatsoever, however sustained, attributable directly or indirectly to any equipment or other property belonging to the Association or to third parties in or upon the premises or to any activities carried on, in or upon it by the Association or third parties.

(THIRTEEN) The Council shall not be responsible or liable to make reparation or in any way to compensate the Association for any loss, injury, damage or temporary deprivation of occupancy of the premises which the Association may sustain through the failure or insufficiency of services or utilities, nor in respect of any defect or insufficiency in any part of the premises, the Association being held to have satisfied themselves as to the suitability of the premises at the date of entry.

(FOURTEEN) The Association will comply in all respects with all statutory requirements (already in place or to be passed in the future) and all requirements of any government department, local authority or other public or competent authority relating to the Association and to the occupation of the premises by the Association. In addition, the Association shall comply with the provisions of the Management Agreement. Without prejudice to the foregoing generality this will include compliance with all relevant equal opportunities and child and adult protection guidance and legislation.

(FIFTEEN) The Association will permit the Council and their agents or representatives to obtain access to the premises or any part thereof during the currency of the lease upon receiving reasonable notice thereof (or forthwith in the case of emergency) provided that the Council uses reasonable endeavours to ensure that a minimum of inconvenience and disturbance is caused thereby to the Association's use and occupation of the premises. Furthermore and without prejudice to Condition 1.15 of the Management Agreement the Association will permit the Council and the emergency services to use the premises without notice being given in the event of the premises being required as a result of a civil emergency. Further, the Council shall be entitled to use the premises for the purposes of a polling station.

(SIXTEEN) The Association will not store or permit to be stored dangerous or noxious substances or materials on the premises nor will the Association allow to pass into the sewers or drains serving the premises any noxious or

deleterious effluent or any other substance which might cause any obstruction in or injury to such sewers or drains.

(SEVENTEEN) The Council will keep the premises sufficiently supplied and equipped with security and fire-fighting and extinguishing apparatus and appliances and related emergency signage which shall include all fire alarms, intruder alarms, all detectors, smoke detection systems, emergency lighting (including a central battery) and all controls. The Association will immediately notify the Council of any defects in or damage to any of the said apparatus and appliances for which the Council will retain responsibility for maintenance.

(EIGHTEEN) The Association will not erect any sign, poster, notice, advertisement or display on the exterior of the premises without the prior written consent of the Council, which consent will not be unreasonably withheld or delayed.

(NINETEEN) The Council reserves the right to install on the premises at any time during the term of the lease a communications aerial as part of the Council's wide area network (WAN) for the benefit of the Council. The Council will be responsible for all maintenance, repair and, where necessary, replacement of the said aerial. In addition to the foregoing, the Council reserves the right to install on the premises at any time during the term of the Lease photo-voltaic panels or other sustainable, energy saving devices or equipment as part of the Council's renewable energy strategy. The Council or its appointed contractor will be responsible for all maintenance, repair and,

where necessary, replacement of the said photo-voltaic panels or other sustainable, energy saving devices.

(TWENTY) (i) if the Association allow the premises to go unused and/or unoccupied for a period of more than 1 month (except in any case where (a) any closure has been previously approved by the Council or (b) the premises are rendered unsafe and/or unfit for beneficial occupation and/or use by any cause) or the Association are at any time in breach of any of the non-monetary obligations undertaken by them under the lease then and in either of such events the Council at their option may, subject to Clause (TWENTY) (ii) by notice served on the Association bring the lease to an end forthwith and treat the lease and all transmissions thereof with all that has followed or can competently follow thereon as void and null and that without the necessity of any declarator, process of removal, or other procedure at law and the premises shall thereupon revert to the Council and it shall be lawful for the Council or any person or persons duly authorised by the Council to enter upon possession of the premises and thereafter use, possess and enjoy the same free of all claims by the Association as if the lease had never been granted, but without prejudice to any other right of action or remedy available to the Council arising out of or in connection with any antecedent failure to pay any sum due by the Association or any antecedent breach of any non-monetary obligation of the Association under the lease.

(ii) In the case of a failure or contravention by the Association which is capable of being remedied, albeit late, the Council shall not exercise the foregoing option of irritancy unless and until they shall first have given written

notice to the Association requiring the same to be remedied and the Association shall have failed to remedy the same within such reasonable period, having due regard to the nature and extent of the failure or contravention complained of as shall be prescribed in the notice which in the case of non-payment of any monetary amounts will be 60 days only.

(iii) Notwithstanding the provisions outlined at (i) and (ii) above, in the event of the expiry or earlier termination of the Management Agreement then the lease shall automatically terminate as at the same date without the need for any further or separate Notice or intimation or any formal process or procedure at law.

(TWENTY-TWO) The Association will flit and remove from the premises at the expiry of the lease or earlier termination thereof without any process of removal.

(TWENTY-THREE) Any notice, request, demand, consent or approval under the lease shall be in writing. In respect of the Association any such Notice shall be sent to the chairperson of the Association. Any notice to the Council shall be sent to the Corporate Director – Corporate Governance or his equivalent for the time being at Town House, Aberdeen, all as the case may be. Notices or communications will be sent by recorded or special delivery to the premises or any other address which a party to the lease may nominate in writing from time to time in accordance with this Clause. Any notice or communication shall be treated as having been received by the person to

whom it is addressed two Working Days following the date of dispatch of the notice by post. However, where in any case these rules would result in a notice or communication being treated as having been received on a day that is not a Working Day (Monday to Friday), it shall be treated as having been received on the next Working Day afterwards. To prove the giving of the notice it shall be sufficient to show it was properly dispatched.

(TWENTY-FOUR) In the event of any question arising as to the interpretation of the provisions of the lease, then the same shall first be referred to the Council's Director of Communities, Housing and Infrastructure and an appropriate nominee of the Association Management Committee who shall attempt to reach an acceptable resolution. Should such a resolution fail to be reached the question will be determined by an expert to be agreed between the Parties. Failing agreement on an expert, either Party may apply to the Sheriff Principal of Grampian, Highlands and Islands for the appointment of such an expert. Notwithstanding the method of appointment of the expert, it shall be an express condition of appointment that any decisions will be issued within fourteen days of a joint statement by both Parties, such Parties being obliged to act reasonably and expeditiously in the preparation of such statement. Any decision issued by such an expert shall be binding on both Parties except in the event of a manifest error in fact or in law. The appointed expert shall determine the party liable for the costs of the appointment (including how those costs may be apportioned).

(TWENTY-FIVE) (i) The Association will be bound by the terms of the Management Agreement annexed and executed as relative hereto throughout the period of the lease.

(ii) In the event of any conflict between the provisions of the lease and the terms and conditions of the Management Agreement, then the terms and conditions of the Management Agreement shall prevail.

(TWENTY-SIX) The Council and the Association consent to the registration of the lease for preservation and execution: IN WITNESS WHEREOF these presents typewritten on this and the preceding pages are executed as follows -

LEASE

between

ABERDEEN CITY COUNCIL

and

THE MANAGEMENT COMMITTEE
OF COMMUNITY CENTRE

2016
*

Subjects: Community Centre,
Aberdeen

Head of Legal and Democratic Services
Town House
ABERDEEN

Appendix A

MANAGEMENT AGREEMENT

BETWEEN

ABERDEEN CITY COUNCIL, the Local Authority for Aberdeen City in terms of the Local Government etc (Scotland) Act 1994 and having its principal office at the Town House, Broad Street, Aberdeen AB10 1AQ (hereinafter referred to as “the Council”)

and

and their successors in office as Chairperson, Secretary and Treasurer respectively of THE MANAGEMENT COMMITTEE OF [] COMMUNITY CENTRE ASSOCIATION, [], ABERDEEN, as Trustees ex officio for the said ASSOCIATION(hereinafter referred to as “the Association”)

PURPOSE OF THE MANAGEMENT AGREEMENT

This Agreement outlines the terms and conditions under which the Association will operate the Premises for the benefit of the community in partnership with the Council as detailed herein.

The Council recognises the burden of responsibilities it is requiring of the Associations in carrying out on its behalf the management and operation of the Council’s community centres. The Council recognises the limitations of time, expertise, financial and other resources available to the Association and will take cognisance of these matters in all their dealings with the Association.

SHARED VISION

The Association and the Council both enter into this agreement in the spirit of partnership working to ensure that opportunities and outcomes as determined by the communities, can be fully realised, and recognise the importance of joint working and support to achieve these aims.

DURATION OF AGREEMENT

This Agreement will run for [7] years from []2016.

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SCHEDULE PART 1– DEFINITIONS AND INTERPRETATIONS

SCHEDULE PART 2 - LEGISLATIVE REQUIREMENTS

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CORE ELEMENTS OF THE MANAGEMENT AGREEMENT

REQUIREMENTS OF THE COUNCIL

- 1.1 (a) In return for operating the Premises for the benefit of the community and in compliance with the terms of the Management Agreement, the Council shall pay the Development Grant to the Association. [Subject to 1.2 below, the Development Grant shall be ELEVEN THOUSAND AND SIXTY FIVE POUNDS STERLING (£11,065) STERLING per annum. Payment of the Development Grant shall be made quarterly in advance.
- (b) In addition to the Development Grant, for the duration of the Management Agreement, the Council shall pay the Association up to FIVE HUNDRED POUNDS (£500.00) STERLING per annum towards the cost of personal/legal liability insurance and up to TWO HUNDRED AND SIXTY POUNDS (£260.00) STERLING per annum towards the combined cost of Public Liability and Employers Liability insurance. The amounts due shall be payable by the Council within 60 days of receipt of a valid invoice together with copies of the relevant Certificates of Insurance and premium receipts. The Council reserves the right to vary the amount of the Development Grant. In the event that the Council is required to exercise this right and as a consequence the Association is unable to operate the Premises for the benefit of the community or otherwise comply with the Management Agreement then the Council and the Association shall agree any necessary amendment to the Management Agreement. In the event that amendments cannot be agreed, then the Association shall be entitled to terminate the Management Agreement subject to providing the Council with not less than 2 months' notice in writing.
- 1.2 The Council will pay directly the following bills and charges incurred in respect of the Premises i.e. all gas, electricity, water and sewerage bills, basic broadband service, rental charges for the provision of a maximum of a single voice telephone line and a single alarm line refuse and recycling (excluding food waste) collection charges. Alternatively the Association may enter into contracts for all or any of the foregoing services directly with service providers and if they do so the Council and the Association will agree an appropriate budget amount for such services which will be paid by the Council to the Association. All other bills and charges incurred by the Association will be payable by the Association. [
- 1.3 The Council shall appoint a Community Centre Liaison Officer (CCLO) to meet with and receive updates from the Association on a regular basis. in order support and monitor the implementation of the Management Agreement and any other requirements. The CCLO will arrange an annual meeting with the Association (the Annual Support Visit). The Annual Support Visit will be arranged by the CCLO at a date and time convenient to the Association and the CCLO and will aim to:
- a) identify and discuss any training and support requirements of the Association;
- ensure compliance with the provisions of the Management Agreementb)
- 1.4 The visits will enable Aberdeen City Council to effectively target resource to Centres that may need the support. The Council will provide a range of relevant training opportunities, including the provision (for the purposes of guidance) of a Management Handbook together with additional support as reasonably requested by the Association. For the avoidance of doubt, the Management Handbook is for guidance

only. The Council shall not be liable to the Association for the contents of the Management Handbook nor any guidance contained therein.

- 1.5 The Council may publicise or otherwise promote its workings with the Association as it considers appropriate, and the Association will make available to the Council reasonable access to information and documentation held by the Association which the Council may require to pursue this objective.
- 1.6 The Council will endeavour to notify the Association of the potential implications and impact of any new or changes to legislation which in the view of the Council may impact on the Association.

REQUIREMENTS OF THE ASSOCIATION

- 1.7 The Association will comply with the Law in operating the premises and providing the Programme of Activities under the terms of the Management Agreement including, but not limited to the Legislative Requirements set out in Schedule 2.
- 1.8 The Association will comply with all requirements preset out in the Council's Local Code of Practice, Funding External Bodies and Following the Public Pound policy. The Council will notify the Association of any material changes to this policy and will provide a copy of the amended policy to the Association on request.
- 1.9 The Association shall effect and maintain Public Liability insurance cover with a limit of no less than FIVE MILLION POUNDS (£5,000,000.00) STERLING and Employers Liability insurance cover with a limit of no less than TEN MILLION POUNDS (£10,000,000.00) STERLING. The Association shall not do nor omit to do anything which may or shall result in the said policy or policies of insurance being invalidated or the insurance thereunder prejudiced or which results in the Insurers refusing payment in whole or in part.

The cost of maintenance of all Moveable Equipment supplied to the Association by the Council, including any renewals required, shall be the responsibility of the Association.

- 1.10 The Association will organise a Programme of Activities in the Premises for the benefit of the local community, with or without levying an admission charge. The Programme of Activities will be operated with due skill and care, and in accordance with the Law from time to time in force (including the law relating to employment and equalities). The management and funding of the Programme of Activities shall be the responsibility of the Association. The Association may determine appropriate rates of hire for the Premises, and retain the monies accruing from hires or other trading activity, for the benefit of the running and operation of the Programme of Activities, both within the Premises and elsewhere in the community, for the benefit of the local community and in line with the constitution of the Association and local community need.

1.11

Aberdeen City Council recognises the important role of Associations providing a Programme of Activities, each Centre is unique in its offering in the community and is part of a wider network of community activity being undertaken locally. In order to understand the very valuable impact of the Associations and assist in wider planning of partners including Aberdeen City Council.

The Association will provide the following basic information to the Council by submission to the CCLO at 31st January and 31st July in each year. The information required is not a statistical analysis and we only require estimations, Aberdeen City Council Staff will support this process

- a. the number of volunteers assisting the Association in the operation of the Premises and/or the Programme of Activities in the preceding 6 month period
- b. the number of full time and part time staff assisting the Association in the operation of the Premises and/or the Programme of Activities in the preceding 6 month period
- c. the Programme of Activities during the preceding 6 month period
- d. copies of the minutes of all meetings of the Association held in the preceding 6 month period

A proforma for gathering the above information will be provided however the information may be submitted in the preferred format of the Association. Council officers will also support this process. The Association shall comply with the requirements of the Following the Public Pound policy and the information required may be amended from time to time.

- 1.14 Where the Association does not utilise all of the available hours during which the Premises are open for delivery of the Programme of Activities, then the Association may make the Premises available for the use of other groups and organisations upon such terms and conditions of letting as the Association may decide, subject always to the terms of the Management Agreement In the spirit of partnership the Association will make consideration to favourable or zero rates for groups and partnerships who are operating to deliver positive outcomes against local community need. 1.15 The Association will permit the Council and the relevant local Community Council to hold meetings and conduct other activities in the Premises subject to any booking procedure as may be operated by the Association. The Association will make the Premises available for polling station and emergency response use, as required by the Council. In the event that the Council requires the Premises for use as a polling station then:-.

(a) the Council shall provide the Association with as much notice as is practical, having regard to the circumstances including (but not limited to) the availability of alternative accommodation and the date upon which the election is announced and

(b) the Association shall be entitled to submit a claim for reimbursement of any costs incurred as a result of the Premises being used as a polling station in accordance with the Council's procedure which is applicable at that time.

- 1.16 The Association may levy a membership fee and retain this income for the benefit of the running of the Programme of Activities and the operation of the Premises by the Association and for the benefit of the local community. Membership will be open to all sections of the community irrespective of their age, ethnic origin, religion, disability, sexual orientation or gender. The Association will demonstrate their commitment to anti-discrimination practices by publicising their fit for purpose Equal Opportunities policy.
- 1.17 All staff, including volunteers, appointed to work in the Premises will be directly accountable to the Association and the Association shall be responsible for ensuring that all staff and volunteers, as appropriate to their role, are sufficiently qualified, suitably trained and experienced, competent and

capable, and be responsible for their welfare, health and safety, and for complying with all relevant legislation and good practice guidance, including having appropriate robust policies in place (these to include procedures relating to recruitment and selection, induction, supervision, training and appraisal equalities, disclosure checks and protection of vulnerable groups).

- 1.18 The Association and the Council acknowledge that performance of the Management Agreement may require some Association Personnel (which for the purposes of this Clause shall be deemed to include volunteers) to work with children, vulnerable adults or other members of the public to whom the Council owes a special duty of care ("Vulnerable Groups"). The Association must therefore ensure that it has appropriate policies in place in relation to Vulnerable Groups. The Association will ensure that Association Personnel are appropriately trained and checked to enable the discharge of responsibilities for statutory requirements including the protection of children and vulnerable adult, health and safety and Inspection bodies. In particular, the Association shall ensure that all Association Personnel, who are carrying out regulated work, shall be a member of the appropriate Protection of Vulnerable Groups ("PVG") scheme or seek to join such a scheme as a condition of recruitment. Any Association Personnel who are not members of an appropriate PVG scheme should not undertake regulated work as part of their normal duties. The Association may wish to request Basic Disclosure on Association Personnel who may come into contact with Vulnerable Groups but do not carry out regulated work. The Association must also require third parties hiring the premises for purposes which would require a PVG check to confirm that all required PVG checks have been carried out.
- 1.19 The Association shall provide a means of identification for staff and individual Management Committee members of the Association.
- 1.20 The Association will be responsible for ensuring that all necessary licences in connection with all activities and events in the Premises are in place, and that all the conditions contained in the said licences are complied with.
- 1.21 The Association may provide a catering service for the benefit of the users of the Premises. The Association will be responsible for ensuring that all relevant legal requirements and good practice guidelines are adhered to. Tobacco products are not permitted to be sold within the Premises.
- 1.22 The Association will provide the Council with a list of names, addresses and telephone numbers of all keyholders for the Premises and will notify the Council of any changes to the said list as soon as practical. There will be a minimum of two keyholders for the Premises at all times. In the event of the Association requiring to change the locks, then a set of new keys will be supplied to the Council in order to support emergency response.
- 1.23 The Association shall maintain proper accounts for the organisation which shall be independently examined and copies submitted annually to the Council for inspection by no later than 30th September in each year. Such accounts shall include all income and expenditure accrued by the Association and a balance sheet.
- 1.24 The Association shall adopt a Constitution in line with recognised good practice clearly stating, inter alia, the Association's aims and objectives; qualifications for membership; method of appointing officers; voting procedures; accounting arrangements and arrangements for annual meetings and dissolution of the Association. A copy of the Constitution and any subsequent alterations must be provided to the Council for approval. The Council reserves the right to terminate the Management Agreement, if, in its opinion, the Constitution or any alterations would result in the organisation being run undemocratically or against the best interests of the community.

- 1.25 The Association will ensure that its meeting agendas and minutes are made available to the members of the Association or all other relevant persons or governing bodies in terms of the Association's Constitution and the CCLO in a timeous manner. The CCLO will be notified of, provided papers for, and invited to attend all Association meetings. The Council may nominate a substitute to attend these meetings on behalf of the CCLO.
- 1.26 Whilst there is no prohibition on Association Committee Members or Office Bearers being employees of the Association, the Association and the Council recognise that it is good practice for these roles to be held by different persons. There shall be provision in the Association's Constitution for appropriate safeguards, which address a situation where this is not practicable. Youth members (under 16 year olds) are prohibited from holding Committee Office Bearer posts^{1.27} The Association shall be entitled to have a place on the local Learning Partnership.
- 1.28 The Association will allow the Council or its representatives reasonable access to carry out monitoring and audits as required. This shall include providing reasonable access to the Accounts Commission for Scotland, Audit Scotland, the Scottish Public Services Ombudsman. The Association wishes to participate in learning inspections or equivalent by all inspection agencies and Aberdeen City Council will ensure that the scheduling of such participation is in line with the Associations availability and will keep the time burden to a minimum and provide assistance to participate.
- 1.29 The Association will manage themselves with due skill and care, and in line with recognised good practice. .
- 1.30 The Association shall not do anything, and shall inform the Council immediately it becomes aware of anything, connected with the performance of its obligations under the Management Agreement, which shall or is likely to bring the name of the Association or the Council into disrepute.
- 1.31 The Association will put in place a suitable complaints procedure.
- 1.32 The Association shall allow the Council to install and maintain at the Premises such signs, and commemorative material, and will include in promotional material an indication of the involvement of the Council as the Council may require. If any particular requirements of the Council cause additional expenditure which could not reasonably be anticipated by the Association or expected by the Council, then the Association shall provide a detailed breakdown of these costs to the Council and the Council shall pay to the Association such costs as it deems to be appropriate in the circumstances.
- 1.33 Where the Association actively seeks external funding including sponsorship and advertising then in doing so, the Association must not accept sponsorship or funding from any industry, individual or organisation that could potentially compromise the Management Agreement, or the ethos, principles, reputation and legal obligations of the Council. If there is any doubt as to whether the acceptance of sponsorship or advertising income could potentially compromise the Management Agreement or the ethos, principles and legal obligations of the Council, then the Association should seek formal agreement from the Council in writing prior to finalising any arrangement.
- 1.34 If the Association wishes to close all or part of the Premises to the public for any period(s) of time then the Council will be notified at the earliest possible opportunity and in any event the Council will receive at least four weeks notice of any planned closure. In this event, the Council will have the right to provide an alternative Programme of Activities.

- 1.36 The Association will ensure that all monies held by the Association are managed in a prudent manner in accordance with the terms of the Association's Constitution and for no other purpose whatsoever.

2. OTHER REQUIREMENTS OF THE MANAGEMENT AGREEMENT

2.1 Competitive Tendering/ State Aid

The Association will submit its competitive tendering procedure to the Council for approval and ensure that it follows the approved procedure in relation to all purchasing.

The Association will provide such information as is requested by the Council to enable the Council to meet its obligations in regards to State Aid Assessment and Notification as appropriate.

2.2 Warranties

The Association hereby further warrants to the Council that:-

- a. it has power to enter into the Management Agreement and has taken all necessary action to authorise its execution, completion and performance;
- b. the Management Agreement shall constitute legally binding obligations on the Association enforceable in accordance with its terms;
- c. it has entered into the Management Agreement in good faith
- d. the execution, delivery and performance of the Management Agreement does not nor shall not contravene any of the provisions incorporated within the Association's Constitution, nor of any contract or other instrument to which the Association is a Party or which is binding upon its assets;
- e. it has accepted the condition of all the Moveable Equipment supplied by the Council under the Management Agreement as is and satisfied itself that the equipment is suitable for the operation of the Programme of Activities for the duration of the Management Agreement
- f. it shall comply as appropriate with all best practice and Law affecting the operation of the Premises and Programme of Activities,
- g. it shall exercise its business in good faith to enable the Association to have sufficient funds to meet its commitments when operating the Management Agreement at all times.

In the event of any of the matters included in any of the foregoing warranties being untrue or proving to be unfounded, the Council will be entitled to terminate the Management Agreement forthwith and may take the appropriate legal action, subject to the agreement of the appropriate Committee of the Council or the Council itself

2.3 Subject to the following provisions of this Clause, the Council hereby warrants to the Association that:-

- a. it has power to enter into the Management Agreement and has taken all necessary action to authorise its execution, completion and performance; and
- b. the Management Agreement shall constitute legally binding obligations on the Council enforceable in accordance with its terms.
- c. it has entered into the Management Agreement in good faith

2.4 In the event that the Association makes a claim (which must be received in writing by the Council within six months of the Commencement Date) under any of the warranties which is admitted by the Council or otherwise determined in favour of the Association, the Association's remedy shall be either (a) the right to terminate the Management Agreement or (b) a payment by the Council to the Association of an amount equal to the loss or damage which the Association has suffered.

2.5 Variation and Dispute Resolution

The terms of the Management Agreement shall not be amended or altered except by mutual agreement in writing and signed by the duly authorised representatives of the Council and the Association. Any dispute or difference arising between the Parties in relation to the provisions of the Management Agreement shall first be referred to the Council's Director of Communities, Housing and Infrastructure and an appropriate nominee of the Association Management Committee who shall attempt to reach an acceptable resolution. Should such a resolution fail to be reached the dispute will be determined by an expert to be agreed between the Parties. Failing agreement on an expert, either Party may apply to the Sheriff Principal of Grampian, Highlands and Islands for the appointment of such an expert.

Notwithstanding the method of appointment of the expert, it shall be an express condition of appointment that any decisions will be issued within 14 days of a joint statement by both Parties, such Parties being obliged to act reasonably and expeditiously in the preparation of such statement. Any decision issued by such an expert shall be binding on both Parties except in the event of a manifest error in fact or in law. The appointed expert shall determine the party liable for the costs of the appointment (including how those costs may be apportioned).

3. BREAK OUT/ STEP IN RIGHTS/ TERMINATION OF AGREEMENT ARRANGEMENTS

3.1 Termination: In the event of the occurrence of any one or more of the following:-

- a. the Association is in breach of any of the provisions of the Management Agreement
- b. the Association has failed to pay any sum due under the terms of the Management Agreement (which sum is undisputed by the Association) and any such sum remains unpaid for 60 Days from the date of service of a notice by the Council advising of non-payment and demanding payment of the sums due,
- c. an order is made or an effective resolution is passed for the dissolution of or winding-up of the Association or if an administration order is granted in respect of the Association;
- d. subsequent to any Court Action, any diligence, execution or sequestration or other process be issued upon or against any of the property of the Association and is not paid or discharged within seven days;
- e. any security created by any heritable security or charge executed by the Association or any subsidiary of the Association shall become enforceable and the Holder shall take any steps to enforce the same.
- f. the Association is deemed to have operated at any time outside the terms of the Association's Constitution, Articles of Incorporation or other related document which defines the nature of and governance structures of the Association.
- g. the Association fails to meet or there are insufficient members of the Association to constitute a quorum at meetings for a minimum period of 6 months; or
- h. any period of closure of the Premises to the public lasts for longer than one month (unless the closure has been approved by the Council); then

the Council shall be entitled to terminate the Management Agreement

3.2 Notwithstanding the foregoing if the event entitling the Council to terminate the Management

Agreement is capable of being remedied the Council shall first give notice to the Association specifying the breach in question and identifying the appropriate remedy, and giving the Association [20 working days]days to remedy the breach. If the Association has failed to remedy the breach at the expiry of the [20 working] day period the Council shall be entitled to withhold payment of the Development Grant. Should the breach not be remedied within a further period of[20 working days] days the Council shall be entitled to thereafter immediately terminate the Management Agreement by written notice.

- 3.3 In the event that the Lease of the Premises is terminated for whatever reason, then the Management Agreement shall immediately terminate as at the same date, without the need for any further action on the part of either party.
- 3.4 On termination of the Management Agreement, the Council shall be entitled to put in place alternative arrangements for the delivery of activities within the Premises.
- 3.5 In addition, the Council may by giving not less than twelve months' notice in writing to the Association (or such shorter period of notice as is necessary in any case to ensure the Council's continuing compliance with the Law), terminate the Management Agreement where it determines that:-
 - a. changes in Council policy; and/or
 - b. changes in budgetary considerations on the part of the Council; and/or
 - c. changes in Law; and/or
 - d. acts or omissions on the part of the Scottish Government may make this necessary or desirable.
- 3.6 The Association may terminate the Management Agreement immediately by written notice to the Council if the Council commits a material breach of the Management Agreement, and fails to remedy that breach within 20 Working Days of the Council's receipt of written notice from the Association specifying the breach, and asking the Council to remedy it.
- 3.7 The Association may terminate the Management Agreement by giving 3 months written notice to the Council.
- 3.8 In the case of termination, the Council and the Association shall take all action (so far as is possible) to put the Parties in the same position as they would have been in had they not entered into the Management Agreement. The Council undertakes to ensure as far as possible that the arrangements contemplated by the Management Agreement are brought to an end in such a way that the Association is not rendered insolvent at the date of termination of the Management Agreement, as a direct result of the termination of the Management Agreement pursuant to this Clause.
- 3.9 On termination of the Management Agreement for any reason whatsoever:-
 - a. the Association shall transfer to the Council the benefit, of any event bookings as the Council may direct, and the Association shall use all reasonable endeavours to ensure that all necessary consents are obtained to the transfer to the Council of each of the event bookings requested by the Council
 - b. the Association shall, as far as practicable, co-operate fully with the Council and any person who shall in future operate the Programme of Activities or provide services the same as or similar to those provided under the Management Agreement or any of them or any part of them in order to

achieve a smooth transition from the then arrangements for the operation of the Premises to the new arrangements, and to avoid any inconvenience to, or any risk to the health and safety of, the Council, employees and agents, and members of the public;

- c. the Association shall on or prior to the date of termination of the Management Agreement vacate the Premises, leaving it in a clean and orderly condition and deliver to the Council all keys to the Premises, and within twenty Working Days remove from the Premises all of its own property.

3.10 Step In Rights: Without prejudice to any other right or remedy of the Council under the Management Agreement, if the Council reasonably considers that a breach by the Association of an obligation under the Management Agreement may or will:

- a. create (or has already created) an immediate and serious threat to health, safety or the environment; or
- b. fail to comply with the Law; or
- c. result (or has already resulted) in an interruption to or disruption of the operation of the Premises and/or the Services (including the Programme of Activity) to be provided under the Management Agreement or;
- d. cause (or has already caused) a material breach by the Council of its obligations under Law, or to other contractual parties or;
- e. cause (or has already caused) a serious nuisance: or
- f. constitute an emergency;

then, if the Council considers that there is sufficient time and that it is likely that the Association will be willing and able to provide assistance, the Council may serve a Notice on the Association requiring it forthwith to take such steps as the Council, acting reasonably, considers necessary or expedient to mitigate or preclude such state of affairs including any necessary deadlines within which such steps must be taken.

In this instance, the Association shall use all reasonable endeavours to comply with any Notice received. This shall include full co-operation and all reasonable assistance, including reimbursing the Council for all reasonable costs incurred by the Council in taking such action. Failure to comply will result in immediate suspension or termination of the Management Agreement. In the event of termination, the Association may be given not less than five working days notice to vacate the Premises.

3.11 The Council shall have no liability to the Association for any damage which has occurred prior to the exercise by the Council of its step-in rights under this Clause , or which results from breach by the Association of any of its obligations under the Management Agreement, but shall be liable for any damage or liability caused by or attributable to the negligent acts or omissions of it or its employees, agents or contractors during any period during which it exercises such step-in rights.

3.12 Where an "Emergency" arises, and that Emergency consists of an event or events which could not reasonably have been foreseen by the Association, if the Council has not served a Notice on the Association or exercised its step-in rights, and the Association has used all reasonable endeavours to deal with the Emergency (and demonstrated to the Council's reasonable satisfaction that it has done so) but has nevertheless failed to satisfactorily bring the emergency to an end; or the Council has served a Notice on the Association and the Association has used all reasonable endeavours to comply with such Notice, but has nevertheless failed to so comply to the reasonable satisfaction of the Council; then the Association shall have the right to require the Council to exercise its step-in rights to deal with the

emergency.

- 3.13 The Council shall be entitled to close down the Premises without notice, in the event of an Emergency or any other unforeseen circumstance. For the avoidance of doubt, this includes where the Council is directed to close the Premises on the advice or instruction of its contractor. In these circumstances, the Council shall not incur any liability to the Association.
- 3.14 In the event that the Premises are closed to the public through no act or omission on the part of the Association and remain closed for a period of time, the Council shall provide such support to the Association as is reasonable in the circumstances, in order to assist the Association in securing suitable alternative premises or otherwise making arrangements for the delivery of the Programme of Activity. In addition the Council shall assist the Association in identifying possible mechanisms or arrangements which mitigate the financial impact of any unforeseen closure of the Premises in accordance with this Clause.

4.

4.1 General

The Association will co-operate fully with any legal proceedings, enquiry, arbitration or investigation (including an investigation by the Scottish Public Services Ombudsman) arising out of the operation of the Premises by the Association or the arrangements set out in the Management Agreement generally, and the Association shall give evidence in such enquiries, arbitrations, proceedings and hearings without cost to the Council. Notwithstanding the above, in the event that the Scottish Public Services Ombudsman makes a finding of maladministration or injustice against the Council as a result of fault on the part of the Association, the Council reserves the right to recover from the Association any payments made by the Council to the complainant.

In performing the Management Agreement, the Association shall accept full responsibility for and shall save, indemnify, defend and hold harmless the Council and any of the Council's contractors and its and their staff from and against all claims, losses, damages, costs (including legal costs), expenses and liabilities in respect of the Association and its Connected Persons, Association Party and Association Personnel's non-compliance with the Law; or which arise out of the personal injury to or the death of Association Personnel; or which arise out of loss of or damage to the Association's property and the property of any Connected Person, Association Party or Association Personnel whether owned, hired, leased or otherwise provided by the Association arising from or related to the purposes of the Management Agreement; or which may at any time be made arising as a result of the wilful or negligent acts of the Association, any Connected Person, the Association Personnel or any Association Party in connection with the operation of the Programme of Activities; or in respect of personal injury to or death of any Third Party as a result of the operation of the Programme of Activities by the Association; or any claims, losses, damages, costs (including legal costs), expenses and liabilities loss or damage caused to any land, structure, building or moveable property in the ownership, occupation or possession of or partial occupation or possession of the Council by the wilful misconduct or negligence of the Association, any Association Party or Association Personnel; and any payment made by the Council to a complainant following a finding of misadministration causing injustice by the Scottish Public Services Ombudsman where such finding results from any act or omission of the Association or any Association Party or Association Personnel.

In performing the Management Agreement, the Council shall be responsible for and shall save,

indemnify, defend and hold harmless the Association from and against all claims, losses, damages, costs (including legal costs) expenses and liabilities in respect of personal injury including death or disease to Association Personnel which is caused by the wilful or negligent acts of the Council or its staff during the course of their employment but not in any other way whatsoever, or loss or damage to the Association's property which is caused by the wilful or negligent acts of the Council or its staff during the course of their employment but not in any other way whatsoever.

Any information provided to the Association by the Council by way of guide quantities, plans, drawings, reports, databases, files or similar information at any time (including for the avoidance of doubt any guidance and the Management Handbook), is provided only as a guide. The Association agrees that it has ascertained for itself the accuracy of the information and shall be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect the Association's decision to enter into the Management Agreement. No claim against the Council shall be allowed whether in contract, in delict or otherwise on the grounds of any inaccuracy.

The Council accepts no liability or responsibility for any loss arising as a result of failure of the Association to follow the requirements of the Management Agreement, or for any loss, damage, injury howsoever occasioned incurred as a result of the Association delivering the Programme of Activities by way of the methods detailed in any documentation submitted by or to the Council as required or otherwise authorised by the Management Agreement. No liability will be held against the Council for any loss, damage, injury howsoever occasioned incurred as a result of the Council curtailing any activity in terms of Step In Rights or Termination of the Management Agreement.

Where consent or approval is referred to this is taken to be prior written consent and no claim shall lie against the Council in respect of any delay in processing or refusal to grant such consent. The Council will respond to a request for consent within a reasonable timescale. Further no claims shall be against the Council in respect of any actions taken by the Association as a consequence of the grant of such consent or approval.

4.2 Assignment/Sub-Contracting

The Council shall at its own discretion, be entitled to assign the Management Agreement or any part of it or any benefit or interest in it to any of its statutory successors. Further the Council shall be entitled to assign at its own discretion the Management Agreement or any part of it or any benefit or interest in it to any other legal body or organisation, whether or not wholly owned or partially owned by the Council, which the Council may come into an arrangement with pertaining to the management or otherwise the operation of the Management Agreement, subject to consulting with the Association on any potential impacts of such a transfer or assignment.

- a. Should the Council be affected by re-organisation by legislation resulting in a structural change or amendment to its functions the Parties hereto agree that this will result in a formal assignment of the Management Agreement having taken place by operation of Law. In this event, the Association shall use all reasonable endeavours to assist in the smooth transfer of arrangements to facilitate this assignment.
- b. The Association shall in no circumstances assign or purport to assign the Management Agreement or any part of it or benefit to or interest in it to any person whomsoever without the prior written approval of the Council.
- c. The Association shall not sub-contract any part of the Management Agreement without the

Council's prior written consent. Notwithstanding such consent, the Association shall not be relieved from any liabilities or obligations under the Management Agreement and shall be responsible for the acts, omissions and breaches of any of its sub-contractors as fully as if they were the Association's own and shall save, defend, indemnify and hold harmless the Council from and against all claims, losses, damages, costs (including legal costs), expenses and liabilities in respect of such, acts, omissions and breaches of its sub-contractors.

- d. Where consent to sub-contracting is granted, the Association shall provide each of its sub-contractors with a copy of the Management Agreement. Prior to its sub-contractor commencing work, the Association shall obtain a written undertaking from its subcontractor that its sub-contractor is familiar with the documentation and will act fully in conformity with the terms and Conditions contained therein insofar as relevant to the Association.

4.3 Notices

Where any notice or other communication is to be made under the Management Agreement, it must be in writing to the chairperson of the Association. Notices or communications will be sent by recorded or special delivery to, the address of the Party as stated in the Management Agreement or any other address they may nominate in writing from time to time in accordance with this Clause.

Any notice or communication shall be treated as having been received by the person to whom it is addressed two Working Days following the date of dispatch of the notice by post. However, where in any case, these rules would result in a notice or communication being treated as having been received on a day that is not a Working Day, it shall be treated as having been received on the next Working Day afterwards. To prove the giving of the notice it shall be sufficient to show it was properly dispatched.

4.4 Force Majeure

In the event of an Act of God or Force Majeure (which shall include acts of government, fire, tempest, acts of war and related matters, which are both beyond the control of the Association and are such that the Association with the application of all due diligence and foresight could not prevent) which causes the cessation of or substantial interference with the performance of the Services, the duty of the Association to perform the Services shall be suspended until such circumstances have ceased. The Council shall not be liable to make any payment to the Association in respect of such suspension. Any Development Grant already paid to the Association will not be reclaimed by the Council in the event of Force Majeure or an Act of God.

For the avoidance of doubt, it is hereby expressly agreed that industrial relations difficulties and failure to provide adequate premises, equipment, materials, consumables and/or staff or similar matters are not to be considered as events of Force Majeure or Acts of God.

5. GOVERNING LAW AND JURISDICTION

5.1 The Management Agreement shall be governed by, and interpreted in accordance with Scots Law. IN WITNESS WHEREOF these presents typewritten on this and the [] preceding pages, together with the Schedule annexed are executed as follows

They are signed for and on behalf of Aberdeen City Council at Aberdeen by: -

Signed _____
(Proper Officer)
Print Name _____

Date _____

Position _____

Signed _____
(Witness)
Print Name _____

Address _____

For and on behalf of ##### COMMUNITY CENTRE at

by

Signed _____
(Chairperson)
Print Name: _____

Date _____

Signed _____
(Witness)
Print Name _____

Date _____

Signed _____
(Treasurer)
Print Name: _____

Date _____

Signed _____
(Witness)
Print Name _____

Date _____

Signed _____
(Secretary)
Print Name: _____

Date _____

Signed _____
(Witness)
Print Name _____

Date _____

**THIS IS THE SCHEDULE REFERRED TO IN THE FOREGOING MANAGEMENT AGREEMENT BETWEEN
ABERDEEN CITY COUNCIL AND THE ASSOCIATION OF ##### COMMUNITY CENTRE**

SCHEDULE PART 1– DEFINITIONS AND INTERPRETATIONS

- 1.1. In this Agreement the following words and expressions shall have the following meanings (unless a specific clause states otherwise):-
- 1.1.1 "Management Agreement" means this agreement between the Council and the Association;
- 1.1.2 "Community Centre Liaison Officer" or "CCLO" means that member of the Council's staff with responsibility for monitoring the performance of and communicating or otherwise liaising with the Association;
- 1.1.3 "Commencement Date" means [] notwithstanding the date or dates of signature of this Agreement;
- 1.1.4 "Connected Person" means any legal person (including a company, individual or association, corporate or unincorporated) which has a substantial interest in the Association or which is owned or controlled by the Association;
- 1.1.5 "DPA" means the Data Protection Act 1998;
- 1.1.6 "EIR" means the Environmental Information (Scotland) Regulations 2004;
- 1.1.7 "Equalities Law" includes the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Employment Rights Act 1996, the Employment Act 2002, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006, the Work and Families Act 2006, the Equality Act 2006, the Equality Act (Sexual Orientation) Regulations 2007 and the Equalities Act 2010, whether now or hereafter in effect.
- 1.1.8 "Premises" means the premises known as and comprising ##### Community Centre, #####, Aberdeen as detailed within the Lease.
- 1.1.9 "Financial Year" means the term of twelve months commencing on 1st April and ending on 31st March;
- 1.1.10 "FOISA" means the Freedom of Information (Scotland) Act 2002 together with any guidance and/or codes of practice issued by the Scottish Information Commissioner in relation to such legislation;
- 1.1.11 "Information" has the meaning given to that term under section 73 of FOISA and, for the avoidance of doubt, includes this Agreement and any information (including the Association's Confidential Information) disclosed hereunder;
- 1.1.12 "Law" means any applicable law, enactment, statute, proclamation, bye-law, directive, decision, court decree, regulation, rule, order, notice, rule of court or delegated or subordinate legislation, whether now or hereafter in effect;
- 1.1.13 "Association Party" means the Association's sub-contractors, agents, contractors, or any other party for whom the Association is liable at law;

- 1.1.14 "Association Personnel" means all employees of the Association and/or any Association Party or Connected Person under the control or direction of the Association.
 - 1.1.15 "Parties to the Agreement" means the Council and the Association, with each individually being referred to as a "Party".
 - 1.1.16 "Development Grant" means the funding to be provided by the Council to the Association as a contribution towards the delivery of the Services.
 - 1.1.17 "Personal Data", "Data Controller" and "Process" bear the meanings given to them in the DPA;
 - 1.1.18 "Programme of Activities" means the overall programme of activities delivered in the Premises in accordance with the terms of the Management Agreement;
 - 1.1.19 "PVG" means the Protection of Vulnerable Groups (Scotland) Act 2007 and the Protection of Vulnerable Groups Scheme
 - 1.1.20 "Request for Information" means a request for information or an apparent request under FOISA or EIR;
 - 1.1.21 "Services" means all of the services to be provided from time to time by the Association to the general public pursuant to the Management Agreement, including the Programme of Activity
 - 1.1.22 "Termination Date" means [28th January, 2023] or such earlier date in the event that either Party invokes its rights to terminate the Management Agreement.
 - 1.1.23 "Vulnerable Groups" bears the meaning given to it in Clause 1.19;
 - 1.1.24 "Working Days" means Monday to Friday excluding bank holidays in the United Kingdom and public holidays in Aberdeen.
 - 1.1.25 "Charges" means the list of fees or charges which may be levied by the Association to users of the Services in return for participation in defined activities.
 - 1.1.26 "Lease" means the lease agreement to be entered into between the Council and the Association which governs the Association's occupation and use of the Premises and which comprises Part 3 of the Schedule.
 - 1.1.27 "Emergency - " means any event unforeseen by the Council affecting the Programme of Activities or Premises, whether directly or indirectly, which causes or has the potential to cause an immediate and imminent threat to the long term integrity of any part of the Programme of Activities or Premises or to land adjacent to, or likely to be affected by events on, any part of the Premises.
 - 1.1.28 "Moveable Equipment" – means all equipment which is neither fixed nor heritable.
- 1.2. In this Agreement:
- a. any reference to a provision of a statute includes references to that provision as amended, extended or applied by any other provision regardless of whether the other provision became law before or after the Management Agreement, any re-enactment of that provision (with or without change); and any regulation, order, code of practice or similar thing having the force of law made

(before or after the Management Agreement) under that provision or any provision falling within Clause 1.2(a) above

- b. the singular shall include the plural and vice versa and reference to one gender shall include any other gender;
- c. "including" shall mean "including but not limited to"; and
- d. reference to a Clause or a Sub-Clause is to the relevant clause or sub-clause of the Management Agreement, unless otherwise stated.

1.3. In the event of any ambiguity or contradiction between the conditions of any documents forming part of the Management Agreement, then the documents shall be given precedence in the order listed below:

- a. The Management Agreement
- b. Any other documents forming part of the Schedule, including the Lease.

SCHEDULE PART 2 - LEGISLATIVE REQUIREMENTS

1.1 Corrupt/ Illegal Practices/ Bribery Act 2010

The Association is responsible for ensuring that the requirements of the Bribery Act 2010 are met. The Council shall be entitled to cancel the Management Agreement and to recover from the Association the amount of any loss or damage resulting from such cancellation if: -

- a. the Association shall have offered, or given, or received, or agreed to give to any person any gift, consideration, inducement or award of any kind for doing or not doing any action in relation to the Management Agreement or any other agreement with the Council; or
- b. like acts shall have been done by any Association Personnel, Association Party or Connected Person or acting on behalf of the Association (whether with or without the knowledge of the Association); or
- c. in relation to any agreement with the Council, the Association or persons employed by the Association or acting on behalf of the Association shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010 or have given any fee or reward, the receipt of which is an offence under any legislation pertaining to Local Authorities; or
- d. the Association or its representative (whether with or without the knowledge of the Association) shall have practised collusion in relation to the Management Agreement or any tendering for any other contract with the Council or shall have employed illegal practices either in obtaining or executing the Management Agreement or any other contract with the Council.

1.2 Data Protection/ Confidentiality

The Council and the Association hereby agree to ensure that they will at all times comply with the provisions and obligations imposed by DPA and the data protection principles contained in Schedule 1 of DPA in Processing Personal Data. In Processing Personal Data on behalf of the Council, the Association shall comply with the said data protection principles, act at all times in accordance with the instructions of the Council as Data Controller and generally do nothing to compromise the Council's compliance with its obligations as Data Controller.

Similarly, in Processing Personal Data on behalf of the Association, the Council shall comply with the said data protection principles, act at all times in accordance with the instructions of the Association as Data Controller and generally do nothing to compromise the Association's compliance with its obligations as Data Controller.

In the event that the Association operates CCTV at the Premises, then the Association must in all

respects comply with the Information Commissioner's Office CCTV Code of Practice.

Both parties agree to save, indemnify, defend and hold harmless each other in respect of any unauthorised disclosure or other Processing of Personal Data.

The Association recognises that under the Management Agreement it may receive confidential or proprietary information of the Council. The Association agrees not to divulge such information to any person, except to Association Personnel and then only to those Association Personnel who need to know the same for the performance of the Services, without the Council's prior written consent. Further, the Association shall prevent disclosure or access by any third party other than in accordance with the provisions of the Management Agreement. The Association shall ensure that Association Personnel are aware of and are complying with the provisions of this Clause. This obligation will survive the termination of the Management Agreement.

1.3 Freedom of Information Scotland Act (FOISA) and Environmental Information Regulations (EIR)

The Association acknowledges that the Council is subject to the requirements of FOISA and EIR and shall assist and co-operate with the Council at no additional charge, in meeting any reasonable requests for information in relation to the Management Agreement, or the Services to be provided thereunder, which are made to the Council in connection with FOISA or EIR. The Council may, from time to time, serve on the Association an information notice requiring the Association within such time and in such form as specified in the information notice to furnish to the Council such information as the Council may reasonably require relating to such requests for information. The Association acknowledges that in responding to such requests for information, the Council shall be entitled to provide information relating to the Management Agreement or the Services to be provided hereunder.

The Association shall not respond directly to any requests for Information made under FOISA or EIR but shall instead pass these to the Council within two Working Days of receipt of the same and advise the applicant accordingly.

The Council shall be responsible for determining in its absolute discretion:- whether any Information is exempt from disclosure in accordance with the provisions of FOISA or EIR; and/or whether the disclosure of any of the Information is otherwise in the public interest (whether or not such information would otherwise be exempt from disclosure under FOISA or EIR);

The Association acknowledges that the Council may, acting in accordance with the Scottish Ministers' Code of Practice on the Discharge of Functions by Public Authorities under FOISA, disclose, or publish through its publication scheme, any Information without consulting or obtaining consent from the Association, or having taken the Association's views into account.

1.4 Equal Opportunities

The Association shall provide a copy of its Equal Opportunities Policy, which upon execution of the Management Agreement shall be deemed to be part hereof. The Association warrants that this policy complies with the statutory obligations set down in the Equality Act 2010 and that it shall not treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin, gender, disability, religion or belief, age or sexual orientation in relation to the decisions to recruit, train or promote Association Personnel, volunteers nor in the provision of the Services.

The Association shall observe as far as possible the Commission for Racial Equality's Code of Practice for

Employment as approved by Parliament in 2006, or any other guidance which supersedes the Code of Practice, which gives practical guidance to employers and other in the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities. If any court or tribunal, or the Equality and Human Rights Commission, should make any finding of unlawful discrimination against the Association, then the Association shall take all necessary steps to prevent recurrence of such unlawful discrimination.

SCHEDULE PART 3 – LEASE

SCHEDULE PART 4 – PLAN OF BUILDING

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	New Rent Setting Policy
REPORT NUMBER	CHI/16/117
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

Committee on 27th August 2015 approved a recommendation to enter into a consultation exercise with our tenants on a New Rent Setting Policy to be implemented from 2017 onwards. This report provides details of the outcomes of the tenant consultation exercise and options for a New Rent Setting Policy.

2. RECOMMENDATION(S)

That Committee –

- 1) Note the outcomes from the consultation exercise with our tenants; and
- 2) Approve a New Rent Setting Policy from the three options below to take effect from April 2017.

Option 1

The annual rent increase will be based on Retail Price Index +1% (RPI) for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20. This option is based on the current Housing Revenue Account Business Plan model.

Option 2

The annual rent increase will be based on the Retail Price Index (RPI) for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20.

Option 3

The annual rent increase will be based on Retail Price Index + 0.5% (RPI) for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20.

3. FINANCIAL IMPLICATIONS

A sustainable rent policy must be adhered to in order to secure the long term financial position of this 30 year business plan. The model sets out the current and future financial position of the Council's Housing Revenue Account (HRA), the ability to maintain the Scottish Housing Quality Standard (SHQS) and manage, repair and invest in tenant's homes. If there were to be decreases in, for example, rental this would impact on the long term viability of the plan.

The Council policy for maintaining sustainable rents is for a rental increase of RPI (RPI assumed at 2%) plus 1%.

July 2016 RPI has been reported as 1.9%.

4. OTHER IMPLICATIONS

Failure to adequately maintain and improve the Council's housing stock may lead to the Council breaching health and safety regulations, with poorer housing conditions in Aberdeen and resulting in lower demand. The Council's Scottish Housing Quality Standard (SHQS) Standard Delivery Plan was approved by the former Communities Scotland in August 2006. This outlines the Council's strategy for meeting SHQS by 2015. If the Council cannot achieve the targets set within the Delivery Plan, within reasonable rent increases, then the Scottish Housing Regulator could intervene. The council will also need to comply with the Energy Efficiency Standard for Social Housing (EESH) which aims to improve the energy efficiency of social housing in Scotland. It will help to reduce energy consumption, fuel poverty and the emission of greenhouse gases. It will contribute to reducing carbon emissions by 42 per cent by 2020 and 80 per cent by 2050 in line with the requirements set out in the Climate Change (Scotland) Act 2009. It is also important to note that we have a statutory duty to consult tenants. This duty is contained in Part 2, Chapter 1, Section 25 of the Housing (Scotland) Act 2001 which states:-

Where the landlord under a Scottish secure tenancy proposes to increase the rents or any other charges payable by all, or any class of, its tenants it must, before giving notice under subsection (1)—
(a) Consult those of its tenants who would be affected by the proposal

5. BACKGROUND/MAIN ISSUES

At a meeting of the Communities Housing and Infrastructure committee on 27th August 2015 members approved the following recommendations:-

- To instruct consultation with tenants on a new rent policy for 2017/18 onwards; and
- 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.

The purpose of the Rent Setting Policy is to establish the basis for council house rent increases for 2017 onwards. Legislation dictates that we must consult our tenants on any proposed rent increase with the results presented to Council committee for a final decision to be made on the following years rent increase.

Officers entered into a consultation phase with our tenants on a New Rent Setting Policy early in 2016. The new rent setting policy which will ultimately be approved by council will take effect from April 2017 onwards. Since the subject of the consultation is of such importance it was decided to procure the services of an independent tenant focussed organisation to help and guide the tenants through the process.

The Tenant Participation Advisory Service (TPAS) were commissioned to undertake the initial consultation exercise. Following initial discussions with TPAS, a series of Focus Groups were held to discuss possible options and obtain tenants views on how a new rent policy should look. We wrote to over 3,000 tenants who had previously responded to questionnaires and received over 60 applications to be part of the focus group sessions, citywide tenant participation groups were also involved. Focus Group sessions were held on the 15th 16th and 17th of March and were facilitated by TPAS in order to provide independence and to ensure that tenants' views and opinions were noted. Participants were provided with information on how the Housing Revenue Account operates including income and expenditure together with broad investment programmes such as SHQS, repairs and modernisations.

Using the results of the focus groups a questionnaire was developed to gauge the tenants' views on the principles of a new policy. This questionnaire was posted to all our council tenants. In total 21,477 questionnaires were sent and we received a total of 1,911 responses, which represents an 8.9% return. Prepaid envelopes were provided to make returning the questionnaire easier for the tenants. There was also a prize draw and a dedicated tenant help line to endeavour to maximise the returns. The headline results of the survey are shown below (n.b. the total number of respondents are in brackets with the number in the majority in italics):-

- ✓ A majority of tenants who responded 51.3% = 968 wanted a rent policy set over a number of years (1887).
- ✓ Of those tenants voting for a fixed number of years, 62.9% = 649 wanted it set over a 3 year period (1032)
- ✓ A majority of tenants 63.5% = 1155 wanted it based on a rate of inflation (1819).
- ✓ With 78.1% = 1457 of tenants did not want an additional percentage on top of inflation (1866).
- ✓ 57.6% = 1060 of respondents voted for a straight percentage increase (1839).
- ✓ Of those stating a preference for a fixed percentage a majority of 41.7% = 424 said that the increase should be 1% (1016).

The results show a slight preference for a New Rent Setting Policy fixed for a period of 3 years and linked to an inflation figure only. A copy of the full and final report prepared by TPAS on the consultation exercise can be found in the committee bulletin.

All council tenants will be consulted on the potential rent increase for 2017/18 following approval by committee of the new Rent Setting policy. The results of this consultation will be presented to council in February 2017.

In considering all options for the New Rent Setting Policy it is worth looking at the future projections for inflation:

FORECAST								
End period %	May 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
RPI inflation	1.4	1.3	1.4	1.5	2.0	2.4	2.5	2.9
CPI inflation	0.3	0.2	0.4	0.5	0.9	1.3	1.4	1.7

Source – Capital Economics – Forecasts (June 2016)

The above table indicates that inflation is expected to reduce to 1.3% in Q2 of 2016 and increase to 2.0% by Q1 2017, in line with the Bank of England's target of 2%.

The Office of National Statistics state that historically RPI is the inflation measure used for the setting of rents.

The current Housing Revenue Account Business Plan is based on annual rent increases of RPI+1%. The current HRA Business Plan assumes this to be 3% (i.e. 2% RPI + 1%). Should option 2 or 3 be chosen income will be reduced therefore savings will need to be found after three years which may adversely affect the delivery of services.

The Retail Price Index for July for 2016 was 1.9%

Option 1

The annual rent increase will be based on Retail Price Index +1% (RPI) for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20. This option is based on the current Housing Revenue Account Business Plan model.

Pros:

- Provides a level of certainty for tenants of the likely rent increase.
- The 30 year business plan is sustainable therefore unlikely that savings would have to be found.

Cons:

- Higher increase than other inflationary increases.

Option 2

The annual rent increase will be based on the Retail Price Index (RPI) for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20.

Pros:

- Provides a level of certainty for tenants of the likely rent increase.
- Closer link to other inflationary increases.

Cons:

- Policy not affordable over the 30 years of the business plan.
- After the three years rent would need to increase to RPI + 1% or implement savings of approximately £2 million per annum.
- The savings required could impact on service delivery.

Option 3

The annual rent increase will be based on the Retail Price Index (RPI) + 0.5% for July of the preceding year with the policy applied to years 2017/18, 2018/19 and 2019/20.

Pros:

- Provides a level of certainty for tenants of the likely rent increase.
- Compared to option 2 a lower level of savings would have to be achieved after three years.

Cons:

- Policy not affordable over the 30 years of the business plan.
- After the three years rent would need to increase to RPI + 1% or implement savings.

- The savings required could impact on service delivery.

6. IMPACT

Improving Customer Experience –

The consultation provides our tenants with an opportunity to take part in the decision making process and to have their views made known and considered. 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 –

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

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

This report meets the following objectives:

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

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

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

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, and as such this report will be of interest to all current and potential council tenants.

7. MANAGEMENT OF RISK

It is imperative to establish a rent formula which will sustain the HRA business plans over the coming years which includes meeting the new SHQS guidelines on Energy Efficiency, Repairs, Modernisations and any New Build programmes. Maximising the income streams of the service whilst taking account of tenants' views and balancing this against making rents affordable for our tenants.

The recommendations seek a rent policy set for three years as preferred by the tenants through the consultation process. This timescale may pose a risk if extra funding is required to support unforeseen Housing Revenue Account activity which is not supported by the current rent setting policy. If such a scenario emerged then it will be necessary to consult tenants in seeking greater rent increases than already planned for.

All rent policy options are fundable in the first three years, however the assumption is that rents will go back to RPI (assumed at 2%) +1% rent increases or thereabouts thereafter. If this did not occur there is a risk that the 30 years plan will require savings to be identified to remain fundable.

8. BACKGROUND PAPERS

Communities Housing and Infrastructure 27th August 2015

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Seaton Pocket Parks
REPORT NUMBER	CHI/16/252
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek approval from Committee for environmental improvements to be undertaken to five corner areas within Seaton between:

- 26 Seaton Place East and 21 Seaton Road;
- 17 Seaton Drive and 15 Seaton Road;
- 15 Seaton Drive and 16 Seaton Avenue;
- 14 Seaton Drive and 7 Seaton Avenue; and
- 7 Seaton Gardens and 5 Seaton Avenue.

2. RECOMMENDATION(S)

The Committee is recommended to instruct the Head of Land and Property Assets to:

- a) conclude the grant application with the grant funder that has indicated support for this project; and
- b) implement these proposals, subject to the grant being awarded.

3. FINANCIAL IMPLICATIONS

The capital cost of this project has been given an indicative estimate of £21,200, including administration costs.

It is proposed that this is met by a grant from SUEZ Communities Trust (Scottish Landfill Communities Fund (£20,000). It is, however, a condition of this Fund that there is a "Contributing Third Party" payment of 11.5% (£2300). It is proposed that this is met by the

Housing Revenue Account, from within the Repairs and Maintenance budget (Environmental Improvements).

It is proposed that this grant funds the provision of hedging, shrubs, and trees, in these key locations.

It is proposed that the Housing Revenue Account, Repairs and Maintenance budget (Environmental Improvements), also meets the cost of materials for the Unpaid Work team: £1200.

(i.e. a total Housing Revenue Account contribution of £3500)

It is proposed that the Unpaid Work Team constructs and fits “Buddy Benches” and bird boxes to these pocket parks.

It is envisaged that care of the corner parks and their benches and bird boxes will become long-standing work opportunities for the Unpaid Work Team. Such work is not normally charged for.

These pocket parks will, however, also be readily maintainable by the Council’s environmental and repairs teams and these maintenance works will remain within the normal range for such areas.

4 OTHER IMPLICATIONS

Aberdeen City Council owns the land referred to in this report.

5. BACKGROUND/MAIN ISSUES

The initiative to tackle the poor environment within Seaton first came about from a group of young mothers who were concerned that their children had nowhere safe to play. This led to the Seaton Backies steering group being formed in 2012.

This initiative led to the completion of the first phase of Seaton Backies improvements on 27th March 2016. ACC’s contribution to these works was completed £146,745.48 under budget.

The first phase works separated these corner areas, from the backcourts. These areas were separated so as improve the security of the back courts and provide safer access to the play parks within the improved Backies.

The timing restrictions attached to the grant funding for the Backies improvements did not permit these corner areas to be improved earlier. This proposal envisages these improvements being undertaken during the spring 2017 planting season

This report seeks to realise the potential of these corner areas to be additional outdoor recreational spaces: that add to the overall attractiveness of Seaton.

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 Seaton. It is envisaged that this project will encompass physical regeneration.

6.2 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. The Unpaid Work Team can, at times find it challenging to find suitable work due to its unpredictable labour availability. This project is intended to provide a better environment for the residents of Seaton, while also meeting the objectives and constraints of the Unpaid Work Team.

6.3 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 of this project is that it does not receive grant support.

If this was to occur it is envisaged that feedback will be sought from the grant funder. Depending on the nature of this feedback it is envisaged that:

- a further grant submission will be prepared for the planting season 2017/18, or alternatively;

- this proposal will be dropped until other delivery options become available.

8. BACKGROUND PAPERS

Shaping Aberdeen:
people; place; improving customer experience; and improving our use
of resources.

9. REPORT AUTHOR DETAILS

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Principal Architect
williamwatson@aberdeencity.gov.uk
tel 01224-346265

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Berryden Corridor Improvements Demolition of 78A and 86-90 Powis Terrace
REPORT NUMBER	CHI/16/253
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

- 1.1 To seek approval to award a contract to demolish 78A and 86-90 Powis Terrace in advance of the Berryden Corridor Improvement works.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Council:

- a) notes the content of this report;
- b) instructs officers to award the contract for the demolition of 78A and 86-90 Powis Terrace to David Smith Contractors Ltd.

3. FINANCIAL IMPLICATIONS

- 3.1 The demolition works are to be funded through the main NHC budget allocated to the Berryden Corridor Improvement scheme.
- 3.2 Architectural services issued a tender on 31 August 2016 on a quality price basis. Following a review of the quality / price returns the preferred bidder has returned a valid tender to the value of £439,030.90. The tenders have been submitted upon a fixed price basis.

4. OTHER IMPLICATIONS

- 4.1 Resources from Communities, Housing and Infrastructure architectural services will be required supervise the works and administer the contract.

5. BACKGROUND/MAIN ISSUES

It has been identified for some time that 78A and 86-90 Powis Terrace would require to be demolished to allow the Berryden Corridor Improvement scheme to progress.

It has long been the intention to include the demolition of these buildings within the main Berryden Corridor Improvement works contract. However, there is an opportunity to demolish these buildings in advance.

It is possible that undertaking the advanced demolition works as a standalone contract may lead to an increase in cost when compared to being included in the main works. This is because the economy of scale of the larger scheme may have returned a more favourable cost. However, this may be counterbalanced by the risk of unforeseen events associated with the demolition works being introduced to the main contract that could possibly lead to contractual claims and increased costs to the main works.

In addition to the above, the removal of these buildings will reduce the ongoing financial burden to Aberdeen City Council of ensuring that the buildings are safe and secure from unauthorised access.

As well as potentially reducing risk within the main works contract and reducing an ongoing maintenance burden the buildings are in a dilapidated state and their removal will improve the visual amenity of the area which is on one of the main transport corridors in the north of the city.

Architectural services issued a tender on 31 August 2016 on a quality price basis. Tenders were returned on 14 September 2016 and following assessment on the tenders architectural services confirmed that David Smith Contractors Ltd have submitted a valid tender and are the preferred tenderer.

When considering the above it is recommended that we proceed with the advanced demolition of 78A and 86-90 Powis Terrace.

The tender report is attached in Appendix A.

6. IMPACT

Improving Customer Experience –

The Berryden Corridor Improvement would represent a substantial upgrade to the local and strategic transport network and would benefit a variety of users whether motor vehicle, bicycle or pedestrian. Improvement of this corridor also helps the delivery of other Aberdeen City Council policies.

Improving Staff Experience –

Improvement of this corridor helps the delivery of other Aberdeen City Council policies.

Improving our use of Resources –

The scheme would represent investment in our transport infrastructure and will extend the operational life of sections of existing road infrastructure thereby allowing for maintenance budget to be invested elsewhere on the network.

Corporate -

The project is in accordance with the Council's Community Plan where it assists in the delivery of the aim to "maintain and improve the range of transport choices available to, from and within the city" and it is a significant contribution to the achievement of outcomes 10, 12 and 14 within the Single Outcome Agreement which, in a local context, seek to improve sustainable travel options.

Aberdeen – The Smarter City has the priority of "provid[ing] and promot[ing] a sustainable transport system, including cycling, which reduces our carbon emissions." The project contributes to this.

The scheme is identified within the Local transport Strategy (LTS), the Strategic Infrastructure Programme and the City Centre Masterplan (CCMP).

Public –

There will be public interest in the scheme, in terms of its contribution to reducing congestion in the area, other local effects of the changes in the transport network and the impact it will have upon the built environment.

7. MANAGEMENT OF RISK

A number of key risks are currently identified with the delivery of this project.

- Failure to progress the demolition works would mean that the demolition works would have to be carried out within the main works contract. This could introduce financial and contractual risks to the main contract.

- Normal construction risks apply, the Contractor will be obligated to comply with the CDM regulations to remove or reduce risk associated with the demolition works.
- Failure to progress the demolition works will leave these dilapidated buildings on site which have been the subject to vandalism thus increasing the risk of the Council having to spend further sums in keeping these buildings safe and secure.

8. BACKGROUND PAPERS

Council – May 2016

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities Housing and Infrastructure
DATE	1 st November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Climate Change Report 2015/2016
REPORT NUMBER	CHI/16/162
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to approve the first mandatory Climate Change Report submission to the Scottish Government to ensure compliance with the requirements of Public Bodies Duties under Part 4 of the Climate Change (Scotland) Act 2009. The report is due for submission by 30th November 2016 and it covers the financial year 2015/2016. Further, Committee Members are asked to approve the recommendations below to ensure continual improvement in reporting practice for next year's submission.

2. RECOMMENDATION(S)

It is recommended that Committee Members:

- a) approve the submissions provided in Appendices 1 and 2 to the Scottish Government.
- b) request that the Chief Executive signs off the submission and
- c) approve that future annual Climate Change Reports are submitted to the Finance, Policy and Resources Committee.

3. FINANCIAL IMPLICATIONS

There are no direct budget implications arising from the completion of the Climate Change Report. This can be undertaken through existing service budgets and staff allocations.

4. OTHER IMPLICATIONS

To improve future Climate Change Reports, the development of streamlined and robust procedures and processes to gather accurate information will be required. To improve procedures and processes the

Emissions Accountant will work with relevant service area officers to identify and support data capture.

Failure to report and show continual improvement to emissions reduction, adaptation to climate change and acting sustainably could result in non-compliance with the requirements of the Climate Change (Scotland) Act 2009.

5. BACKGROUND/MAIN ISSUES

Under Part 4 of the Climate Change (Scotland) Act 2009, public sector organisations are required to report on progress against Public Bodies Duties annually. Public Bodies Duties are:

- reducing Greenhouse Gas Emissions (mitigation),
- adapting to the impacts of a changing climate (adaptation) and
- having sustainable development as a core value (acting sustainably).

The Climate Change Report follows a standardised reporting methodology used across the public sector to allow the collection of consistent and accurate public sector information and to enable comparison. The Climate Change Report requires that the public sector demonstrate a commitment to tackling climate change, managing climate risks, improving performance reporting and reducing emissions. The Climate Change Report has two sections: “Required” and “Recommended”.

The “Required” section (Appendix 1) provides evidence of corporate climate change governance, internal waste, business travel, street lighting, council building utilities, water and projects focusing upon efforts to reduce emissions at a corporate level. In addition it provides information on adaptation and sustainable procurement.

The “Recommended” section (Appendix 2) reflects the influential functions that the Council has in supporting efforts on climate change mitigation and adaptation city-wide, beyond its estate boundary. The “Recommended” section should document relevant achievements not reported within the “Required” section and include evidence relating to communication and partnership working.

Recommendations.

a) Approve the submissions provided in Appendices 1 and 2 to the Scottish Government.

The Scottish Government expect all reports to be published prior to submission and that validation of quantitative and qualitative information is regarded as good practice.

b) Request that the Chief Executive signs off the submission.

The Sustainable Scotland Network (SSN) expects all Climate Change Reports to be approved by the person with senior responsibility.

- c) Approve that future Climate Change Reports are submitted to the Finance, Policy and Resources Committee.*

To meet Public Body Duties reporting requirements, recording data and monitoring and implementing mitigation and adaptation measures to address climate change, action needs to take place across all directorates. For this reason it is recommended that future Climate Change Reports are presented to Finance, Policy and Resources Committee as per their Orders of Reference, specifically point 2, 22 and 23 a).

6. IMPACT

Improving Customer Experience –

Completing a Climate Change Report is a matter of data collection and information gathering. This has little impact upon external customers aside from those responsible for reporting upon public sector emissions, for example SSN. There is a requirement for internal stakeholder involvement in the provision and verification of data. This covers many areas of Council operation including corporate governance, internal waste, travel, utilities, procurement, adaptation and project management.

The area which has the greatest impact on improving customer experience would be the actual implementation of projects designed to reduce corporate emissions and to adapt to the impacts of a changing climate. Such projects would help to improve customer experience through lower utility and resource bills, through efficient management and the provision of better quality environments in which to live and work. This would apply both within our public and office buildings, and also for tenants of Council properties. This report doesn't go into detail in relation to this however, such benefits would be illustrated at the individual project level.

Improving Staff Experience –

As mentioned above, completion of the Climate Change Report requires the collation of data and information. This is obtained from many service areas across the Council. Officers and Heads of Service are requested to provide this data and information in a specified format and in a timely manner; providing raw data, details of assumptions and methodologies, information on projects and commentary. Over the past two years such requests have been made as and when guidance and clarification has been obtained from the SSN on reporting requirements. It is hoped that this process can be streamlined through implementation and improved information gathering processes and procedures. This would help Officers and Heads of Service to better understand their roles and responsibilities within this process and ensure that they are accommodated within future service and workload planning.

The area which has the greatest impact upon improving staff experience would be in the actual implementation of projects designed to reduce corporate emissions and to adapt to the impacts of changing climate. Such projects would help to improve staff experience through lower utility and resource bills, through efficient management and the provision of better quality work environments. This report doesn't go into detail in relation to this however such benefits would be illustrated at the individual project.

Improving our use of Resources –

Public Bodies Duties require the Council to act:

- in the way best calculated to contribute to delivery of the Act's emission reduction targets of 42% by 2020 and 80% by 2050;
- in the best way calculated to deliver any statutory adaptation programme. *Climate Ready Scotland*, the Scottish Adaptation Programme was approved in 2014; and
- in the way it considers most sustainable.

The primary function of the Climate Change Report is to monitor Council performance against the above legislative requirements and our own relevant corporate plans, policies and strategies. This information is made publically available and should provide information in a transparent and accountable manner. The Climate Change Report can help to identify areas of best practice and areas for improvement in order to support future decision making.

Corporate -

Implementation of the recommendations outlined in this paper, will support the goals and priorities set out in '*Aberdeen – the Smarter City*'.

'*Aberdeen – the Smarter City*' vision includes high-level priorities in its '*Smarter Environment (Natural Resources)*' section:

- Design and construction of all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials and using recycled materials where appropriate;
- Increase energy efficiency and introduction of carbon reduction measures in corporate process and housing and non-housing assets to reduce carbon footprint, save money and to bring people out of fuel poverty;
- Manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing costs and the carbon footprint; and
- Provide a clean, safe and attractive streetscape and promote biodiversity and nature conservation as well as encourage wider access to green space in streets, parks and countryside.

The Climate Change Report can be a management tool to improve corporate, cross-directorate working, challenging the inefficiencies inherent from stand-alone working and promoting joint working internally across Council services.

Public –

All Climate Change Reports are made publically available through both our own corporate website and that of the SSN. The information may be of interest to certain stakeholders in relation to how the Council is performing in reducing emissions, adapting to the impacts of a changing climate and complying with the Climate Change (Scotland) Act 2009.

The Climate Change Report itself is not required to have an Equality and Human Rights Impact Assessment (EHRIA) or Privacy Impact Assessment (PIA). The information and data used to populate the report is predominantly taken from corporate activity. However, projects and actions that form part of any emissions reduction and adaptation activity should be assessed on an individual basis and may require their own EHRIA and PIA.

The recommended reporting section of the Climate Change Report (see Appendix 2) looks at city-wide emissions. This part of the Climate Change Report would be covered by the EHRIA and PIA associated with the Full Council paper regarding Powering Aberdeen approved in May 2016.

7. MANAGEMENT OF RISK

The purpose of the Climate Change Report is to ensure legislative compliance, limit reputational risk and provide evidence to support efficiencies that reduce financial risks to the Council.

As the Climate Change Report is made publically available and is submitted direct to Scottish Government via SSN, it is imperative that the Council adopts a plan of continual improvement. This is to illustrate positive changes to performance year on year. By not adopting such practice there could be consequences that lead to reputational damage, reduced funding opportunities and increasing utility costs and penalties associated with the Carbon Reduction Commitment for example (<https://www.gov.uk/guidance/crc-energy-efficiency-scheme-qualification-and-registration>).

To manage the Climate Change Report accuracy and ensure information is fit for the public realm a system of validation has been established requiring Heads of Services to verify Officer input. Further, the Climate Change Report must be submitted through corporate reporting processes offering the opportunity for additional scrutiny prior to sign off by the Chief Executive.

The “Risk that processes to manage and benefit from the effects of severe weather and climate change are not effective” has been included in the Council Strategic Risk Register. This is to ensure that the Council is compliant with key legislative requirements, including Public Bodies Duties under the Climate Change (Scotland) Act 2009. Implementation of the statutory annual climate change monitoring and

reporting requirement from 2016 is a key control for this risk and this is currently assessed as partially effective.

Please note that this paper is discussing only the submission of the Climate Change Report. The management of any negative or positive risks associated with any corporate activities would be detailed at the individual project level.

8. BACKGROUND PAPERS

- CHI Bulletin Required Reporting 2015
- CHI/15/247 – Powering Aberdeen: Aberdeen’s Sustainable Energy Action Plan Draft for Public Consultation
- Orders of Reference

9. REPORT AUTHOR DETAILS

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Appendix 1 – Required Reporting (corporate emissions)

1. Organisational profile

Name of the organisation: Aberdeen City Council

Type of organisation: Local Authority

Number of FTE staff in the organisation: 7035

Alternative metrics used by the organisation: none stated

Alternative metrics used by the organisation none stated: none stated

Overall budget of the organisation: £442,262,000

Report year 2015/16

Organisational context - As a Local Authority, Aberdeen City Council has a strong role to play in:

- Reducing emissions from our own estate and a wide range of services including buildings, transport, land use and waste.
- Driving and influencing emission reduction across the city.
- Managing risk and building resilience to a changing climate.

2. Governance, Management & Strategy

2a/b How is climate change governed in the organisation? How is climate change action managed and embedded in the organisation?

The Council's Planning and Environmental Policy Team, in Planning & Sustainable Development, has a specific remit for climate change and plays a role in coordinating mitigation and adaptation measures and embedding climate change into council policies and strategies.

The team coordinated the Carbon Management Plan, until work ceased on this activity to concentrate on wider emissions in the form of a Sustainable Energy Action Plan (SEAP). Powering Aberdeen: Aberdeen's SEAP, approved in May 2016 by Full Council, contains information on baseline emissions for the entire city, reduction targets and details actions setting out how the reductions will be achieved. In April 2016 new resources have been allocated to focus on the collation of emissions data for reporting purposes through the recruitment of an Emissions Accountant.

However, responsibility for actions related to climate change is spread across relevant council services, as indicated in the diagram.

Land and Property Assets oversee building conditions and undertake surveys, working closely with the Energy Management Unit and Building Services/Maintenance to bring buildings up to standard and perform better in relation to energy efficiency. This work is done on an ongoing basis.

The Energy Management Team is responsible for overseeing collation of the data behind the 'Carbon Reduction Commitment' and report on this externally on an annual basis.

The internal waste and recycling management responsibilities are spread among various service areas as set out in internal plan and policy:

- Trade Waste Team, sitting in Public Infrastructure and Environment, responsible for the collection of waste and recycling containers from most corporate buildings
- Facilities, sitting within Properties and Assets, is responsible for the implementation and provision of the waste and recycling services from main office buildings

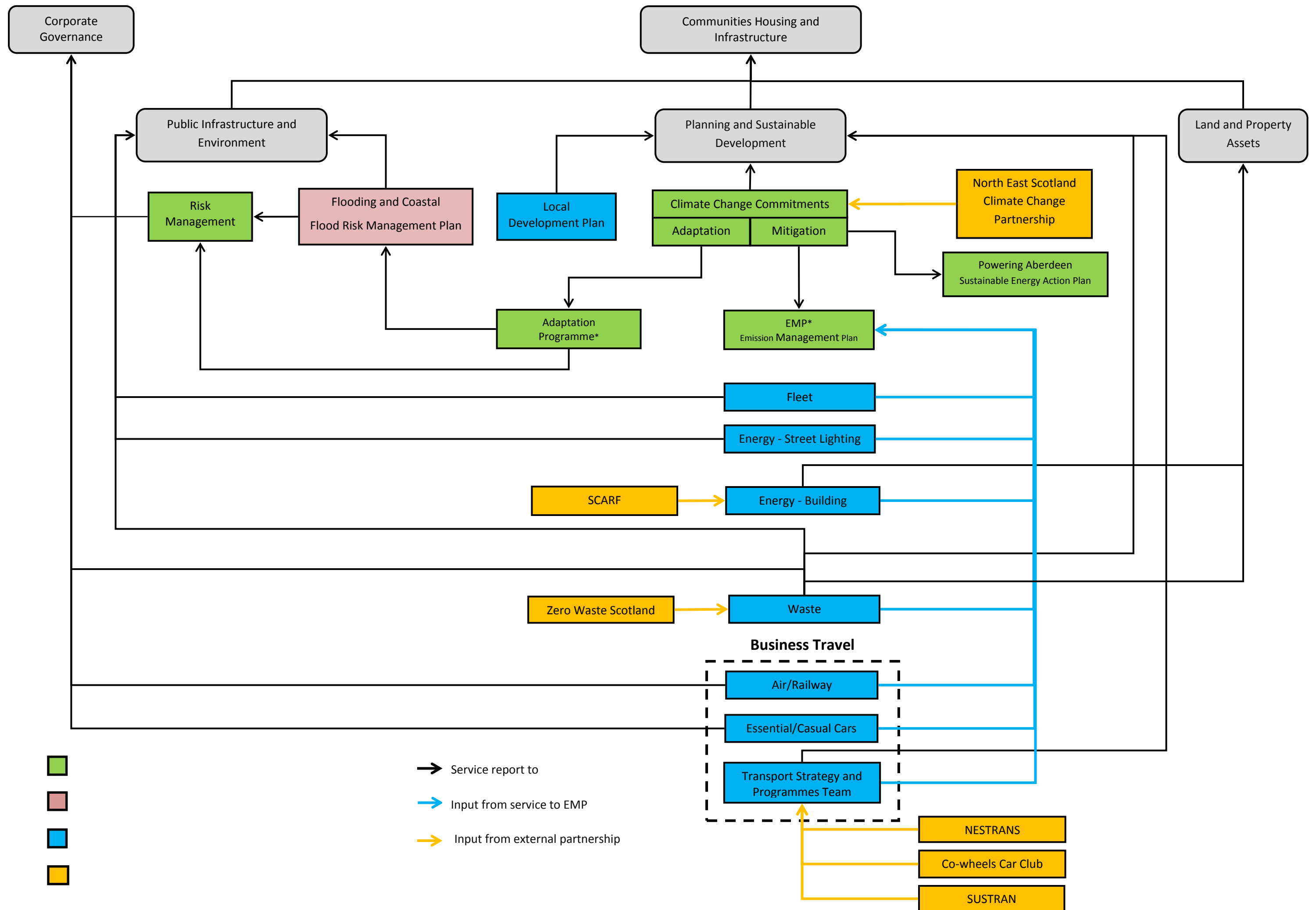
- Help Desk-IT and Transformation Team, sitting within Corporate Governance, is responsible of the collection/liaison with external companies of recyclable and ready for reuse of Electronic and Electric Equipment
- members of Sustainable Development Team have been responsible for the development and reporting of the Internal waste minimisation policy.

The Local Development Plan Team is responsible for providing the strategic direction for city development, including incorporation of sustainability principles. They also oversee development of supplementary guidance. The Local Development Plan is reviewed on a five yearly cycle and is reported to the Communities, Housing and Infrastructure Committee.

All Council plans, policies and strategies undergo Strategic Environmental Assessment to assess their environmental impact, this includes addressing climate change.

Activities to develop a Flood Risk Management Plan are done in partnership, to meet the Flood Risk Management (Scotland) Act 2009.

Work is ongoing to further embed sustainability across organisation decision making, processes and training.



2c Does the organisation have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Details of specific plans, strategies and relevant objectives:

5 year Business Plan 2013/2014 - 2017/2018 (Page 44)

Wording objective:

- "We will design and construct all new infrastructure to be energy efficient by
- Maximizing the use of low carbon technology and materials. We will use recycled materials where possible.
- We will increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non-housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty
- To provide and promote a sustainable transport system which reduces our carbon emissions
- We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint
- We will provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation.
- We will encourage wider access to green space in our streets, parks and countryside."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=48634&slD=13437>

Alternative Energy Strategy for Council Owned Buildings (Section 1, page 3)

Wording objective: "Reduce Aberdeen City Council's annual energy consumption and associated carbon emissions in line with the Council's Carbon Management Plan 2010-2015."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42070&slD=904>

Aberdeen - A Smarter City 2012-2017

This is the administration's policy statement. The first 4 objectives come under the Smarter Environment (Natural Resources) theme (page 4) and the last objective come under the Smarter Mobility (Transport and ICT) theme (page 5).

Wording objective:

- "We will design and construct all new infrastructures to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.
- We will increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non-housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty.
- We will manage 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.
- We will provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside."
- "We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions."

Link: www.aberdeencity.gov.uk/web/files/CouncilHousing/LHSAppendix2.pdf

City Centre Masterplan and delivery programme - Executive Summary June 2015 (Page 9)

Wording objective: "Technologically advanced and environmentally responsible. Providing the capacity, quality and reliability of infrastructure required by businesses and residents and utilising resources responsibly."

Link: www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=65366&sID=26695

Aberdeen City and Shire Strategic Development Plan March 2014 (Page 6)

Wording objective: "The main aims of the plan are to:

- provide a strong framework for investment decisions which help to grow and diversify the regional economy, supported by promoting the need to use resources more efficiently and effectively; and
- Take on the urgent challenges of sustainable development and climate change.

To support these main aims, the plan also aims to:

- Protect and improve our valued assets and resources, including the built and natural environment and our cultural heritage;
- help create sustainable mixed communities, and the associated infrastructure, which meet the highest standards of urban and rural design and cater for the needs of the whole population; and
- Make the most efficient use of the transport network, reducing the need for people to travel and making sure that walking, cycling and public transport are attractive choices."

Link: <http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=1111&sID=90>

Community Planning and Single Outcome Agreement 2013 (currently under review) (Page 4)

Wording objective: "Aberdeen 2022 – being the city we love to live in: a socially, economically and environmentally sustainable and great city."

Works toward the refreshed Single Outcome Agreement can be noted in the "Aberdeen City - Strategic Assessment 2016" (<http://communityplanningaberdeen.org.uk/wp-content/uploads/2016/05/Aberdeen-CPP-Strategic-Assessment-2016.pdf>)

Link: <http://www.gov.scot/Resource/0043/00435518.pdf>

Aberdeen City Region Hydrogen Strategy and Action Plan 2015-2025 (Part 2, page 16)

Wording objective: "To reinforce our place, now and in the future as the energy city by further enhancing the region's economic competitiveness, maximising the capacity and value of renewable energy and giving greater energy security by being at the forefront of a hydrogen economy."

Link: http://archive.northsearegion.eu/files/repository/20150918111637_AberdeenHydrogenStrategy_March2015.pdf

Air Quality Action Plan 2011 (Page 2)

Wording objective: "It is necessary to improve air quality in Aberdeen to protect the health of the City's inhabitants."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=56878&sID=5034>

Wording objective:

"To contribute to Aberdeen's carbon emissions targets and develop climate resilient infrastructure.

- Maintain transportation assets, including roads, footways, street lighting and structures, and ensure that policies and procedures relating to flooding, winter maintenance and contingency planning lead to minimal disruption to the travelling public.
- Promote the use of sustainable transport through land use planning policies; supporting and facilitating the expansion of Travel Plans, car sharing, Car Clubs and Low Emission Vehicles; improving and increasing information and awareness; and ensuring that the environmental impacts of transport are minimised.
- Improve and add to transport infrastructure and services by implementing a range of projects and schemes to improve transport conditions and the travelling environment for all users, adopting a hierarchical approach, with the needs of pedestrians and cyclists considered first and private vehicular traffic last."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=68616&sID=2866>

Sustainable Urban Mobility Plan - Stage 1: Project Plan (Page 1)

Wording objective: "...reduces air and noise pollution, greenhouse gas emissions and energy consumption; improves the efficiency and cost-effectiveness of the transportation of people and goods"

Link: <http://www.aberdeencity.gov.uk/sump/>

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=49222&sID=21944>

Aberdeen Waste Strategy 2014-2025 (Page 7-8)

Wording objective: "The ACWS has been designed to ensure Aberdeen works towards meeting national and international legislative targets:

Target 1: Waste growth will be eliminated by 2015.

Target 2: We will work towards the targets set in the Scottish Government's Zero Waste Plan 2010 (...)

Target 3: Introduce an organic waste collection for all households by 2016.

Target 4: Develop facilities within the Aberdeen area to recover our resources. (...)

Target 5: No more than 5% of household waste should be landfilled by 2025."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42832&sID=11561>

Aberdeen Open Space Strategy 2011-2016 (Page 10)

Wording objective:

- "Recognise the economic, environmental and social value of open spaces (...)
- Maximise opportunities to mitigate and adapt to climate change and further biodiversity (...)"

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42832&sID=11561>

Shaping Aberdeen - Strategic Infrastructure Plan (Page 12)

Wording objective: "Key goals and growth sectors."

Link: <http://www.aberdeencity.gov.uk/shapingaberdeen/>

Aberdeen City Regional Deal - Powering Tomorrow's World... (Page 6)

Wording objective: "Theme 7 - Actively promote our offer and the transition to a low carbon economy."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=63430&slD=26262>

Aberdeen Local Housing Strategy 2012-2017 (Page 10)

Wording objective: "Increase energy efficiency and introduce carbon reduction measures in our processes and our housing and non-housing assets to reduce our carbon footprint, save money and to bring people out of fuel poverty."

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=56242&slD=21737>

Powering Aberdeen - Aberdeen's Sustainable Energy Action Plan (Page 11)

Wording objective: Objectives:

- Leadership and behaviour change (...)
- Energy Efficiency (...)
- Resources Efficiency (...)
- Increase the share of alternative technologies (...)
- Low emission society

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=71150&slD=25580>

Local Development Plan 2012 (Page 3)

Wording objective: "We will have acted confidently and taken the courageous decisions necessary to further develop a robust and resilient economy and to lead the way towards development being sustainable, including dealing with climate change and creating a more inclusive society."

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

2d Does the organisation have a climate change plan or strategy?

Powering Aberdeen, the city's Sustainable Energy Action Plan was approved in May 2016 and will ensure works towards emissions reductions.

(<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=71150&slD=25580>)

The climate change adaptation plan that can guide decision making processes over the long term and build city resilience were and are still under development.

As highlighted within section 2c, there is a cross over with many strategies.

2e Does the organisation have any plans or strategies covering the following areas that include climate change?

Topic area	Name of document	Link	Comments
Adaptation	See responses within section 4.		The Adaptation Plan and risk assessment are currently under development.
Business travel			This is incorporated within the travel plan, under four policy areas as opposed to a specific policy.
Staff Travel	Council Travel Plan 2001	Available on the corporate intranet	Surveys have been conducted every 2 years since 2008. The travel plan has not recently been refreshed due to resource constraints.
Energy efficiency	Aberdeen Local Housing Strategy 2012-2017	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=56242&SID=21737	Outlines housing strategic approach to fuel poverty, energy efficiency and climate change.
Fleet transport	Fleet Asset Management Plan 2013	Available on the corporate intranet	Emissions reduction/alternative fuels.
ICT	ICT Asset Management Plan 2013	Available on the corporate intranet	Encourages more efficient use of greener resource which generates a competitive economy.
Renewable energy	Alternative Energy Strategy for Council Owned Buildings	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42070&SID=904	Reduce energy consumption and associated carbon emissions/enable low/zero carbon technologies
Sustainable/renewable heat	Alternative Energy Strategy for Council Owned Buildings	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42070&SID=904	Reduce energy consumption and associated carbon emissions/enable low/zero carbon technologies
Waste management	Internal Waste Minimisation Plan 2013	Available on the corporate intranet	
Water and sewerage	N/A	N/A	N/A
Land Use	Aberdeen Local Development Plan 2012	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&SID=9484	The Local Development Plan is currently under review and the more updated one should be adopted by the end of 2016.
Open Space Audit & Strategy	Aberdeen Open Space Strategy 2011-2016	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42832&SID=11561	The Open Space Strategy is currently under review and the more updated one should be published in 2017.
Nature Conservation Strategy	Nature Conservation Strategy	www.aberdeencity.gov.uk/web/files/Natural_Heritage/Nature_Strategy_Dec2015_extended.pdf	The Nature Conservation Strategy is currently under review and the more updated one should be published between 2016 and 2017.
Transport Strategy	Local Transport Strategy 2016-2021	http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=68616&SID=2866	

2f What are the organisation's top 5 priorities for climate change governance, management and strategy for the year ahead?

It's important to state that the Council does not have an over-arching sustainability strategy, therefore the priorities indicated have been provided from the view of officers within the Planning and Environmental Policy team. These are not listed in order of priority and many other areas are equally important but have not been included.

- Development/Implementation of Powering Aberdeen, our city's Sustainable Energy Action Plan. This covers many areas such as transport, waste, energy, construction and planning etc.
- Ongoing development of an Adaptation Plan.
- Review of the Community Planning and Single Outcome Agreement arrangements.
- Sustainable Procurement activities aligning to the requirements of the "The Procurement Reform (Scotland) Act 2014", "Community Benefits" and "Scottish Government sustainability tools including the Flexible Framework Assessment Tool".
- Review of policies and progression of an environmental management system.

2g Has the organisation used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability/ performance?

The CCAT Tool has been used in March 2015 in preparation of the pilot reporting year 2014/2015 of the Public Bodies Climate Change Reporting Duties.

This provided an assessment of Council progress with action on climate change, giving recommendations to improve performance.

CCAT gave an assessment score for 5 topic areas, for the Council. These are:

- Governance 36%
- Emissions 27%
- Adaptation 36%
- Behaviour 20%
- Procurement 19%
- Overall result 29%.

The CCAT Tool will be used after the submission of the first mandatory Public Bodies Climate Change report for year 2015/2016 in November/December 2016. As suggested within the CCAT guidance document, this would allow the tool to be used as a performance improvement programme, help to evaluate the up-to-date information and create a focus on action plan for the forthcoming year.

This will also allow the responsible officer for the workshop to have more time to organize it and broader the invitation to officers from sections/departments of the Council that have not managed to participate previously (i.e. Finance, Corporate Governance, Human Resources, Service Delivery, Senior Management Team).

2h Supporting information and best practice

Seeking approval of the Climate Change Risk Assessment Process in the next reporting period (2016/2017). This includes ongoing work to integrate climate change in the corporate risk register. This would ensure climate change is included in strategic risk reviews with information reported regularly to corporate management. Regular reviews of the climate risks will be incorporated into the climate change risk assessment process this includes current and future climate risk.

3. Corporate Emissions, Targets and Project Data

3a Corporate emissions baseline (tCO₂e)

Year	Total (tCO ₂ e)	Comments
2014/15 Baseline	44,993	The Baseline differs from the one presented at the Climate Change Report 14/15 (34,052.2 tCO ₂ e). Updates: - added Grid Electricity (transmissions and losses) for Estate/Assets/Buildings - added Grid Electricity (generation) and Grid Electricity (transmissions and losses) for street lighting as available - added Water - Treatment (95% of Water – Supply) Emission factors used Defra/DECC 2014.
2015/2016 Year 1	4,6371	Change in the building estate boundaries removing ALEO's (Sport Aberdeen, Aberdeen Performing Arts, Bon Accord Care) and removing householders/domestic properties as multi-storeys, housing estate. Fleet information available for year 1 and not available for baseline 2014/2015.

3b Breakdown of emission sources

The emission factors are published annually by the UK Government DEFRA and are updated automatically on the on line reporting system.

Emission source	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)	Comments
Grid Electricity (generation)	30,580,255	kWh	0.46219	kg CO ₂ e/kWh	14,133.9	Council Estate/Assets/Buildings
Grid Electricity (transmission and distribution loss)	30,580,255	kWh	0.03816	kg CO ₂ e/kWh	1,166.9	Council Estate/Assets/Buildings
Grid Electricity (generation)	16,287,917	kWh	0.46219	Kg CO ₂ e/kWh	7,528.1	Street lighting
Grid Electricity (transmission and distribution loss)	16,287,917	kWh	0.03816	Kg CO ₂ e/kWh	621.5	Street lighting
Natural Gas	90,680,897	kWh	0.18445	Kg CO ₂ e/kWh	16,726.1	Council Estate/Assets/Buildings
Gas oil	5,602,904	kWh	0.27101	Kg CO ₂ e/kWh	1,518.4	Council Estate/Assets/Buildings
Diesel (average biofuel blend)	1,429,525	Litres	2.58390	Kg CO ₂ e/litre	3,693.7	Information is available from fuel card usage
Petrol (average biofuel blend)	37,016	Litres	2.19440	Kg CO ₂ e/litre	81.2	Information is available from fuel card usage
Short-haul flights (Economy Class)	233,670	passenger km	0.16634	Kg CO ₂ e/passenger km	38.9	The information is reported by the Travel Team but includes only the agency travel booking. Other booking are managed through credit card and available only on a paper copy basis. Procedures/processes to capture information from credit card system will need to be improved and updated to allow the easy retrieval of data in an appropriate format.
Short-haul flights (Business Class)	317	passenger km	0.24954	Kg CO ₂ e/passenger km	0.1	
Long-haul flights (Economy Class)	336,986	passenger km	0.15175	Kg CO ₂ e/passenger km	51.1	
Long-haul flights (Business Class)	67,388	passenger km	0.44010	Kg CO ₂ e/passenger km	29.7	
Domestic flight (average passenger)	N/A	Passenger km	0.29795	Kg CO ₂ e/km	N/A	The information was normally reported by the Travel Team. From 2015/2016 the Travel Team is using mainly the credit card system and the information are available only on a paper copy basis. Procedures/processes to capture information from credit card system will need to be improved and updated to allow the easy retrieval of data in an appropriate format.
Rail (National rail)	N/A	passenger km	0.045506	Kg CO ₂ e/passenger km	N/A	The information provided is not accurate. Procedures/processes to capture information from external contractor and credit card system will need to be improved and updated to allow the easy retrieval of data in an appropriate format.

Emission source	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)	Comments
Average Car – Unknown Fuel	1,801,746	Km	0.18635	Kg CO ₂ e/km	335.8	Gray Fleet – Essential and Casual Cars
Car – Petrol (average)	44,030	Km	0.19126	Kg CO ₂ e/km	8.4	Co-wheels Cars
Car – Diesel (average)	16,649	Km	0.18232	Kg CO ₂ e/ km	3.0	Co-wheels Cars
Car – Hybrid (medium)	4,575	Km	0.11770	Kg CO ₂ e/ km	0.5	Co-wheels Cars
Grid Electricity (Generation)	3,945	kWh	0.46219	kg CO ₂ e/kWh	1.8	Co-wheels Cars – 24,721 kilometres
Grid Electricity (Transmission and distribution loss)	3,945	kWh	0.03816	kg CO ₂ e/kWh	0.2	Co-wheels Cars – 24,721 kilometres
Organic Food & Drink Composting	325	tonnes	6.0000	Kg CO ₂ e/tonne	2.0	Part of information is provided in volume by Aberdeen City Council trade waste team (ZWS tool *Est - 75% fill). Part of information is provided in weight by the external contractor that collects from 3Rs Schools premises.
Refuse Commercial & Industrial to Landfill	2,086	tonnes	93.0000	kg CO ₂ e/tonne	194.0	Part of information is provided in volume by Aberdeen City Council trade waste team (ZWS tool *Est - 75% fill). Part of information is provided in weight by the external contractor that collects from 3Rs Schools premises.
Mixed recycling	513	tonnes	21.0000	kg CO ₂ e/tonne	10.8	Part of information is provided in volume by Aberdeen City Council trade waste team (ZWS tool *Est - 95% fill). Part of information is provided in weight by the external contractor that collects from 3Rs Schools premises.
Glass	47	tonnes	21.0000	kg CO ₂ e/tonne	1.0	Information are provided by Aberdeen City Council trade waste Team (ZWS tool *Est - 95% fill)
Paper/Cardboard	232	tonnes	21.0000	kg CO ₂ e/tonne	4.9	Information provided (weight) by the external company that collect confidential paper from the Council offices.
WEEE (Mixed) Recycling	18	tonnes	21.0000	Kg CO ₂ e/tonne	0.4	Information provided in weight by external contractor and who pass the data to the IT help desk.
Water - Supply	214,801	m ³	0.34400	Kg CO ₂ e/m ³	73.9	
Water - Treatment	204061	m ³	0.70800	Kg CO ₂ e/m ³	144.5	95% of Water Supply
Biomass (Wood Chips)	1,129,480	kWh	0.0132	Kg CO ₂ e/kWh	14.9	89,480 kWh from garden waste used to feed a boiler at Duthie Park Depot and 1,040,000 kWh from woodchips to feed a boiler at Winter Garden - Duthie Park
				Total	46,385.7	

3c Generation, consumption and export of renewable energy

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Biomass			1,129,480		89,480 kWh from garden waste used to feed a boiler at Duthie Park Depot 1,040,000 kWh from woodchips to feed a boiler at Winter Garden - Duthie Park
Solar PV	956,489				Renewable Energy from Solar Panel used by the building through a "Rent a Roof" Scheme

3d Organisation targets for emission reduction

Target	%	Baseline	Amount	Unit	Target completion year	Comments
Reuse, recycle and compost corporate waste.	65%	2011/12	23,589	tonnes	2018	Internal Waste Minimisation Policy (2013). Estimated - not weighted data for most waste streams.
Reduce waste to landfill from corporate buildings.	28%	2011/12	7,771	tonnes	2018	Internal Waste Minimisation Policy (2013)
Reduction in energy consumption	2% year on year	Previous year		tCO2e		Ongoing. Carbon Reduction Commitment boundaries are different than the Climate Change Report ones.

3e Estimated total annual carbon saving from all projects implemented by the body in the report year

No project implemented = "0"

No information available = "Unknown"

Emission source not included in the carbon footprint "N/A"

Emissions Sources	Total estimated annual carbon saving (tCO ₂ e)	Comments
Electricity	1,554	Building: - Renewable Energy from Solar Panel used by buildings through a "Rent a Roof" Scheme (479tCO ₂ e) Street lighting: - On going replacement of high output with lower energy LED units as per maintenance and new lantern programme. (1075tCO ₂ e)
Natural Gas	193	Biomass used to feed 2 x boilers: - Garden waste used to feed a boiler at Duthie Park Depot (15.3 tCO ₂ e) - Woodchips to feed a boiler at Winter Garden - Duthie Park (178 tCO ₂ e) Implementation of energy efficiency measures on buildings on an on-going basis through maintenance and upgrade programme. It is not possible to indicate the tCO ₂ e saved from this project.
Other heating fuels		Unknown
Waste		Unknown
Water and sewerage		Unknown
Business Travel	3	Increased usage of Electric and Hybrids vehicles available to employees. Assumption: Average efficiency of electric cars = 6.4 km/kWh
Fleet transport		Unknown
Total	1,750	

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year.

- **Project Name:** On going replacement of high output with lower energy LED units as per maintenance and new lantern programme
Funding Sources: Aberdeen City Council
Primary fuel/emission source saved: Grid Electricity
- **Project Name:** On-going implementation of energy efficiency measures on buildings through maintenance and upgrade programme.
Funding Sources: Aberdeen City Council
Primary fuel/emission source saved: Grid Electricity/Natural Gas
- **Project Name:** Introduction of 2 two hydrogen diesel hybrid vans to the Council fleet plus two fuel cell range extended vans.
Funding Sources: HyTrEc – Interreg IVB funding (European)
Primary fuel/emission source saved: Diesel/Petrol
Comments: Vans are still using a temporary hydrogen supply therefore not fully utilised yet. Once the second H2 refuelling station is operational (Q4 2016) the vehicles will be fully tested.
- **Project Name:** Expansion of Co-Wheels car club network with more vehicles available, more low carbon vehicles available to staff.
Funding Sources: Aberdeen City Council, Transport Scotland, Co-wheels Car Club
Primary fuel/emission source saved: Diesel/Petrol
Comments: Additional 9 vehicles added during the reporting year 2015/2016 (38 vehicles) compare to 2014/2015 (29 vehicles). Additional 119 employees signed in the Co-wheels Car Club during reporting year 2015/2016 (588 employees) compare to 2014/2015 (469 employees).
- **Project Name:** Expansion of electric vehicles charging points available within the city.
Funding Sources: Transport Scotland, Energy Saving Trust Scotland, Office for Low Emission Vehicles
Primary fuel/emission source saved: Diesel/Petrol
Comments: Increased charging points for electric vehicles from 58 in 2014/2015 to 62 in 2015/2016 with additional 4 charging points.

Details of the data requested for project is set out below:

• Project name	• Operational cost (£/annum)	• Estimated costs savings (£/annum)
• Funding source	• Project lifetime (years)	• Savings figures are estimated or actual
• First full year of CO2e savings	• Primary fuel/emission source saved	• Behaviour Change
• Capital cost (£)	• Estimated carbon savings per year (tCO2e/annum)	• Comments

3g Estimated decrease or increase in emissions from other sources in the report year.

During 2015/2016 the Council Assets/Estate has increased with added 4 buildings with a total additional surface of 2,825 m².

3h Anticipated annual carbon savings from all projects implemented in the year ahead

Emissions Sources	Comments
Electricity	Implementation of energy efficiency measures on buildings on an on-going basis through maintenance and upgrade programme. On-going replacement of high output with lower energy LED units as per maintenance and new lantern programme.
Natural Gas	Implementation of energy efficiency measures on buildings on an on-going basis through maintenance and upgrade programme.
Other heating fuels	Unknown
Waste	Unknown
Water and sewerage	Unknown
Business Travel	- Expansion of Co-Wheels car club network with more vehicles available, more low carbon vehicles available to staff. - Expansion of electric vehicles charging points available within the city when funding comes available. - Expansion of hydrogen diesel hybrid vans to the Council fleet.
Fleet transport	Unknown

3i Estimated decrease or increase in emissions from other sources in the year ahead

During 2016/2017 the Council Assets/Estate is anticipated to increase with an additional surface of 14,404 m².

3j Total carbon reduction project savings since baseline year

Total project savings since the baseline year: **1,750 tCO₂e** (as per table 3e) with baseline year updated version Climate Change Report 2014/2015.

4 Adaptation

4a Organisation assessment of current and future climate-related risks

Aberdeen carried out an LCLIP (2014) to assess the vulnerability of services to weather over a 5 year period.

An assessment of flood risk has been carried out under work on the North East Local Flood Risk Management Plan (NELFRMP) and this has mapped areas potentially vulnerable to flood risk. The NELFRMP forms part of the statutory obligations placed on Aberdeen City Council as part of the Flood Risk Management Act 2009. The plan contains the statutory duties that ACC will be required to undertake during Cycle 1 of the Flood Risk Management Plan 2016- 2022. The Plan has been produced in partnership with SEPA, Moray Council, Aberdeenshire Council and Scottish Water and it will be reviewed every 6 years, with an interim report at 3 years. 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.

ACC has worked with SEPA and other bodies on the Flood Risk Strategy for the North East Local Plan District

<http://apps.sepa.org.uk/FRMStrategies/norh-east.html>

Aberdeen Local Development Plan has carried out a Strategic Flood Risk Assessment

<http://committees.aberdeencity.gov.uk/ecSDDisplay.aspx?NAME=SD933&ID=933&RPID=0&sch=doc&cat=13290&path=13290>

An Integrated Catchment Study has been developed working with Scottish Water, to inform flood risk management.

A Strategic Flood Risk Assessment has been undertaken for the Proposed Local Development Plan. This is to satisfy the requirements placed on local authorities under the Flood Risk Management (Scotland) Act 2009, requiring local authorities to exercise their flood risk related functions with a view to reducing overall flood risk and promoting sustainable flood risk management. The Assessment looks at a number of potential sources of flood risk which may be relevant for development in Aberdeen.

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=54158&SID=24188>

A Business Continuity Policy is in place and Business Continuity Plans are in place for “critical” public facing aspects of Services in support of the Civil Contingencies Act 2004.

The Council is developing a corporate level risk assessment in line with the “5 Steps to Managing Your Climate Risks”, assessing climate risks to Council services and work is taking place to embed climate change in the corporate risk assessment process, the corporate risk procedure has been under review in this period.

The Council is a participant in the Adaptation Scotland, Risk Task Group and is working with the group to share information and improve approaches to identifying and documenting climate risks.

4b Arrangements in place to manage climate-related risks

Aberdeen was selected by Adaptation Scotland to support in the development of a partnership project in 2016 to develop a city wide approach to climate resilience. Initial project planning and information gathering took place in this period in preparation for the project development in 2016/17.

Adaptation is embedded in many other corporate policies and strategies including:

The proposed **Aberdeen Local Development Plan**, includes policy on coastal planning, trees and woodland; flooding, drainage and water quality; open space and green infrastructure; urban greenspace; greenspace network.

Link: <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=62530&SID=26036>

Aberdeen City and Shire Strategic Development Plan (2014) (p28) – Has an objective “To be a city region which takes the lead in reducing the amount of carbon dioxide released into the air, adapts to the effects of climate change and limits the amount of non-renewable resources it uses.”

Link: <http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=1111&SID=149>

Adaptation is embedded into the **Council Business Case** templates to ensure climate change is considered in new projects and proposals.

Nature Conservation Strategy 2010 – 2015, considers the future impacts of climate change and highlights the links between biodiversity and climate change. Specifically, the strategy recognises that biodiversity loss and climate change are interlinked and that both threaten the availability of the natural resources. The strategy covers the period 2010-2015 and is now currently an interim strategy while work takes place on updating it. This aims to be in place in 2017

Link: http://www.aberdeencity.gov.uk/web/files/Natural_Heritage/Nature_Strategy_Dec2015_extended.pdf

The **Open Space Strategy 2011-2016**, contains a key objective and series of actions to, “Maximise opportunities to mitigate and adapt to climate change and further biodiversity.” This is through encouraging SUDS, protecting open spaces for the role they play in flood management, planting native and wildlife friendly species.

Link: http://www.aberdeencity.gov.uk/planning_environment/planning/local_development_plan/pla_open_space_audit.asp

The **Local Transport Strategy** includes an objective “To contribute to Aberdeen’s carbon emissions targets and develop climate resilient infrastructure. It mentions use soft engineering techniques and practices to provide soft landscaping and more natural habitats that assist with water conveyance and storage, thereby reducing flooding risk.”

Link: http://www.aberdeencity.gov.uk/planning_environment/planning/transport/pla_transportstrategy.asp

The **Council Buildings Performance Policy** was approved in 2016. This sets out the requirements for domestic and non domestic buildings in both new build and refurbishment scenarios.

Link: <http://councilcommittees.acc.gov.uk/documents/s53169/CHI-15-256%20Buildings%20Performance%20Policy.pdf> (available in the intranet)

4c Action taken to adapt to climate change

Building capacity

- Adaptation workshops were held at the Council Communities, Housing and Infrastructure staff conference in January 2016. This was a three day event open to staff from planning, assets, housing, environmental services and environmental health. The Adaptation Scotland, Adaptation Game was used in another staff workshop to inform aspiring Council managers about adaptation and the need for resilience.
- Aberdeen was selected for support from Adaptation Scotland for the development of a partnership project to establish a strategic approach to adaptation for the city. Project planning has taken place and an outline Business case produced for the project.
- A briefing paper on climate adaptation has been produced for Senior Managers and a briefing paper on Climate Change Reporting was presented to Senior Management, this included information on adaptation.
- The Council co-ordinated several editions of NE Climate a newsletter outlining mitigation and adaptation actions taking place in the north east of Scotland. This publication is produced by the North East Scotland Climate Change Partnership. The Council remained chair and secretariat of the partnership this reporting period and in summer 2015 the Council hosted a student project to map climate mitigation and adaptation projects in the region.
- Aberdeen is working in partnership with the Scottish Environment Protection Agency (SEPA), Scottish Water and the North East Local Plan District to develop the North East Local Flood Risk Management Plan, to meet the Flood Risk Management (Scotland) Act 2009.
- Information on adaptation was included in a sustainability newsletter for New Managers and is used as part of the new managers induction process.
- Ongoing discussions have taken place with the Performance and Risk team as part of work to assess climate risks for the Council and embed this in the Strategic Risk Register. The corporate risk process has been under review in this reporting period.
- In March 2016 an application was submitted in as partner in an EU blue/ green infrastructure project.
- During Aberdeen's Climate Week in March 2016 and in the run up to Earth Hour an event was held at Hazlehead the city climate change park to explain the impact of climate change on the work of the Council Environmental Services team. A programme for the 2 events featured information on building resilience to climate change.

Deliver adaptation action

- Aberdeen City Council currently provides self-help and delivers sand bags during times of flooding.
- A Property Level Flood Protection Grant Scheme has been developed. This introduces grant support for a property flood protection in relation to domestic properties. The scheme will reduce the number of properties vulnerable to internal flooding and will assist areas and communities at risk of flooding.
- A prioritised list of flood actions is being developed in partnership with SEPA and Scottish Water as part of requirements under the Flood Risk Management (Scotland) Act 2009.
- Work on the formal creation of a wetland area at Seaton Park started in March 2016. The park has suffered from flooding, creating problems with access in certain areas and pooling of water in other parts of the park. The Seaton Park Wetland Project will be an asset to the area and provide a natural solution to water management and improving management of flooded water in the park including during times of heavier rainfall.
- The project is helping to implement the Council's Nature Conservation Strategy and the Open Space Strategy. The wetland was inspired by the recent success of the East Tullos Burn Environment Improvements Project at St. Fitticks Park where flooding was alleviated with the inclusion of wetlands to manage water levels from the burn. The work also improved access and increased biodiversity and the aims is that these benefits will also be realised through the Seaton Wetland project.
http://www.aberdeencity.gov.uk/community_life_leisure/parks_open_spaces/seaton_parkwetlandproject.asp
- A Green Space Network identifies threats and opportunities in relation to the natural and built environment across Aberdeen. This strategic network connects various habitats and species, urban and rural green spaces to each other and the communities around them. The network aims to protect and enhance designated sites; to improve connectivity between habitats and open spaces; and to promote opportunities for access to the outdoors. It also takes into account climate change adaptation opportunities and flood risk or alleviation.
http://www.aberdeencity.gov.uk/planning_environment/planning/outdoor_access/pl_a_green_space_network.asp
- The city experienced 2 major flooding incidences in this reporting period and core path remediation has included adaptation measures to help future proof paths within the network.
- Grants were awarded by the Council to householders in the city who were affected by the flooding incidents in the city in December and January.
- The Leggart Terrace Sewer Diversion project was approved in February 2016 and will reduce the volume of water in the existing sewer which currently fails during severe rainfall and storms. This area has been affected by flooding several times in recent years. This adds to a number of flood prevention schemes already in place across the city including: Westburn Park Detention Pond – protects Fraser Place; Glashieburn Scheme – protects Lochside Drive; Stronsay Detention Pond – protects Fountainhall, Queens Cross and Mackie Place; and Jacks's Brae – prevents Jack's Brae and Denburn Car Park from flooding.

4d Progress in delivering policies and proposals in the Scottish Climate Change Adaptation Programme

Objective	Objective Ref	Theme	Policy/ Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	Development of the North East Local Flood Risk Management Plan (NELFRMP) for approval in 2016. The plan contains the statutory duties that the Council will be required to undertake during Cycle 1 of the Flood Risk Management Plan 2016-2022. This is to meet statutory requirements under the Flood Risk Management (Scotland) Act 2009.	The Plan has been produced in partnership with SEPA, Moray Council, Aberdeenshire Council and Scottish Water.
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	The Council worked with Scottish Water on the development of an Integrated Catchment Study surveying sewers and watercourses, measuring flows and rainfalls and building a computer model of the integrated catchment.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	The Green Space Network and the Green Space Network (GSN) GIS Tool promotes, enhances and protects the environment identifies threats/ opportunities to the city natural and built environment. Focus on green infrastructure practices and enhancing the green space network. The development of green infrastructure including wetland areas in support of the Council Nature Conservation a Strategy and Open Space Strategy.	Green Space Network http://www.aberdeencity.gov.uk/planning_environment/planning/outdoor_access/pla_green_space_network.asp
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-11	Supplementary Guidance (SG) for Trees and Woodlands, Buffer Strips Adjacent to Water Bodies and Open Spaces is under the current Aberdeen Local Development Plan. The Green Space Network and the Green Space Network (GSN) GIS Tool promotes, enhances and protects the environment identifies threats/ opportunities to the city natural and built environment. Officers comment on the development of city masterplans in relation to adaptation.	Trees and Woodlands SG - http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=31830&slD=14394 Open Space SG - http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=57288&slD=14394 Buffer strips SG - http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=31826&slD=14394 The Local Development Plan is currently under review and the more updated one should be adopted by the end of 2016.
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-20	The Council assess and manage coasts through the development of the North East Local Flood Risk Management Plan (NELFRMP) for approval in 2016. The Aberdeen Local Development Plan includes "Policy NE7 Coastal Planning", that states development will not be permitted in areas at risk from coastal erosion and flooding.	Local Development Plan - http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=42278&slD=9484

Objective	Objective Ref	Theme	Policy/ Proposal reference	Delivery progress made	Comments
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		N/A	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Under the EU Water Framework Directive the Council has prepared the North East River Basin Management Plan along with partners, addressing issues of water quantity and quality. The Council is a partner in the North East Area Advisory Group which developed the North East Area Management Plan.	http://www.sepa.org.uk/environment/water/river-basin-management-planning/
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided	B3	Buildings and infrastructure networks	B3-2	Supplementary Guidance on Drainage Impact Assessments sits under the Local Development Plan. The information was produced on behalf of the North East Scotland Flooding Advisory Group to assist developers and agents, development control officers and others involved in approving waste and surface water drainage facilities for new developments. It provides guidance on the new requirement for the preparation and submission of a Drainage Impact Assessment (DIA) for new developments and informs practitioners of the circumstances where pre-application meetings may be of benefit. It emphasises the need for SUDS. The proposed LDP includes Policy NE6 Flooding, Drainage and Water Quality. It mentions Council work to develop strategic-level Regional SuDS to provide sustainable flood risk management. Development of a Surface Water Management Plan.	SG Drainage Impact Assessments provides guidance for developers and regulators- http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=31828&SID=14394
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided	B3	Buildings and infrastructure networks	B3-3	Aberdeen Local Development Plan (LDP) (2012), includes policy NE1 Greenspace Networks and NE6 Flooding & Drainage. Supplementary guidance on open space in relation to city Open Space Audit and Strategy, drainage impact assessment, buffer strips, trees and woodlands. Work has taken place for the next LDP, a section on climate change was included in the Main Issues Report.	The Local Development Plan is currently under review and the more updated one should be adopted by the end of 2016.

Objective	Objective Ref	Theme	Policy/ Proposal reference	Delivery progress made	Comments
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided	B3	Buildings and infrastructure networks	B3-6	Promote the Aberdeen Affordable Warmth Scheme (aimed primarily at owner-occupiers who are paying 10% or more of their income on heating their homes) and the Victorian Tenement Project an energy efficiency project aimed at the hard to heat 12,000 flats in granite tenements built in Victorian or Edwardian times. The Keep Warm and Well Scheme is aimed at over 60s in the city.	http://www.aberdeencity.gov.uk/housing/council_tenants/home_energy_saving/hoa_HomeEnergySaving.asp
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided	B3	Buildings and infrastructure networks	B3-7	Aberdeen Local Housing Strategy 2012-17 includes measures to improve housing quality and to address fuel poverty. The Aberdeen Local Development Plan has SG on Low and Zero Carbon Buildings, a methodology for developers to demonstrate compliance with Aberdeen Local Development Plan policy R7, which requires all new buildings to install low and zero carbon generating technology. The Council has developed a Building Performance Standard Policy which sets out the sets out the requirements for domestic and non domestic buildings in both new build and refurbishment scenarios.	Low and Zero Carbon Buildings - http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=55244&SID=14394
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided	B3	Buildings and infrastructure networks	B3-8	Aberdeen Local Housing Strategy 2012-17 includes measures to improve housing quality and to address fuel poverty.	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		N/A	
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		N/A	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		N/A	

4e Arrangements to review current and future climate risks

- Seeking approval of the Climate Change Risk Assessment Process in the next reporting period. This includes ongoing work to integrate climate change in the corporate risk register. This would ensure climate change is included in strategic risk reviews with information reported regularly to corporate management. Regular reviews of the climate risks will be incorporated into the climate change risk assessment process this includes current and future climate risk.
- Progress with the Nature Conservation Strategy is reviewed as part of Biodiversity Reporting Duties required every three years under the Wildlife and Natural Environment (Scotland) Act 2011. This was last reported in 2014.
- A review of current and future flood risks for the city will take place under the Flood Risk Management Act. The Flood Risk Management Plan will be reviewed at 6 yearly intervals.

4f What arrangements does the organisation have in place to monitor and evaluate the impact of the adaptation actions?

- The monitoring and evaluation of adaptation actions will be assessed as climate actions are developed.
- Biodiversity actions are monitored through implementation of the Aberdeen Nature Conservation Strategy.
- Open space actions are monitored through the implementation of the Aberdeen Open Space Strategy.
- Ongoing flood monitoring helps to assess the delivery and effectiveness of flood alleviation studies and schemes.
-

4g What are the organisation's top 5 climate change adaptation priorities for the year ahead?

- Approval of the Council climate risk assessment and incorporating this into corporate risk process, in line with the 5 steps process.
- Engagement with key stakeholders and working with Adaptation Scotland to develop a strategic approach to climate adaptation for the city through the Aberdeen Adapts project.
- Completion of student project in 2016 collating back ground information on climate change across city partner organisations.
- Adoption of the Proposed Local Development Plan at the end of 2016. The proposed document includes a wider Natural Environment Supplementary Guidance covering natural heritage; trees and woodland; flooding, drainage and water quality; and open space and green infrastructure.
- Embed adaptation into policy and strategy under review, including the Open Space Strategy and Nature Conservation Strategy.

4h Supporting information and best practice

- Under Aberdeen's Nature Conservation Strategy, a wetland area is being created in a regeneration part of the city which includes improved paths and access, as well as improving biodiversity and interest in the park. The community was involved in its design and implementation of the [Seaton Park Wetland Project](http://www.aberdeencity.gov.uk/community_life_leisure/parks_open_spaces/seaton_parkwetlandproject.asp) so that they were part of the solution which addressed the continuing flooding issues.
http://www.aberdeencity.gov.uk/community_life_leisure/parks_open_spaces/seaton_parkwetlandproject.asp

- **3 city path projects** were developed in 2015/16. Work included a 160m path to link into the 3rd Don crossing, and another 2 in Seaton Park. There were 2 major flooding incidents in the city and one of the Seaton Park paths was underwater, so drainage work took place and the path was redesigned to take into account issues with flooding. Core path remediation has included adaptation measures to help future proof these paths. The measures primarily relate to drainage which has been designed to cope with higher rainfall events. Where possible the drainage features are open swales and ditches rather than pipes, which has previously been the most popular choice. This is to allow problems to be spotted and dealt with more easily. Paths are also constructed to a higher specification than they were previously, to prolong their lifespan.
- **Hazlehead Grove Nursery** was officially opened in July 2015. The nursery continues to develop into a working nursery and a facility for a community growing space / nursery project. The project has now successfully established itself as a place for growing plants and growing people and has taken steps to becoming a social enterprise growing and sharing project, with plant cultivation and other horticultural related activities for the benefit of the City's parks and open spaces. This work is part of a whole range of measures at the site to establish a Climate Change Park. Plans are underway for a 'Growing and Sharing' initiative, whereby people will have access to tuition in growing produce and the harvest will be shared with local communities.
- Work took place to develop a grant support for the provision of Property Level Flood Protection for domestic dwellings. 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. The installation of flood guards will reduce the future risk of damage to properties at risk of flooding.

5 Procurement

5a Procurement policies contributing to compliance with climate change duties

Policy Statement

Aberdeen City and Aberdeenshire Councils are committed to securing meaningful environmental, social and economic value in procurement and to working with all sectors of the business community in order to achieve this. The Council aims to reflect The Scottish Government aspiration to: *“Establish a national legislative framework for sustainable public procurement that supports Scotland’s economic growth by delivering social and environmental benefits, supporting innovation and promoting public procurement processes and systems which are transparent, streamlined, standard, proportionate, fair and business-friendly”*.

The Council's Corporate Procurement Strategy 2012-2015 refers extensively to "Sustainable Procurement - (Environmental)" factors. A "Responsible Procurement Policy" supplements a toolkit detailing sustainability related themes to be considered in procurement decisions. The Council's emerging Procurement Strategy (to be fully embedded by 31st December 2016) will undergo extensive stakeholder engagement and reflect the Scottish Model of Procurement. In particular, Commercial and Procurement Services (C&PS) will engage fully with sustainability and community planning colleagues in the development phases of the strategy to ensure that sustainability considerations are compliant with and where possible exceed statutory requirements imposed by the Procurement Reform (Scotland) Act 2014. A "Sustainable Procurement/Community Benefits" Guidance Note has been developed to govern sustainable procurement activity. The guidance will evolve to reflect best practice, revised statutory guidance and regulations to follow.

The sustainable procurement duty has been distilled into the following table to guide procurers:

Improve (Wellbeing)	Promote	Facilitate (Involve)
Social	Innovation	SMEs
Economic	Equalities/reduce Inequality	3 rd Sector organisations
Environmental	Ethical trading and social justice	Supported Businesses
Health	Fair Work Practices/The Living Wage	Prompt Payment throughout the supply chain
Food poverty/fuel poverty/energy efficiency	Resource efficiency and the circular economy	Community engagement and community empowerment; community projects
Air quality/reduction of harmful emissions/reduction of waste and packaging	Education; employability and skills training	Collaboration and collaborative working

The Council is also conscious of guidance accompanying the Power to Advance Wellbeing i.e. *"...environmental factors such as the availability of clean air, clean water, clean streets, the quality of the built environment, the removal of objects considered hazardous to health, removal of disfiguring or offensive graffiti from buildings, protecting communities against the threat of climate change, freedom from a high risk of flooding, improving and promoting biodiversity and accessibility to nature."*

These overarching strategies and policies reinforce the Council's commitment to the Scottish Climate Change Declaration and provide practical guidance at all stages of the tender process i.e. identification of need, specification development, selection and award and contract management phases in order to meet or exceed targets set by the Council to reduce their carbon footprint and greenhouse gas emissions. More specific, sustainability policies include Sustainable Building Standards for Council Controlled Buildings, Sustainable Timber and Sustainable Printing policies. In addition, procurement activity is guided by the Hydrogen Strategy for the Aberdeen City Region 2015-2025 a detailed 10 year strategy (outlining the key actions required to ensure Aberdeen remains at the forefront of hydrogen technology.

5b Procurement activity contributing to compliance with Climate Change Duties

The following represents an illustrative sample of procurement activity delivering a reduction in CO2 emissions, increased energy efficiencies and meaningful sustainability criteria:

- **Managed Print Contract** (Aberdeen City/Aberdeenshire) – “Print Smart” power saving models are vastly superior to previous fleet models. The contract aspires to eliminate the use of small, inefficient desktop printers requiring regular replacement of peripherals. New contract leads to less archiving and scanning, duplex and mono are very strongly promoted in policy designed to reduce print volumes, eliminate waste, reduce resources and energy consumed. The contract embraces hybrid mail roll out (less road miles for deliveries/less paper) and ensures all used print cartridges recycled responsibly by the supplier.
- **Energy From Waste** (Aberdeen City, Aberdeenshire and Moray) Development of an ambitious project to fulfil the requirements of the Zero Waste Plan. The project will provide a long term solution for non-recyclable waste produced in the north east of Scotland. The project represents a viable solution for residual waste that provides local benefits – electricity and heat for local residents and using waste to reduce fuel poverty. Forecasts demonstrate the plant will deal with circa 150,000 tonnes of non-recyclable waste per annum with a facility combining waste reception, combustion chamber, steam turbine, air cooled condensers, gas treatment and welfare.
Modern combustion technology – a proven, tested concept using cutting-edge process control, offers flexibility and future proofing. The output from high temperature combustion is the production of steam used to provide electricity and heat. Forecasts show this will include around 10MW of electricity, and/or 20MW of heat as steam or hot water. The project has the potential to heat 10,000 homes that would otherwise rely on fossil fuel extraction.
- **Aberdeen Hydrogen Bus Project** – In the first year the fleet has travelled 25,000 miles carrying an average 36,700 passengers per month. The vehicles have replaced 10 diesel buses. Hydrogen buses only emit water vapour so reduce carbon emissions and air pollution.
- **Fuel Cell Vehicles/Electric Vehicles** – with car club partner “Co Wheels”, two hydrogen powered are available for use. This is in addition to continuing to expand the electric vehicle charge point network across the City.
- **Construction Procurements** – follow industry terms and conditions (NEC3, SBCC ICE etc) as well as Building Standards/Building Performance polices. Specifications incorporate sustainability, energy and environmental considerations to a challenging but proportionate and relevant

extent per project. There is a strong ethos that value for money can only be demonstrated by whole of life costing and the best price-quality ratio.

Frameworks

The Council works in close collaboration with Scotland Excel (the centre of procurement expertise for the local government sector in Scotland) in terms of the development and usage of national frameworks. <http://www.scotland-excel.org.uk/home/Howwehelp/Sustainable-procurement.aspx>

Sustainability criteria are aligned with the Scottish Sustainable Procurement Action Plan which encourages buyers to take a holistic view of the social, economic and environmental implications of product and service choices.

- **Building and Timber materials** - In accordance with UK Government Timber Procurement Policy all recommended suppliers have evidenced that only legal and sustainable timber will be supplied through the framework
- **Plumbing Materials & Electrical Materials** - as a minimum all products offered must meet the Government Buying Standards for energy efficiency ratings as defined by DEFRA
- **Heavy Vehicles & Light Vehicles** - the manufacturing process is heavily reliant on raw materials, particularly steel and oil based products. Suppliers must consider raw material usage in the design process. Suppliers have achieved carbon emission reductions, some supported by the Energy Saving Trust (installing energy efficient lighting etc). The majority of suppliers have a high percentage of their operational fleet meeting Euro V emissions standards and plan to upgrade older vehicles to the latest standard in their capital investment plans. The primary goal of the Euro VI emissions standards is to reduce harmful emissions from vehicles.
- **Tyres** - suppliers ensure that tyres are re-used or recycled where appropriate. Many accept truck tyres for retreading to extend their useful life. Where retreading is not possible, end of life tyres are utilised in a number of ways as it is not permissible under EU legislation to dispose of tyres to landfill. Initiatives include re-cycling as fuel for use in cement kilns to re-using as planters for community projects. Most suppliers have a high percentage of their fleet which meet with Euro V emissions standards or plans to upgrade older vehicles in the near future. Many suppliers have tracking and GPS systems to ensure that route planning minimises mileage
- **Road Maintenance Materials**- suppliers detailed opportunities to reduce environmental impact, including fleet reviews, raw material reviews and product recycling.
- **Roadstone** - suppliers demonstrated the initiatives to reduce the impact to the environment including; sustainable methods of recycling/disposing of products at the end of life and reducing vehicle emissions.
- **Frozen Foods** - fuel efficiency of vehicles and dual temperature vehicles to minimise the number of deliveries. Supplier committed to a 2% increase of sustainably sourced products in lifespan of the Framework e.g. Marine Stewardship Council products for fish, Red Tractor for meats and similar accreditations. The number of local / Scottish products will also be traced within the framework.
- **Groceries and Provisions** - utilising effective route planning, fuel efficiency of vehicles and dual temperature vehicles to minimise the number of deliveries. Suppliers committed to a 2% increase of sustainably source products throughout the lifespan of the Framework. e.g. Marine

Stewardship Council products for fish, Red Tractor for meats and similar accreditations. The number of local / Scottish products will also be traced within the framework

- **Recycle/Refuse Containers** - Waste container lots maximise recycling opportunities through bin refurbishment and take back schemes. Redundant bins can be treated reproduce new products. Suppliers demonstrated environmental credentials through investment in production efficiencies to reduce their emissions and increase use of recycled materials

Utilities (Procurement Scotland)

- **Electricity** - Promoting greener power: addresses emissions from energy use through a range of energy efficiency measures, renewable generation sources and encourages opportunities to sell back to the grid.
- **Natural Gas** - reduced management fees through flexible, sustainable procurement of natural gas.

5c Supporting information and best practice

In the reporting period, C&PS has developed a themed approach to community benefits intended to provide procurers and suppliers with a clear, compliant, ideas-driven framework to work consistently within. Guidance makes it explicitly clear that value secured under the sustainable procurement duty is a form of “community benefit”. Statutory requirements are not incompatible with socially responsible, ethical and sustainable good procurement practice.

As with all aspects of procurement, procurers are encouraged to look at community benefits/sustainable procurement from the bidder’s perspective.

Research bears out that:

- a themed approach is popular with suppliers
- corporate social responsibility can become “business as usual” and
- the greatest successes occur where the buyer’s expectations are clear and realistic and
- committed suppliers exceed those expectations.

Procurers are encouraged to be creative, encourage creativity in suppliers and adopt an ambitious and challenging approach within the confines of proportionality and relevancy.

C&PS guidance makes it clear that not all community benefits/sustainability considerations are best achieved through separate community benefit clauses. A “Statement of Requirements” also referred to as a “Specification” can often competently address environmental/energy efficiency measures.

Such measures can be specified to become an enforceable contractual condition e.g. if it is proportionate and relevant to require that a product is made of particular materials or manufactured to a particular eco or industry standard then procurers are encouraged to consider these aspects carefully.

A statement of requirements can (amongst other considerations) address:

- Environmental/emissions/climate performance levels
- Legislation or regulatory standards e.g. Health and Safety, Equalities, Climate Change (Scotland) Act 2009 etc
- Waste water standards and accreditations
- Production processes and methods at any stage of the life cycle of the supply or service.

The following table is central to C&PS guidance:

Improve (Wellbeing)	Promote	Facilitate (Involve)
Social	Innovation	SMEs
Economic	Equalities/reduce Inequality	3 rd Sector organisations
Environmental	Ethical trading and social justice	Supported Businesses
Health	Fair Work Practices/The Living Wage	Prompt Payment throughout the supply chain
Food poverty/fuel poverty/energy efficiency	Resource efficiency and the circular economy	Community engagement and community empowerment; community projects
Air quality/reduction of harmful emissions/reduction of waste and packaging	Education; employability and skills training	Collaboration and collaborative working

This innovative approach to sustainable procurement was recognised at the Scottish GO (Government Opportunity) Awards ceremony held in Glasgow (October 2015) The submission was also recognised National Go Awards held in Manchester (March 2016).

5 Validation

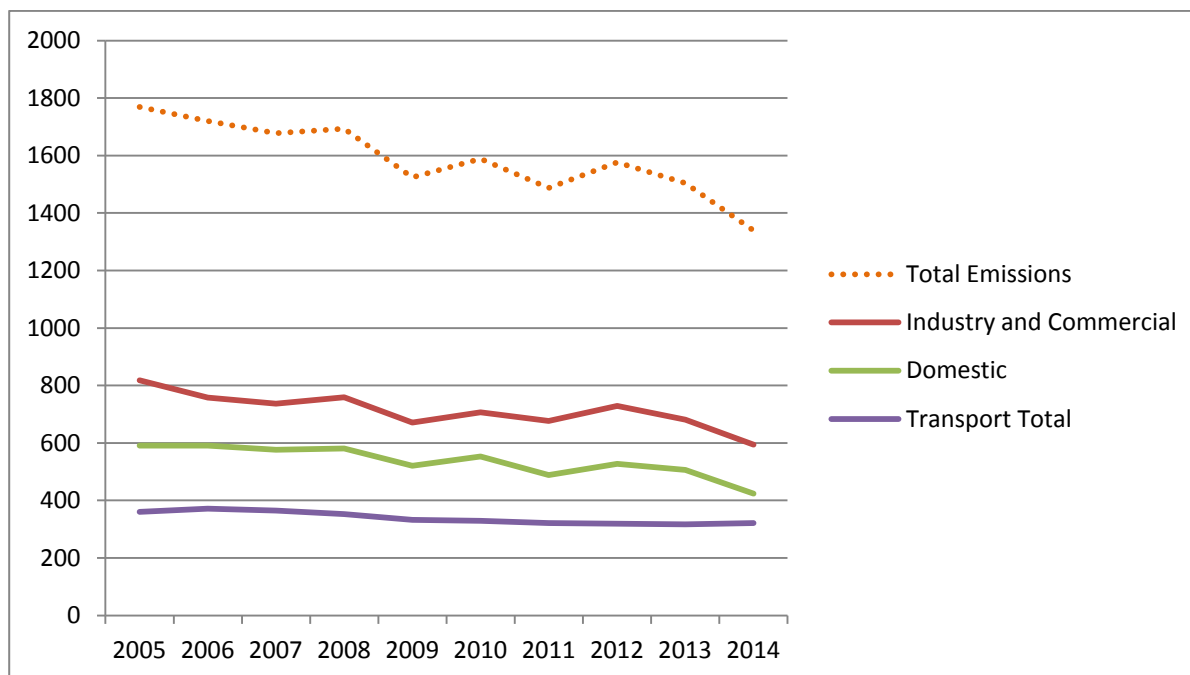
6a Internal validation process

The Emissions Accountant, within the Sustainable Development Team, collated the data to fill the Climate Change Report contacting and engaging with all different service areas (i.e. Internal waste, Energy Management...). The Emissions Accountant, on the best of her knowledge and with the support of the Team and SSN, audited the gathered information and ensured that the information provided to the Scottish Government are the more complete and accurate possible. The Emissions Accountant required the Head of Service of each competent Service to validate the information provided by the Service Area Officers. This will also allow in future years to fill the information gaps present in the current Report identifying data gathering areas for improvement.

1 **Historic Emissions**

Total CO₂ and per capita area wide emissions for Aberdeen over the period 2005 – 2014 are indicated in *Figure 1*. These indicate an overall downward trend in industry and commercial, domestic and transport emissions, within the scope of local authority influence. Information for Aberdeen is taken from the most recent national statistics for UK local and regional CO₂ emissions.

Figure 1– UK local authority and regional carbon dioxide emissions national statistics 2005-13



2a **Area-wide targets**

Area wide targets are set out below:

Energy	Signatory of the European initiative “Covenant of Mayors”. Aberdeen City Council Sustainable Energy Action Plan – Powering Aberdeen set: - Interim 31% emissions reduction objective by 2020 and - 50% emissions reduction of by 2030 compared to the 2005 baseline value of 1,832 KtCO ₂ eq
Waste	- 50% of household waste to be recycled through source separation by 2020; - 56% of household waste to be recycled through source separation by 2025; - Further recycling can be achieved by processing mixed waste - Introduce an organic waste collection for all households by 2016. - No more than 5% of household waste should be landfilled by 2025.
Planning	Strategic Development Plan has set targets for all new buildings to be carbon neutral by 2020. For the equivalent of the city region’s electricity needs to be met from renewable sources by 2020.

2b **Mission statement, strategies, plans or policies to influence emissions beyond corporate boundaries**

Powering Aberdeen, Aberdeen's Sustainable Energy Action Plan (SEAP) has been approved by Full Council in May 2016. In 2015/2016 a SEAP Programme Manager was recruited to progress with the implementation/development of the Plan and an Emissions Accountant was hired to help progress Powering Aberdeen.

Information on Powering Aberdeen, Aberdeen's SEAP is available:

http://www.aberdeencity.gov.uk/council_government/shaping_aberdeen/SustainableEnergyActionPlan.asp

3 **Policies and Actions to Reduce Emissions**

- **Combined Heat & Power.** Aberdeen Heat and Power was established in 2002 providing Combined Heat and Power. Connected: Stockethill, Hazlehead, Seaton, city centre and Tillydrone. Covering 33 blocks flats and 13 public buildings. Further works in progress to connect more public buildings and housing estate properties as multi-storeys.
Link: <http://www.aberdeenheatandpower.co.uk/>
- **Electric vehicle charging point** – Started in 2012 and funded by Aberdeen City Council, Transport Scotland, Energy Saving Trust Scotland and Office for Low Emission Vehicles, the project has seen an increased number of charging points for electric vehicles, from 58 charging points in 2014/2015 to 62 in 2015/2016 with additional 4 charging points.
Link: <http://www.aberdeencity.gov.uk/electricvehicles>
- **Co-Wheels car club.** Started in Aberdeen in 2012 and funded by Aberdeen City Council, Transport Scotland and Co-wheels Car Club, the project has seen an increase of vehicles available with additional 9 vehicles added during the reporting year 2015/2016 (38 vehicles) compare to 2014/2015 (29 vehicles). Additional 400 members signed in the Co-wheels Car Club during reporting year 2015/2016 (1300 members) compare to 2014/2015 (900 members).
Link: http://www.co-wheels.org.uk/about_us
- **Hydrogen buses.** A fleet of 10 hydrogen fuel cell buses and a hydrogen refuelling station are operational in Aberdeen.
Link: <http://aberdeeninvestlivevisit.co.uk/Invest/Aberdeens-Economy/City-Projects/H2-Aberdeen/Hydrogen-Bus/Hydrogen-Bus-Project.aspx>
- **Domestic food waste for flat.** Provision of communal food waste service to householders living in flats/tenemental properties. Started in 2013 covering around 17,000, nearly 8,900 properties in 2014 and just over 8,300 properties in 2015. The saving in terms of tCO₂e is 48tCO₂ in 2013, 225 tCO₂e in 2014 and 462 tCO₂ in 2015. The project has been funded by Aberdeen City Council and Zero Waste Scotland.
Link: http://www.aberdeencity.gov.uk/waste/waste_recycling/waste_recycling_food_flats.asp
- **Domestic mixed recycling for flat.** Provision of communal mixed recycling service to householders living in flats/tenemental properties started in 2016.
Link: http://www.aberdeencity.gov.uk/waste/waste_recycling/waste_onstreet_mixed_recycling.asp
- **Reuse scheme at Grove Nursery HWRC.** The reuse facility is a partnership between Aberdeen City Council, Suez UK and the charity Blythswood. The facility will be operated by SUEZ UK and the charity collects the items to sell on to the public. The targeted items are household

furniture, sports equipment and bicycles and has been expanded to collect further items such as household bric-a-brac, DIY equipment and toys among many other materials and any items that are unsuitable, will continue to be recycled. The saving in terms of tCO₂e is 19tCO₂ in 2015/2016. Zero Waste Scotland funded the purchase the two storage containers.

Link: <http://news.aberdeencity.gov.uk/residents-encouraged-to-reuse/>

Data requested is outlined as below:

- RPP sector	- Metric/indicators for monitoring progress
- Action type	- Delivery Role
- Description	- ISM tool usage
- Start year for policy/action implementation	- Behaviour change activities
- Year that the policy/action will be fully implemented	- Value of Investment (£)
- Annual CO ₂ saving once fully implemented (tCO ₂)	- Ongoing Costs (£/year)
- Latest Year measured	- Funding
- Saving in the latest year measured (tCO ₂)	- Accountable body
- Status	- Comments

**ISM – Individual, Societal and Material behaviour change tool.*

4 **Partnership Working, Communications and Capacity Building**

This section covers actions, outputs, partners, value to the organisation and investment. Data was not available to populate all fields in this reporting period.

Partnership Working

- **Powering Aberdeen** and **North East Sustainable Energy Action Plan** - Development of overarching strategies for the city and the North East of Scotland, to ensure transboundary issues are considered. Compliance with legislation, alleviation of fuel poverty, fuel security, job creation, revenue savings, corporate reputation enhancement, attraction of investment, global recognition, diversification of the economy alongside many other benefits.
- **North East Scotland Climate Change Partnership** - Opportunity to learn from others, share best practice and develop collaborative projects.
- **SCARF** – social enterprise delivering energy advice and support to people living in fuel poverty.
- **H2 Aberdeen** – A range of public and private sector partners on this project to deliver a hydrogen strategy for Europe's North Sea Region.
- **AREG** – Aberdeen Renewable Energy Group, is working to ensure businesses in Aberdeen City and Shire capitalise on opportunities in renewable energy. AREG works closely in partnership with the Council to identify and help facilitate the delivery of projects that could provide additional renewable energy infrastructure.
- **Energetica** - To consolidate and grow the Region's position as one of the world's major energy centres and the energy capital of Europe.
- **Dee Catchment Partnership** – Protecting and improving the waters of the River Dee Catchment.
- **Natural Flood management** - Aberdeen City Council is looking at Natural Flood Management (NFM) to provide an extra level of protection to deal with urban creep and climate change.
- **North East Local Biodiversity Partnership** - Working to help preserve and protect biodiversity and will implement projects that helps achieve this aim, taking the future threats of climate

change into consideration. For example, there is a focus on protecting and preserving habitats that help store carbon.

- **North East Scotland Area Advisory Group** - Local River Basin management plan. Catchment management projects. Engagement is underway to help refine the second river basin plans to help refine objectives in some catchments and instigate implementation, and form partnerships to tackle specific problems in the area.
- **North East Scotland Area Advisory Group** - Developing the Scotland Flood Risk Management Plan and the Local Flood Risk Management Plan (LFRMPs). These are based on the Flood Risk Management Strategies (FRM Strategies), which were published in December 2015.
- **Get About** - Getabout is a sustainable travel brand promoting walking, cycling, use of public transport, lift share.
- **Active Travel** - Promotion of Active Travel as walking and cycling to improve and expand the network of paths/routes.
- **Smarter choices, smarter Places** - Promotion awareness on sustainable and active travel
- **Green Santa** - Promotion of recycling and reuse within Schools across the city.
- **TIF projects** - Changing waste and recycling service from individual to communal containers to promote of easier and more accessible access to recycling service
- **Re-use Scheme at Grove Household Waste Recycling Centre**

Communications

- **Earth Hour** – participated in global initiative to raise awareness of climate change.
- **EcoCity Awards** - awards recognise the contribution of local people to initiatives which enhance the environment and help make a difference to the quality of life in the city.
- **NE Climate Newsletter** – This climate change newsletter was developed and distributed and 2 editions distributed to members organisations of the North East Scotland Climate Change Partnership in this period.
- **European Mobility Week** - Participation in European Mobility Week September 2015 and including holding an “In Town Without My Car Day” event.
- **Green Times** – Production of 4 editions of this environmental news and events digital publication. It includes information on local transport, energy, waste, Eco Schools and biodiversity events and initiatives.
- **“Love your caddy” campaign** - Promotion of food waste reduction and recycling with the film screening "Just Eat it - a food waste story" at Belmont Filmhouse.

Data requested is outlined below:

- Key Action Title	- 3rd Sector Partners
- Action Type	- Outputs
- Organisation’s project role	- Value to Organisation
- Lead Organisation (if not reporting organisation)	- Total Investment into Partnership
- Private Partners	- Comments
- Public Partners	

Notable reportable activity

- The Catering Service achieved a **Silver Soil Association Catering Mark** and has been running 'Meat-free Mondays' within the scheme.
- **The Allotments Market Stall (TAMS)** – Supporting a market stall at Duthie Park for produce from allotments in Aberdeen. All the proceeds go back to the gardeners to help them maintain and improve their allotment sites. TAMS works with the Council and Community Food Initiative North East (CFINE) who coordinate the foodbanks initiative.
- **Sustainable Food City Initiative: EAT Aberdeen** - The initiative promotes a sustainable approach to food and could see more local food growing projects, organic food, less food waste, less food transportation and stronger links between consumers and local producers. A reduced 'foodprint' will reduce city-wide carbon emissions.
- **Aberdeen City Council Fairtrade Resolution 2015** - Aberdeen City Council reaffirmed its support for Fairtrade and committed to establishing a baseline to monitor its own procurement of Fairtrade, or equivalent, items. Buying more Fairtrade supports an income stream and engagement with communities in developing countries. This gives them more opportunity to adapt to a changing climate and to pursue low-carbon solutions relevant to their needs.
- **Ferry to a Fairtrade Future** - Promoted Fairtrade at a business networking event on-board a Northlink Ferry on the 10th March 2016.
- **Earth Hour** - Raising awareness of climate change in the Council, schools and with the public through a series of press releases, flyers, emails, radio interviews, and posters in public places. A programme of events took place including talks, films, rangers walks, art projects, science workshops, tree planting and information events with many people taking part.
- **Hazlehead Grove Nursery** – providing an opportunity to develop life skills and learning opportunities for people, through various activities including plant cultivation and other horticultural related activities for the benefit of the city's parks and open spaces and an outdoor educational space.

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Developer Obligations
REPORT NUMBER	CHI/16/218
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To report back to the Committee on revised working procedures for the delivery of Developer Obligations, including methods for community groups, community councils and local members to be involved in the decision making process regarding allocation of funds.

2. RECOMMENDATIONS

It is recommended that the Committee:-

- Agree to the revised proposed working procedures which will be implemented as soon as possible;
- Agree to the recruitment of a new Developer Obligations Officer and
- note the involvement of community and elected members in the developer obligation process

3. FINANCIAL IMPLICATIONS

The financial implications will include the new post, amended Service Level Agreement with Aberdeenshire Council and supporting services and technology. These will be funded from the Planning and Sustainable Development budget within Communities, Housing & Infrastructure. These costs will include the following:-

- A new Developer Obligations Officer at (grade G15 £40,327-£46,099) plus associated costs.
- The revised service level agreement (current cost £44,186.02)
- There may also be software/technological costs surrounding the new Planning Database system (iDox) system, however these will be met from existing budgets.

4. OTHER IMPLICATIONS

In relation to the time for implementation it would be expected to be as follows:-

- Recruitment of the new Developer Obligations Officer, 3-6 months from approval of this paper, dependent on recruitment.
- Implementation of the new procedure within 6-9 months. Again this will be from approval of this paper and will be dependent on recruitment and ongoing discussion with Aberdeenshire Council around the service level agreement.

Much of the revised process will be dependent on technology and while the new iDox is now being implemented this may also impact on timeframes. It is still expected that any works required could be completed within the 9 month timeframe.

5. BACKGROUND/MAIN ISSUES

At the Communities, Housing & Infrastructure Committee of 25 August 2016 it was agreed that officers would “report on revised working procedures which will be reported back to the November meeting of this Committee and investigate the viability of including community groups, community councils and/or local members in the decision making process with regards to the allocation of funds from Developer Contributions.” Item 25, Communities, Housing and Infrastructure Committee, 25 August 2016 attached as Appendix A.

5.1 Revised process

The revised process has a number of separate but interrelated strands which are discussed below. While the key elements of this have been set out, there is both an expectation and desire for the new Developer Obligations Officer to input into the overall process. The procedures are still subject to finalisation by the departments involved.

5.1.1 Revised Procedure

The purpose of the revised procedure is to produce better outcomes from the Developer Obligations process. This will be achieved through better internal management, in the form of a dedicated officer to act as a central contact point, better engagement with consultees for calculation of developer obligations and finally engagement with consultees and elected members on the release of funds for individual projects. The process diagram below (Fig.1) gives a high level overview of how this process would work, with more detail provided below that on the major components of the process.

The planning application stage is by far the most complex stage of this process and a more detailed breakdown of how this stage would work is provided in 5.1.5 and Fig.2.

PROCESS DIAGRAM (Fig.1)

Pre-Planning Application Stage

At this stage the role of the Developer Obligations Officer will be to provide advice to the Planning case officer and the applicant on the expected level and type of obligations that may be sought.

Planning Application Stage

At planning application stage the role of the Developer Obligations Officers and the Shared Developer Obligations Team will be to work with all parties to the application to co-ordinate communication with consultees, applicants and elected members and ensure timely responses to the case officer. The case officer will be an integral part of this process and will remain as the final arbiter of the recommendation in the report of handling on the application.

Post Application Stage

At this stage the Developer Obligation Officers role will be to oversee the collection, management and release of developer obligations for identified projects. This will involve supporting the asset management team in their monitoring of developments and releasing of funds for projects, as well as liaising with Elected Members and consultees.

5.1.2 Role of the Developer Obligations Officer (Team Leader)

The role of the Developer Obligations Officer will include but not be limited to the following roles/tasks:-

- Manage the Developer Obligations process acting as the Council's lead and coordinator, meeting with clients, liaising with the Developer Obligations team, liaising with case officer, elected members and other elected officials as required.
- Contribute to working parties considering the operational implications of Developer Obligations initiatives, developments or changes in legislation and represent the Council in all forms of agreements with developers, partners and stakeholders.
- Ensure developer obligations are optimised on behalf the Council and that legal and financial risks to the Council, are considered and managed.
- Lead on the on-going development of Developer Obligations strategy and policy, and contribute to the implementation and monitoring of legislation and regulation.
- Contribute to the assessment of service user needs and development, design and improvement of the Developer Obligations section and to the Business service of Legal & Governance.
- Liaise with in-house solicitors regarding the terms of agreements.
- Lead on the provision of training on Developer Obligations.
- Contribute to the long term planning of the section's physical and information resources, and pursue and implement innovative ICT approaches within the service.
- Line Manage any additional support staff as may be required in the future.

- Lead on and manage the collection arrangements of monies arising from developer obligations and monitor associated financial income.

5.1.3 Revised Service Level Agreement

Discussions are currently underway with Aberdeenshire Council about a revised service agreement. These discussions are based on the proposed procedures set out in this paper.

The last service level agreement is attached as Appendix B

5.1.4 Revised legal procedures

A Planning and Environment team has been formed in the Council's legal department. The intention is for section 75 agreements to be drafted by the in-house solicitors in this team.

In addition, a draft section 75 template has been prepared. The purpose of this document is to reduce the time spent agreeing S75's by having a range of established clauses for different types of developments. This draft has now been completed and is currently out for final consultation with the development industry.

Member / Community engagement

While in principle there is nothing to prevent this, the legal and policy tests for developer obligations should be followed at all times. Planning obligations should only be sought when they meet the tests set out in Appendix D. Failure to determine obligations in accordance with the tests could result in the applicant applying to the Council to discharge or modify the obligations. If the Council refuses the application, the applicant can then appeal to the Scottish Government. There is also the risk that third parties could challenge the planning obligations on the basis of developer contributions.

5.1.5 Planning applications

The Planning Applications stage is the most complex part of the developer obligations process. It involves a wide range of internal and external consultees, developers and legal representatives trying to achieve agreement on a broad range of issues all within a time sensitive planning process. The revised procedure and the new officer as outlined earlier, are aimed at streamlining the process to achieve better outcomes for the community, the development industry and the Council. The diagram below, (Fig.2) focuses on the planning process and sets out how the current procedure works. While much of this procedure would remain consultation is currently underway with stakeholders to update this to improve the procedure and reflect elected members requirements.

Planning Application Stage (Fig.2)

(The Diagram represents the current process and will be updated to reflect the changes.)

1. RECEIPT OF PLANNING CONSULTATION (Developer Obligations Team)



2. CONSULTATIONS EMAILED TO SERVICES (Developer Obligations Team, Services & NHS Grampian):

- Housing (Graeme Stuart)
- Education (Andrew Jones) - as per agreed format as separate email
- Community Facilities (Linda Clark & Jo Mackie)
- Core Paths (Karen Van Eeden) **Only one consultee here please EP Team not Core paths and Open Space**
- Sports & Recreation (Steven Shaw & Jo Hall)
- Open Space (Deb Munro)
- NHS Grampian (John Gill & Allan Robertson) - only if a masterplan site
- **Transportation (should include both strategic and local transport contribution)**

Copied to Service Development & Performance Improvement (Val Johnston & Louise Fox)



3. ISSUE OF ASSESSMENT REPORT (14 days/28 days from Stage 1) (Developer Obligations Officer)

Emailed to Agent (Agents asked to respond within 5 days confirming whether agreement to report detail.
Update Case Officer if Extension Required

Copied To Case Officer and Service Development & Performance Improvement (Val & Louise)



4. ANY REVISIONS TO ASSESSMENT REPORT (Developer Obligations Officer)

Liaison with Housing Service on Affordable Housing Requirements & Liaison with Services in Relation to Queries

Developer Obligation to Update Case Officer if any Delays



5. FINAL CONSULTATION RESPONSE TO PLANNING SERVICE (Developer Obligations Officer)

Final Agreed Assessment Report Emailed to Case Officer Along With Cover Email Consultation Response Summarising the Agreed Developer Obligations and Including Education Statement

If Application is to be a Section 75 Agreement then Instruction with Relevant Sections Completed will also be attached.

Copied to Finance (David Marshall) & Service Development & Performance Improvement (Val & Louise)



6. COMPLETION OF SECTION 75 INSTRUCTION (Case Officer & Transportation)

Instruction with as much detail as possible completed will be sent at Stage 5

Case Officer to Send Section 75 Instruction to Transportation & Complete Any Planning Instructions



7. INSTRUCTION OF LEGAL (Case Officer)

This can be done as soon as agreement reached. Case Officer to date instruction and emailed to Legal

Copied to Service Development & Performance Improvement (Val & Louise)



8. CONFIRMATION FROM LEGAL (Legal)

Legal to Confirm Receipt of Valid Instruction and Solicitor Actioning Agreement to Case Officer



9. CONCLUSION OF SECTION 75 (Legal)

Legal to Email Signed Section 75 To Case Officer, Developer Obligations Officer (General Email), Finance (David Marshall) & Service Development & Performance Improvement (Val & Louise), Housing (Graeme Stuart & Lynne Ritchie)

5.1.6 Community / Elected member involvement

Developer contributions are intended to ensure that developers make appropriate provision for any losses, or supply additional facilities that are required to mitigate the impact of a development in the local community. Contributions are utilised for the provision of additional capacity, through new build, extension or reconfiguration of existing space to allow more activities to take place. It is critical that projects are identified as early as possible in order to comply with the policy tests shown in Appendix D.

The present procedure for identifying a project for contributions is carried out on a reactive basis. Once the need for a developer contribution has been identified, services are given two weeks to detail what mitigation works would be carried out should monies be secured. There is currently no set procedure for elected member input or community groups or councils input. While Service representatives do their best to gain comment from community groups, it is not always possible for them to get comprehensive feedback which helps to inform the final decision on which project will be funded from contribution(s). There is simply not enough time for the relevant dialogue to take place and for communities to come forward with ideas which satisfy the policy tests.

Citywide Asset Plans

The current “reactive” way of dealing with assessments is not best practice. It is proposed that the new Developer Obligations Officer will work with Asset Management, the Local Development Plan Team, Elected Members and Community Councils to undertake an asset review. The purpose of this Asset Plan would be to work alongside the local development plan and identify projects across the city. The collected data would be held in an asset review database that would be continuously reviewed and updated. This information would then be used to inform the decision making process. The data would require regular review to ensure data is relevant.

It is proposed that Elected Members and Community Councils would be consulted on the updating of these Asset Plans. This would allow any capacity issues which have been discussed with the wider community, to be made known. Projects within the Asset Plan could then be used to inform the Developer Obligations process.

Elected Members in relevant ward(s) would be contacted by the co-ordination team at the same time as service representatives to offer comment on potential use of contributions.

Responses could be collated and issued to service representatives to help inform the decision where monies are spent.

It must be remembered however that regardless of the desires of a party to the process, all contributions sought must comply with the policy tests as set out in Appendix A. One of the Developer Obligations Officers roles, as noted earlier, will be to advise both the elected members and community groups on the suitability of contributions sought.

5.1.7 Collection of the Developer Obligations

A crucial aspect of the Developer Obligations process is monitoring the progress of developments to ensure obligations are invoiced for at the appropriate stage. These stages are set out in the conditions to the planning application or within the S75 legal agreement and are referred to as trigger points. At present monitoring these trigger points is complex as the combined data from planning applications, legal agreements, project details and income / expenditure is held in a standalone database. Officers must rely on quarterly completion reports to identify when developments have commenced and in turn which trigger points have been reached. The database currently does link to either planning or building control records.

A significant piece of work has taken place to move all of the planning and building control data to an integrated “Idox” computerised application system. The developer contribution database is to be combined with this system, to allow improved monitoring of trigger points. The data will be available to all involved in the procedure whenever building control officers update completions, allowing invoices for payments to be issued as soon as a trigger point has been reached. Both officers and developers will benefit from shared data and the new, integrated database. Relationships have been built up with several developers who have acknowledged the benefit of being forthcoming with payments to avoid interest penalties. The standard Section 75 template, in addition to the standard assessment report will greatly assist developers in identifying trigger points for payment.

Collection of Contributions

At present, the Council operates a system for payment which can prevent the release of planning consent in some instances. Once an invoice has been issued, or a development agreed in principle, it is common practice for a cheque to be sent to Planning Officers. Often this can take weeks to be presented to the appropriate officer and clear.

Again to streamline the process it is proposed that a generic email address is set up to allow all developers the opportunity to make contact with officers and make payment by way of a BACS transfer.

Services

All of the services in the council who deliver projects fully or partly funded through developer contributions have a nominated service representative who is responsible for the coordination of contributions in their service. The Developer Obligations Officer as part of their role will liaise with these officers on a regular basis.

5.1.8 Management of the Developer Obligations

Project delivery / Monitoring spend

When a project has been identified and the funds have been received in part or full, there is currently no process of governing the delivery of the project. While the monetary values of some contributions are low and others are simple “one – off” payments, many are large projects,

which can carry a significant risk to the Council if not monitored appropriately. It is apparent that some projects require monitoring in the same fashion which projects from the non – housing capital programme are.

It is recommended that significant projects which are funded by developer obligations which require governance are included as part of the non – housing capital programme of works and subject to the same governance. This would take the form of project status reports, risk registers and reporting to the appropriate Committee.

Enforcement

Officers will continue to enforce the conditions set out in a legal agreement or assessment report through officers monitoring the status of each contribution and holding regular discussions with all service representatives. This will also be monitored by the Developer Obligations Officer and the Developer Obligations Team in consultation with the case officer/building standards.

6. IMPACT

Improving Customer Experience –

The establishment of a new Service Level Agreement will have a positive effect on community consultation when identifying assets and projects which can benefit from developer contributions.

Improving Staff Experience –

All staff involved in the procedure will benefit from having more clearly defined roles and responsibilities. Existing short deadlines for responses may be increased for staff.

Improving our use of Resources –

Continuing to work with Aberdeenshire Council with an amended Service Level Agreement would improve the overall process for project delivery.

Corporate -

The continued use of a Service Level Agreement will enable Aberdeen City Council to continue joint working with Aberdeenshire Council.

Public –

This report may be of interest to the public, as the intended outcome is to ultimately better manage the impact of new developments on Communities.

7. MANAGEMENT OF RISK

The purpose of the revised process including the new Developer Obligations Officer and Service Level Agreement is to reduce the risk inherent in the Developer Obligations process. One of the Developer Obligations Officers key roles will be that of co-ordination and oversight. The involvement of Elected Members and Community

Councils also helps to involve communities to achieve better outcomes. Finally the revised Asset Plans help to front load the process and make it proactive rather than reactive.

8. BACKGROUND PAPERS

Appendix A:- Item 25, Communities, Housing and Infrastructure Committee, 25 August 2016:

Appendix B:- Minute of Previous Agreement between Aberdeen City Council and Aberdeenshire Council (Service legal Agreement).

Appendix C:- Draft S75 Legal Agreement Templates
(Available on-line)

<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=72718&slD=15510>
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=72720&slD=15510>

Appendix D:- Five Policy tests for Developer Contributions, extract from, Circular 3/2012: Planning Obligations and Good Neighbour Agreements

9. REPORT AUTHOR DETAILS

David Marshall
Asset Management Officer (Projects)
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☎ 01224 523191

Gale Beattie
Acting Head of Service - Planning and Sustainable Development
✉ galeb@aberdeencity.gov.uk
☎ 01224 523330

Appendix A:- Item 25, Communities, Housing and Infrastructure Committee, 25 August 2016:

25	Developer obligations	The Committee resolved: (i) to agree to Aberdeen City Council entering into a revised Service Level Agreement with Aberdeenshire Council with clearly defined roles, tasks and responsibilities. This will provide the benefits of a shared service with the addition of an in-house post which will provide a dedicated link within the Council.; (ii) to agree in principal to the creation of a new post to ensure effective management of the negotiation and consultation procedures which will be based in Marischal College; (iii) to agree to a further report on revised working procedures which will be reported back to the November meeting of this Committee; and (iv) to instruct officers to investigate the viability of including community groups, community councils and/or local members in the decision making process with regards to the allocation of funds from developer contributions, and that this is included in the report on revised working procedures expected at the November meeting of this Committee.	Planning and Sustainable Development	David Marshall / Gale Beattie

Appendix D – Five Policy tests for Developer Contributions
(Circular 3/2012: Planning Obligations and Good Neighbour Agreements)

1. Necessary to make the proposed development acceptable in planning terms

Obligations should not be used to resolve existing deficiencies in infrastructure provision or to secure contributions to the achievement of wider objectives which are not strictly necessary to allow planning permission to be granted for the particular development. Where the need to improve, upgrade or replace that infrastructure does not arise directly from the proposed development then planning authorities should not seek to address this through a developer obligation.

2. Serve a planning purpose and where it is possible to identify infrastructure provision requirements in advance, should relate to development plans.

An obligation must be related to the use and development of land and be set out in the Development Plan. Information on the items for which contributions will be sought and the occasions when they will be sought require to be set out in the Development Plan. The methods and exact level of contributions required are set out in statutory supplementary guidance and this is to provide as much certainty as possible to the developer early in the process. It is therefore important to ensure that information on infrastructure and

community requirements to support a development are included at the development plan stage. For example, the replacement of a roof at the local village hall is not relevant to the planning process therefore could not be funded through developer obligations.

3. Relate to the proposed development either as a direct consequence of the development or arising from the cumulative impact of development in the area

Any obligations must be directly related to the development. We are therefore obliged to clearly set out the purpose for which any contribution is required and the infrastructure to be provided. It is not sufficient to simply advise that an obligation is required for community facilities as we require to evidence that there is a clear link between the mitigation level sought and the development proposed.

4. Fairly and reasonably relate in scale and kind to the proposed development

Contributions should always be proportionate to the scale of the proposed development. Planning obligations should not be used to resolve existing deficiencies in infrastructure provision or to secure contributions to the achievement of wider planning objectives which are not strictly necessary to allow permission to be granted for the particular development. For example, where there is an existing shortfall concerning sports facilities within a local community, the developer cannot be expected to fully meet this shortfall through obligations but could potentially make a proportionate contribution towards additional infrastructure required as a result of their development.

5. Be reasonable in all other respects

For example obligations could not be used to fund a private facility such as a golf club where only selected members would benefit.

MINUTE OF AGREEMENT

between

ABERDEENSHIRE COUNCIL, a Local Authority constituted under the Local Government etc. (Scotland) Act 1994 and having its principal office at Woodhill House, Westburn Road, Aberdeen and its statutory successors

and

ABERDEEN CITY COUNCIL, a Local Authority constituted under the Local Government etc. (Scotland) Act 1994 and having its principal office at the Town House, Broad Street, Aberdeen, AB10 1AQ and its statutory successors

Each a "Party" and together "the Parties"

WHEREAS

1. Aberdeen City Council wish to source and secure a Developer Contributions Service from Aberdeenshire Council; and

2. Aberdeenshire Council wish to provide said Developer Contributions Service to Aberdeen City Council;

THEREFORE THE PARTIES HAVE AGREED AS FOLLOWS:-

1. DEFINITIONS – the following terms shall have the following meaning within this Agreement:-

1.1 "Developer Contributions Service" means the overall service package to be provided by Aberdeenshire Council's Developer Obligations Team and will include the following;

- a) The assessment of development proposals and, in particular, their effects on existing community infrastructure.
- b) The carrying out of negotiations with developers in respect of appropriate Planning Obligation packages intended to mitigate the impact of development proposals on such infrastructure and thus allow development to proceed.
- c) The quantification of any affordable housing provision or contributions which may additionally be due by developers in terms of Aberdeen City Council's Policy and National Guidance.

1.2 "Schedule" means the Schedule annexed and executed as relative hereto.

2. DURATION

2.1 This Agreement shall take effect on 1 January 2012, notwithstanding the date or dates of signing hereof, and shall terminate on 31 December 2015.

2.2 The Parties may agree, in writing, to extend this Agreement beyond the above-mentioned termination date.

3. SERVICE TO BE PROVIDED

Aberdeenshire Council shall provide Aberdeen City Council with a Developer Contributions Service, as detailed in sub-clause 1.1 hereof, for the duration of this Agreement.

4. PAYMENT AND APPOINTMENT

4.1 Aberdeen City Council shall pay Aberdeenshire Council the Salary and the Employer Costs as defined in the Schedule (together referred to herein as “the Funding”). The Funding represents the cost of Aberdeenshire Council engaging a Developer Contributions Officer, Senior Planner equivalent grade. The Funding is deemed to include the cost of any administrative assistance to support the work of the Developer Contributions Service.

4.2 Aberdeenshire Council shall issue detailed invoices to Aberdeen City Council in respect of the Funding on a quarterly basis. Payment in respect of each correctly prepared and adequately supported invoice shall be due within thirty days of receipt of same by Aberdeen City Council. Such invoices shall contain a detailed breakdown of all costs and such other detail as may reasonably be required by Aberdeen City Council from time to time.

4.3 Aberdeenshire Council shall notify Aberdeen City Council, in writing, of any changes to the Funding in accordance with Aberdeenshire Council’s annual pay award, no later than one month after that pay award is implemented.

5 MONITORING AND REVIEW

5.1 Aberdeenshire Council will produce annually for Aberdeen City Council (as soon as reasonably practicable after 1 January in respect of the preceding calendar year) a written report highlighting the number of planning applications and pre-application submissions on which the Developer Obligations Team have been consulted by Aberdeen City Council together with a breakdown of Infrastructure Contributions secured by the Developer Obligations Team, including contributions towards recreation, community facilities, core paths, public realm, education, and affordable housing and affordable units committed to be built on site.

5.2 Aberdeenshire Council, in consultation with Aberdeen City Council, shall formally review the operation of the Developer Contributions Service on an annual basis. As soon as reasonably practicable after 1 January in respect of the preceding calendar year, Aberdeenshire Council shall produce a comprehensive written report of said review and issue a copy of same to Aberdeen City Council. The Parties shall thereafter, promptly and in good faith, negotiate on any variations or amendments to this Agreement, or changes to the operation of the Developer Contributions Service, which either Party considers necessary or desirable. Said report may be combined with the report required under sub-clause 5.1 above.

6. COMPETENCE

6.1 Aberdeenshire Council will ensure that the Developer Contributions Service is performed in a competent and professional manner to the complete satisfaction of Aberdeen City Council. If, in the opinion of Aberdeen City Council acting reasonably, the performance of the Developer Contributions Service is unsatisfactory, or does not meet the terms of this Agreement, then Aberdeen City Council may, where it deems it appropriate, instruct Aberdeenshire Council to repeat the performance of any part of the Developer Contributions Service at no extra cost to Aberdeen City Council. Aberdeenshire Council will ensure that Aberdeen City Council is involved in any review of the Developer Contributions Service.

6.2 For the avoidance of doubt, any negotiation or discussion with a developer undertaken by any member of Aberdeenshire Council's Developer Obligations Team in relation to planning matters (other than Developer Contributions) for which Aberdeen City Council is the Planning Authority must be subject to prior consultation with, and approval of, the relevant Aberdeen City Council Planning Officer.

7. VISITORS

All employees, agents or sub-contractors utilised by Aberdeenshire Council in the performance of the Developer Contributions Service shall carry such identification as Aberdeen City Council may require at all times when on Aberdeen City Council premises and make such identification available for inspection on request by any officer of Aberdeen City Council. Access to Aberdeen City Council's premises may be refused or withdrawn if such identification is not displayed.

8. RESOURCES

8.1 Aberdeen City Council will provide Aberdeenshire Council (and any member of its Developer Obligations Team) with access to such databases and other internally-held records, figures and forecasts as are necessary to enable the performance of the Developer Contributions Service.

8.2 Aberdeenshire Council shall ensure that any member of its Developer Obligations Team adheres to Aberdeen City Council's policies and procedures with respect to ICT Security, Data Protection and Freedom of Information.

8.3 Aberdeenshire Council recognises that under this Agreement any member of its Developer Obligations Team may receive confidential or proprietary information of Aberdeen City Council. Aberdeenshire Council agrees that no member of its Developer Obligations Team will divulge such information to any person, without Aberdeen City Council's prior written consent. Aberdeenshire Council shall ensure that all members of its Developer Obligations Team are aware of and comply with the provisions of this Clause 8. The obligations in this sub-clause 8.3 will survive the termination of this Agreement.

9. FREEDOM OF INFORMATION

9.1 Aberdeenshire Council shall assist Aberdeen City Council, free of charge, in meeting any reasonable requests for information in relation to this Agreement, or the services to be provided hereunder, which are made to Aberdeen City Council in connection with the Freedom of Information (Scotland) Act 2002 (FOISA) or any statutory modification or re-enactment thereof or any related guidelines or codes of practice. Aberdeen City Council may, from time to time, serve on Aberdeenshire Council an information notice requiring Aberdeenshire Council within such time and in such form as specified in the information notice to furnish to Aberdeen City Council such information as Aberdeen City Council may reasonably require relating to such requests for information. Aberdeenshire Council acknowledges that, in responding to such requests for information, Aberdeen City Council shall be entitled to provide information relating to this Agreement or the services to be provided hereunder. It is recognised that Aberdeenshire Council is itself subject to FOISA and, accordingly, this clause applies to Aberdeen City Council in the same way as it applies to Aberdeenshire Council.

9.2 Without prejudice to the foregoing generality, should a request made under the FOISA and relating to an Aberdeen City planning application be received by the Developer Obligations Team, the Developer Obligations Team shall forward the request forthwith to Aberdeen City Council's Point of Contact specified in sub-clause 10.1 below. If Aberdeen City Council receive a request under FOISA for information held by the Developer Obligations Team, the Developer Obligations Team

shall provide said information to Aberdeen City Council within the deadline specified by Aberdeen City Council's Planning Service or Freedom of Information Team.

10. POINTS OF CONTACT AND DISPUTE RESOLUTION

10.1 For Aberdeen City Council, the initial point of contact in connection with this Agreement shall be: Dr Margaret Bochel, Head of Planning and Sustainable Development, Aberdeen City Council, Communities, Housing and Infrastructure, Business Hub 4, Marischal College, Broad Street, Aberdeen, AB10 1AB (Telephone 01224 523113, e-mail mbochel@aberdeencity.gov.uk).

10.2 For Aberdeenshire Council, the initial point of contact shall be: Patricia Jericevich, Legal Service Manager (Commercial), Aberdeenshire Council, c/o Banchory Area Office, The Square, Banchory, AB31 5RW (Telephone 01330 825518).

10.3 Any disputes concerning the provision of the Developer Contributions Service or the variation or extension of this Agreement should be referred for resolution to the Director of Corporate Services of Aberdeenshire Council and the Director of Communities, Housing and Infrastructure of Aberdeen City Council.

10.4 Day-to-day disputes relating to operational matters should be referred to the points of contact detailed in sub-clause 10.1, with the expectation that matters be resolved to the Parties' mutual satisfaction within seven (7) working days. If such a resolution proves not possible, the matter should be referred to the Parties' officers referred to in sub-clause 10.3 above.

11. CONFLICT OF INTEREST

Aberdeenshire Council shall notify Aberdeen City Council immediately on becoming aware of any possible conflict of interest arising, or which may arise, between the interests of Aberdeen City Council and those of Aberdeenshire Council. Aberdeenshire Council shall take all reasonable steps to remove or avoid the cause of any such conflict of interest, all to the satisfaction of Aberdeen City Council. This Clause shall continue in full force and effect, and shall be enforceable by Aberdeen City Council, for a period of twelve months after the expiry of this Agreement for whatever reason.

12. TERMINATION

12.1 Aberdeen City Council may terminate this Agreement forthwith upon giving notice in writing to Aberdeenshire Council –

(i) If, at two consecutive assessments, Aberdeen City Council determines the performance of Aberdeenshire Council to be unsatisfactory; or

(ii) If Aberdeenshire Council, in the opinion of Aberdeen City Council, is in material breach of the terms of this Agreement and, in the event of a breach capable of being remedied, has failed to remedy the breach within thirty days of receipt of notice thereof from Aberdeen City Council.

12.2 Either Party may terminate this Agreement by giving at least sixty days' prior written notice to the other Party.

12.3 Aberdeenshire Council may terminate this Agreement forthwith upon giving notice in writing to Aberdeen City Council –

(i) If, subject to the provisions of Clause 4, Aberdeen City Council has failed to pay any sum due under the terms of this Agreement and any such sum remains unpaid for fourteen days from the date of service of a notice on Aberdeen City Council advising of such default and demanding payment of the sum due, and

(ii) If Aberdeen City Council, in the opinion of Aberdeenshire Council, is in material breach of the terms of this Agreement and, in the event of a breach capable of being remedied, has failed to remedy the breach within thirty days of receipt of notice thereof from Aberdeenshire Council.

12.4 Aberdeenshire Council will notify Aberdeen City Council in writing if, for any reason, it is unable to maintain the Developer Contributions Service as specified in this Agreement and will repay to Aberdeen City Council any monies which have already been paid under this Agreement and which

are proportionately attributable to a period during which the Developer Contributions Service will not now be provided.

12.5 Any termination of this Agreement (howsoever occasioned) shall not prejudice or affect any rights or liabilities which have arisen on or before the date of termination.

12.6 In the event that this Agreement is terminated, Aberdeenshire Council warrants that it shall transfer all information it holds (stored both electronically and manually) with respect to the provision of the Developer Contributions Service to Aberdeen City Council upon receipt of a written request to do so.

12.7 Termination of this Agreement shall have no effect on the liability of either Party to pay any sums due under this Agreement, where such liability arises prior to the date upon which termination takes place.

13. CORRUPT OR ILLEGAL PRACTICES

Aberdeen City Council shall be entitled to cancel this Agreement with immediate effect and to recover from Aberdeenshire Council the amount of any loss or damage resulting from such cancellation if: -

(a) Aberdeenshire Council shall have offered, or given or agreed to give, to any person any gift, consideration, inducement or award of any kind for doing or not doing any action in relation to this Agreement or any other agreement with Aberdeen City Council; or

(b) like acts shall have been done by any person employed by Aberdeenshire Council or acting on behalf of Aberdeenshire Council (whether with or without the knowledge of Aberdeenshire Council); or

(c) in relation to any agreement with Aberdeen City Council, Aberdeenshire Council or persons employed by Aberdeenshire Council or acting on behalf of Aberdeenshire Council shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010 or have given any fee or reward, the receipt of which is an offence under any legislation pertaining to local authorities; or

(d) Aberdeenshire Council or its representative (whether with or without the knowledge of Aberdeenshire Council) shall have practised collusion in tendering for this Agreement or any other contract with Aberdeen City Council or shall have employed illegal practices either in obtaining or executing this Agreement or any other contract with Aberdeen City Council.

14. INSURANCE

Aberdeenshire Council shall maintain appropriate and adequate public liability insurance, employer's liability insurance and professional indemnity insurance to comply with all relevant legal requirements. It shall, whenever required, produce for inspection by any officer authorised by Aberdeen City Council for that purpose documentary evidence that all relevant insurances are properly maintained and the relative policy or policies and receipts in question.

15. ENTIRE AGREEMENT

This Agreement, including the Schedule, constitutes the entire agreement between the Parties. No variation of these terms will be valid unless confirmed in writing by authorised signatories of both Parties on or after the last date of signing of this Agreement.

16. LAW OF SCOTLAND

This Agreement shall be governed by, and interpreted and construed in accordance with, Scots Law. Aberdeen Sheriff Court shall have exclusive jurisdiction to settle any disputes (including claims for set-off and counterclaims) which may arise in connection with the validity, effect, interpretation or performance of the legal relationship established by this Agreement or otherwise arising in connection with this Agreement.

IN WITNESS WHEREOF these presents consisting of this and the 9 preceding pages, together with the Schedule annexed hereto, are executed by the Parties hereto as follows:-

They are signed for and on behalf of **Aberdeenshire Council** at by:

Signed

(Proper Officer)

Date

Name

Position

Signed

(Witness)

Date

Name

Address

They are signed for and on behalf of **Aberdeen City Council** at Aberdeen by:

Signed

Signed

(Proper Officer)

Date

Name

Position

(Witness)

Date

Name

Address

SCHEDULE

**THIS IS THE SCHEDULE REFERRED TO IN THE FOREGOING MINUTE OF AGREEMENT BETWEEN
ABERDEENSHIRE COUNCIL AND ABERDEEN CITY COUNCIL**

The Funding

"Salary" £36,203 (subject to revisal in terms of any Aberdeenshire Council annual pay award affecting the Salary Grade of Senior Practitioner).

"Employer Costs" means relative National Insurance and Superannuation Contributions.

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing & Infrastructure
DATE	01/11/16
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various small scale traffic management and development associated proposals (New works)
REPORT NUMBER	CHI/16/241
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 (£) every 5-10 years	Comments
Cycle, Walking, Safer Streets (Scot Gov grant-funded)	7440	4540	If budgets are not currently available locations will be placed on a priority list for when future funding becomes available
Developer financed	nil	3350	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Nestrans / Transport Scotland /Sustrans	nil	200	Maintenance of these works generally falls to the council maintenance budget when they are on-street restrictions
Disabled Parking		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 11 traffic management proposals that are the result of routine examination of road safety and/or traffic management, while there are also 6 proposals related to development, transport projects etc. It is also proposed to install 94 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 **Back Hilton Road, Kittybrewster** – Proposed lengths of prohibition of waiting at any time.

Concerns have been raised by residents with respect to cars being parked in the immediate approach to the junction serving as the access road to properties 11- 19 Back Hilton Road. This is compromising road safety and making manoeuvres difficult.

Implementation costs – £200

Estimated maintenance costs - £200 every 5 years

Ward – Midstocket / Rosemount

Elected members – Bill Cormie, Jenney Laing, Alex Nicoll

5.2 **Danestone Circle, Middlefield** – Proposed lengths of prohibition of waiting at any time.

Make temporary traffic regulation order permanent for this junction protection at entrance to Manor Park school car park. This is to allow for greater visibility which would aid safety for pedestrians and motorists.

Implementation costs - £170

Estimated maintenance costs - £170 every 5 years

Ward – Northfield / Mastrick North

Elected members – Scott Carle, Jackie Dunbar, Gordon Graham

5.3 **Cranford Road, Mannofield** – Proposed lengths of prohibition of waiting at any time.

Concerns have been highlighted with regard to vehicles being parked on Cranford Road in the very near proximity of its southern junction with Broomhill Road. Vehicles parked in such a manner cause difficulties for all road users by limiting visibility and obstructing safe pedestrian/vehicular movements at this junction. As a consequence, it is proposed short lengths of prohibition of waiting at any time be introduced in the immediate area of this junction.

Implementation Costs - £120
Estimated maintenance costs - £120 every 5 years

Ward – Airyhall / Broomhill / Garthdee
Elected members – Angela Taylor, Gordon Townson, Ian Yuill

5.4 School Road, Peterculter – Proposed lengths of prohibition of waiting at any time.

Concerns have been raised by local residents with regard to vehicles parking on and in proximity to the section of School Road which bends to the left when approaching from North Deeside Road, Peterculter. In order to allow this section of road to be kept clear of visibility and remove conflicts with oncoming vehicles when forced onto the opposite side of the road. It is proposed to introduce sections of 'at any time' waiting restrictions on both sides of School Road, Peterculter.

Implementation costs - £150.00
Estimated maintenance costs – £150.00 every 5 years

Ward – Lower Deeside
Elected members – Marie Boulton, Tauqeer Malik, Aileen Malone

5.5 & 5.6 Burnbank Terrace and Rockall Place, Torry - Proposed One-Way.

A request has been received from a local Councillor with regard to introducing a one-way system on Burnbank Terrace, which is currently a very narrow road connecting between Rockall Road and Girdleness Terrace and is subject to a 20mph speed limit with associated traffic calming measures. Upon investigation, given the roads width which varies between 2.6m and 3m throughout not allowing for two-way vehicular movements and only one appropriate passing place it would appear prudent to progress such a proposal.

Following consultation with our own Environmental Services to determine whether this proposal would impact them and which direction they take when servicing the bins for the residents of Burnbanks Terrace, it is proposed to introduce a 'one-way' system in a westerly direction (i.e. from Rockall Road to Girdleness Road).

It had also been identified that there is the similar situation with Rockall Place which is on the opposite side of Rockall Road from Burnbank Terrace. Therefore it is also proposed to introduce a 'one-way' system on Rockall Place in an easterly direction (i.e. from Rockall Road to Farquhar Road).

Implementation costs – £2,500.00

Estimated maintenance costs – £500.00 every 10 years

Ward – Ferryhill / Torry

Elected members – Yvonne Allan, Graham Dickson, Alan Donnelly, James Kiddie

5.7 Bloomfield Road, Ferryhill – Proposed lengths of prohibition of waiting at any time.

Concerns have been raised by local residents about the volume of commuter parking on the street. This is causing issues for the Waste Management team who are struggling to get their vehicle past the parked vehicles. This point is further emphasised by Scottish Fire and Rescue Service who note they would struggle to fit an appliance down the road and have full access to the side lockers and necessary equipment.

Implementation costs – £1600

Estimated maintenance costs – £1600 every 5 years

Ward – Ferryhill / Torry

Elected members – Yvonne Allan, Graham Dickson, Alan Donnelly, James Kiddie

5.8 Gowanbrae Road and Prospecthill Road, Bielside – Proposed 20mph Speed Limit.

There has been on-going road safety concerns expressed over the speed of vehicles travelling on Gowanbrae and Prospecthill Road, Bielside, during weekday afternoon/peak periods. The background is some drivers while travelling southbound on Bailliewells Road, on observing or expecting a queue at the signal controlled junction with the North Deeside Road, choose to use these two roads as a cut through to bypass the signals, thereafter turning right onto the North Deeside Road at the Prospecthill Road junction 225 metres to the west.

The two roads are narrow with numerous driveway and garage accesses, with both only having a single footway on their northern sides. The footways concerned are also narrow at just over 1 metre in width; the modern standard is 2 metres. On both roads there is also westbound one-way restrictions that were introduced in 1994; the one-way restrictions being introduced to prevent the opposing occurrence where eastbound drivers on the North Deeside Road used these roads as a cut through to Baillieswells Road.

On these roads there is a clear correlation between the afternoon/early evening peak commuter period and increased vehicular speeds, with the average 85%tile speed* on Gowanbrae Road during these periods being 7mph higher than those recorded out-with the afternoon/early evening peak; likewise on Prospecthill Road the figure is 9mph.

**The 85%tile speed is that which 85% of the volume of recorded vehicles was travelling at or below. The 9am-3pm average 85%tile on Gowanbrae Road over 6 working days was 26mph, and from 3pm-6pm it was 33mph; for the same periods on Prospecthill Road it was 24mph and 33mph respectively.*

While the two roads are currently subject to a mandatory speed limit of 30mph, the average speeds** outside the peak afternoon/evening period are in the region of 20mph. It is therefore proposed the mandatory speed limit should be reduced to 20mph. This would take the form of signs and carriageway roundels on entering these roads and further repeater signs/roundels along their length. It is hoped this would encourage those drivers using the road to bypass the traffic signals during the afternoon/evening peak to lessen their vehicular speed. The effectiveness of the new speed limit would be measured by survey following installation.

***While the 85%tile speed is highlighted, the average speed is the preferred reference for setting speed limits.*

Implementation costs – £1000

Estimated maintenance costs – £200 every 10 years

Ward – Lower Deeside

Elected members – Marie Boulton, M. Tauqeer Malik, Aileen Malone

5.9 Bressay Brae, Sheddocksley – Proposed lengths of prohibition of waiting at any time.

Concerns have been raised by local residents regarding vehicles parking close to and on the corner of Bressay Brae, impeding driver and pedestrian visibility. It is proposed therefore to introduce two sections of ‘at any time’ waiting restrictions to improve visibility for motorists and pedestrians.

Implementation costs – £200

Estimated maintenance costs – £200 every 10 years

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – David Cameron, Steve Delaney, Len Ironside

5.10 Cults School – Various traffic management measures.

It is proposed to introduce a prohibition on turning left from the perimeter road at Cults School on to Earls wells Road during the morning and afternoon peak periods. This location is very busy during the school arrival/leaving periods, with many vehicles entering by way of the Cairnlee Road East/Hillview Crescent Junction and thereafter entering the perimeter road or briefly stopping on Earls wells Road. The perimeter road also has an anti-clockwise one-way system in operation, while a School Crossing Patroller is positioned on Earls wells Road between the entry and exit junctions.

The current situation where vehicles can turn left from the exit junction results in conflict with westbound vehicles on Earlswells Road that are often using the eastbound lane to pass vehicles that are stopped to allow passengers to board/alight. Those vehicles turning left are also entering an area that is busy with pupils crossing and vehicles entering the perimeter road. This proposal to prohibit the left turn would thereby reduce conflict and lessen traffic volume in area where road safety is paramount. The detour caused by the restriction would be modest, in the region of 300 metres, by way of Earlswells Drive back to Cairnlee Avenue East.

It's also proposed to introduce some further 'double yellow' lines on the perimeter road to prevent parking that causes damage to grass verges. There is parking capacity in the vicinity of the school, but there is an unfortunate tendency for some drivers to park for convenience on verge areas, as opposed to walking the short distance to an appropriate parking area. A length of existing waiting restriction is also defunct and will be revoked.

A parking bay for buses will also be extended in length. The aforementioned bay, while exclusive to buses to wait, is also used by the drivers of cars as a drop off/picking up point; the stipulation being a car can only wait for the duration a passenger is boarding/alighting.

Implementation costs – £1300

Estimated maintenance costs – £1300 every 10 years

Ward – Lower Deeside

Elected members – Marie Boulton, M. Tauqeer Malik, Aileen Malone

5.11 **Belmont Road** – Time limited parking bay.

It is proposed to introduce a time limited parking bay to accommodate two cars on Belmont Road. The parking bay would restrict vehicles to a maximum of stay of 45 minutes, no return within 15 minutes; it would operate Monday – Friday, between the hours of 8am and 6pm, and on a Saturday between 8am and 2pm. It would be located adjacent to busy veterinary practice that serves the local community. There is currently a situation where long-term parking makes it very difficult for visitors to access the veterinary practice. The time-limited parking would therefore create a turnover and aid those visiting the practice.

It is of note, some years ago, the entire northern side of Belmont Road was subject to time-limited parking when the 'Kittybrewster Mart' existed. This restriction was then removed to provide residents with further parking. It is since the removal, that visitors to the Veterinary Practice have experienced difficulties in accessing the practice. This proposal therefore provides a balance between retaining 'long stay' on-street parking (8 car lengths) for residents, while creating a limited turnover of parking (2 car lengths) for visitors to this road, whether they be visiting the Veterinary Practice or likewise briefly visiting a residential property.

Implementation costs – £200
Estimated maintenance costs - £100 every 5 to 10 years

Ward – Midstocket / Rosemount
Elected members – Bill Cormie, Jenney Laing, Alex Nicoll

The following proposal will be funded by NESTRANS / Transport Scotland / Sustrans

5.12 Broad Street, City Centre – Redetermination of footways.

As part of the Marischal Square development officers have approached Sustrans for match funding the Muse Development contribution towards the Broad Street improvements. One of the Sustrans conditions is to allow cyclists to utilise the entirety of the public realm. The Sustrans contribution will enable an enlargement of the public realm which will extend along the entirety of Broad Street from Upperkirkgate to Union Street. Implementing this condition will require a redetermination order (under Section 152(2) of the Roads (Scotland) Act 1984) to allow the footways listed in this report to be converted to shared use of pedestrians and cyclists:

Broad Street (west and east side between Upperkirkgate and Union Street)

Queen Street (extending 35m on the north and south side)

Upperkirkgate (extending 40m on the north and south side at the junction with Gallowgate)

Gallowgate (extending 30m on the west and east at the junction with Upperkirkgate)

Implementation costs – nil
Estimated maintenance costs – nil

Ward – George Street / Harbour
Elected members – Michael Hutchinson, Jean Morrison, Nathan Morrison

5.13 Exploration Drive, Bridge of Don – Proposed public electric vehicle bays with electric charging points.

It has been proposed to install four new public electric vehicle bays and two electric vehicle charge points. It is proposed a section of 'At Any Time' waiting restrictions is revoked in order to make create on-street space for the EV charge points.

Implementation Costs - £ NIL
Estimated maintenance costs - £ 200 every 5 years

Ward – Bridge of Don

Elected members – Muriel Jaffrey / John Reynolds / Sandy Stuart / Willie Young

The following proposals will be funded by developers

- 5.14 **D2 Development, Dyce** - Proposed lengths of prohibition of waiting at any time.

Concerns have been raised about potential for problem parking associated with the airport within the business parks internal road network. The D2 business park lies between Dyce Drive and the A96. The waiting restrictions are proposed for the full lengths of the roads Harvest Avenue and Harvest Way.

Implementation costs - £NIL

Estimated maintenance costs – £2000 every 5 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai

- 5.15 **Aldi – Cornhill Road, Cornhill** - Proposed lengths of prohibition of waiting at any time.

Permanent order to replace temporary order currently in place around new supermarket development.

Implementation costs - £NIL

Estimated maintenance costs –£100 every 5 years

Ward – Dyce / Bucksburn / Danestone

Elected members – Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai

- 5.16 **Mastrick Drive, Mastrick** – Proposed lengths of prohibition of waiting at any time.

Junction protection is proposed at the entrance to the Mastrick Drive Day Centre.

Implementation Costs - £NIL

Estimated maintenance costs - £250

Ward – Kingswells / Sheddocksley / Summerhill

Elected members – David Cameron / Steve Delaney / Len Ironside

5.17 Hopetoun Park Housing Development, Bucksburn – Mandatory 20mph speed limit / ‘one-way’ restriction.

It is proposed to introduce two traffic management measures within the Persimmon Homes ‘Hopetoun Park’ development: -

A mandatory 20mph speed limit would be established on Hopecroft Road, Hopecroft Crescent, Hopecroft Walk and Hopetoun Grange (inset section). These roads all new and have been constructed as a result of the development. In terms of modern design they include areas of shared space and it is appropriate the speed limit is set at 20mph when considering road safety, prioritising vulnerable road users, and the environment for residents.

A westbound ‘one-way’ restriction would be established on Hopetoun Grange (inset section) with vehicles entering by way of its junction with Hopetoun Grange and exiting onto Hopecroft Road. The layout of this particular road has been designed for ‘one-way’ operation.

Implementation costs - £NIL

Estimated maintenance costs – £1000 every 10 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

- 5.18 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 – disabled parking bays

10b Northfield Place	26b Grampian Road
34 Kirkwall Avenue (Back door Lewis Road)	31 Grampian Circle
22 Sheddocklsey Road	10 Jesomond Avenue
31 Annfield Terrace	30 Bressay Brae
8 Strathmore Drive	32 Eday Square
Hallfield Road (rear of 160 Lang Stracht)	10 Gillahill Place
137 Cairncry Road	16 Mile-End Avenue
143 Midstocket Road	37 Berrywell Gardens
142 Kincorth Circle	30b Logie Avenue
19 Faulds Gate	58 Mastrick Drive
56 South Grampian Circle	3 Hillock Way

135 School Drive	143 Provost Fraser Drive (in circle)
93 Middlefield Place	36 Bankhead Road
15 Kincorth Place	300 North Balnagask Road
13 Nigg Way	19 Arran Avenue
102 Tollochill Drive	8 Hillside Place
15 Auchinyell Road	51d Bedford Avenue
88 Oscar Road	3 Strathburn Street
87 Oscar Road	39 Coningam Gardens
89 Oscar Road	7 Loirston Place
101 Pittodrie Street	15 Coull Gardens
131 Gray Street	87 Devonshire Road
137 Gray Street	23 Danestone Cirlce
5 Gardens Knowe	8 Pitmedden Cresecent
43 Danestone Terrace	4 Strathburn Street
108 Cairncry Road	
14 Balmoral Terrace	60 Hazlehead Terrace
21 Jute Street	5 Farquhar Road
5 Hillside Crescent	11 Skelly Rock
23 Hillylands Road	26 Invercauld Gardens
19C Ferrier Crescent	508 Balnagask Road
15 Portree Avenue	30A Cattofield Place
45 Provost Hogg Court	185 Hilton Avenue
106 Cairncry Road	24 Western Road
1A Seaton Avenue	114 Forest Avenue
305 Hilton Drive	19 Ruthrie Court
45A Mansefield Road	22 Western Road
118 Willowpark Crescent	O/S Hays Hydraulics - Russell Road
19 Whinpark Place	22 Greenbrae Crescent
11 Eday Road	11 Ashgrove Gardens South
24 Devanha Terrace	

Off-street parking

39 Shetland Walk	17 Merkland Place
21 Shetland Walk	For 58 Howes Drive o/s 137 Howes Drive
47 Shapinsay Court	5 Whitestripes Place
61 Sahrpinsay Court	19 Balgownie Brae
4 X Cairncry Court	For 92 Stockethill Court in car park
2 Logie Place – Healthy Hoose	93 Cairncry Road

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

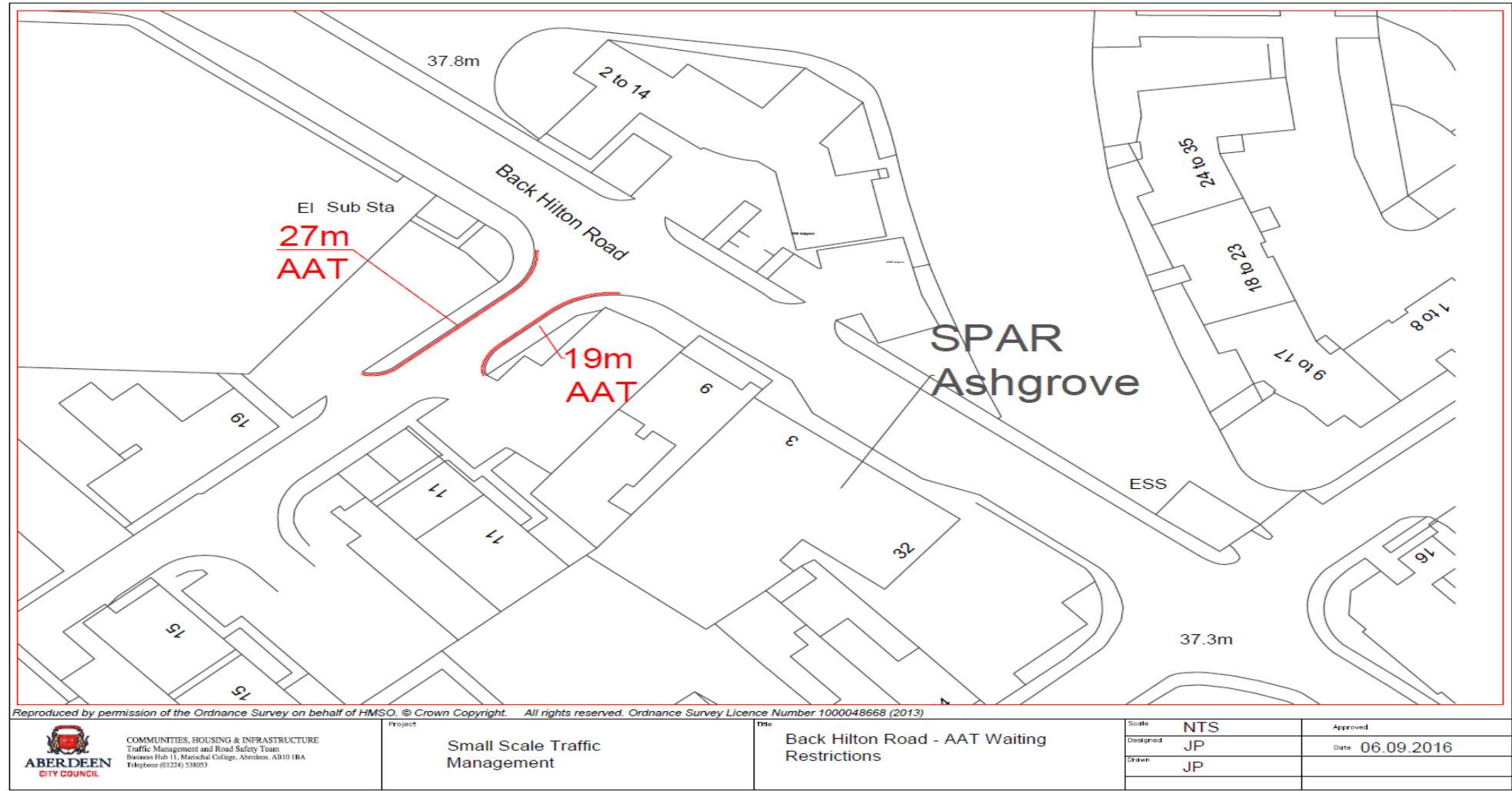
Jack Penman
Engineering Assistant
Email: JPenman@aberdeencity.gov.uk

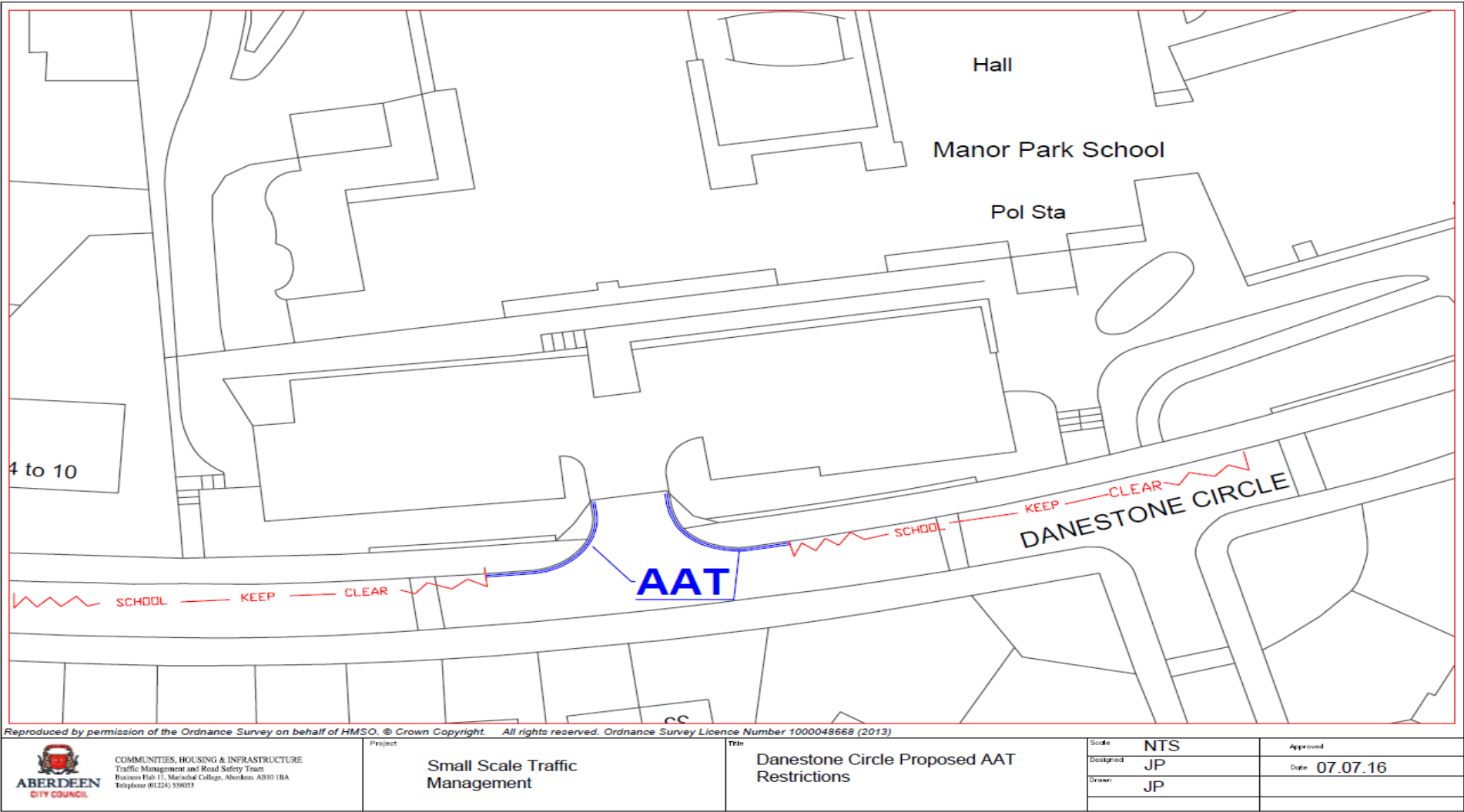
Tel. 01224 (52)2303

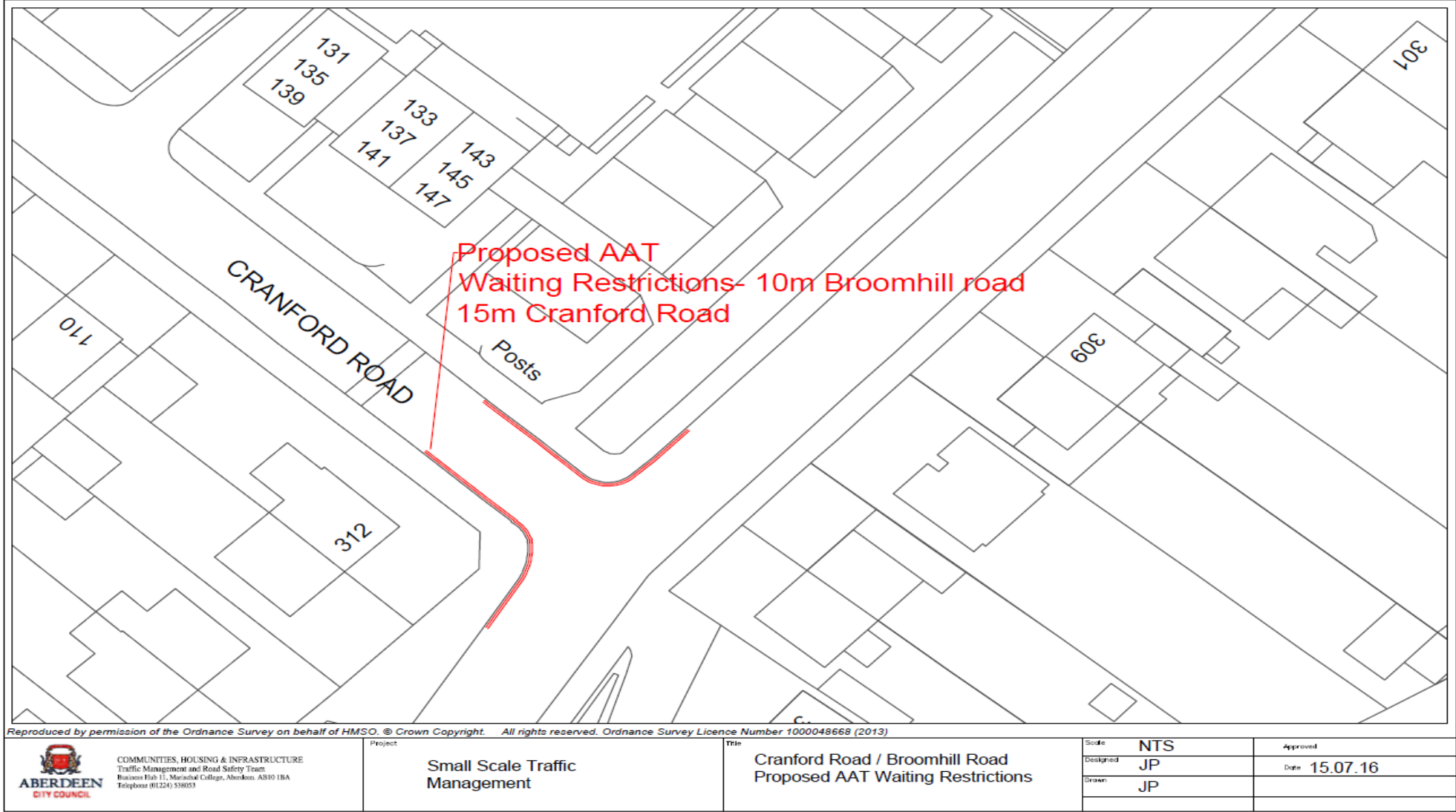
Appendix: Plans for various small scale traffic management and development associated proposals (New works)

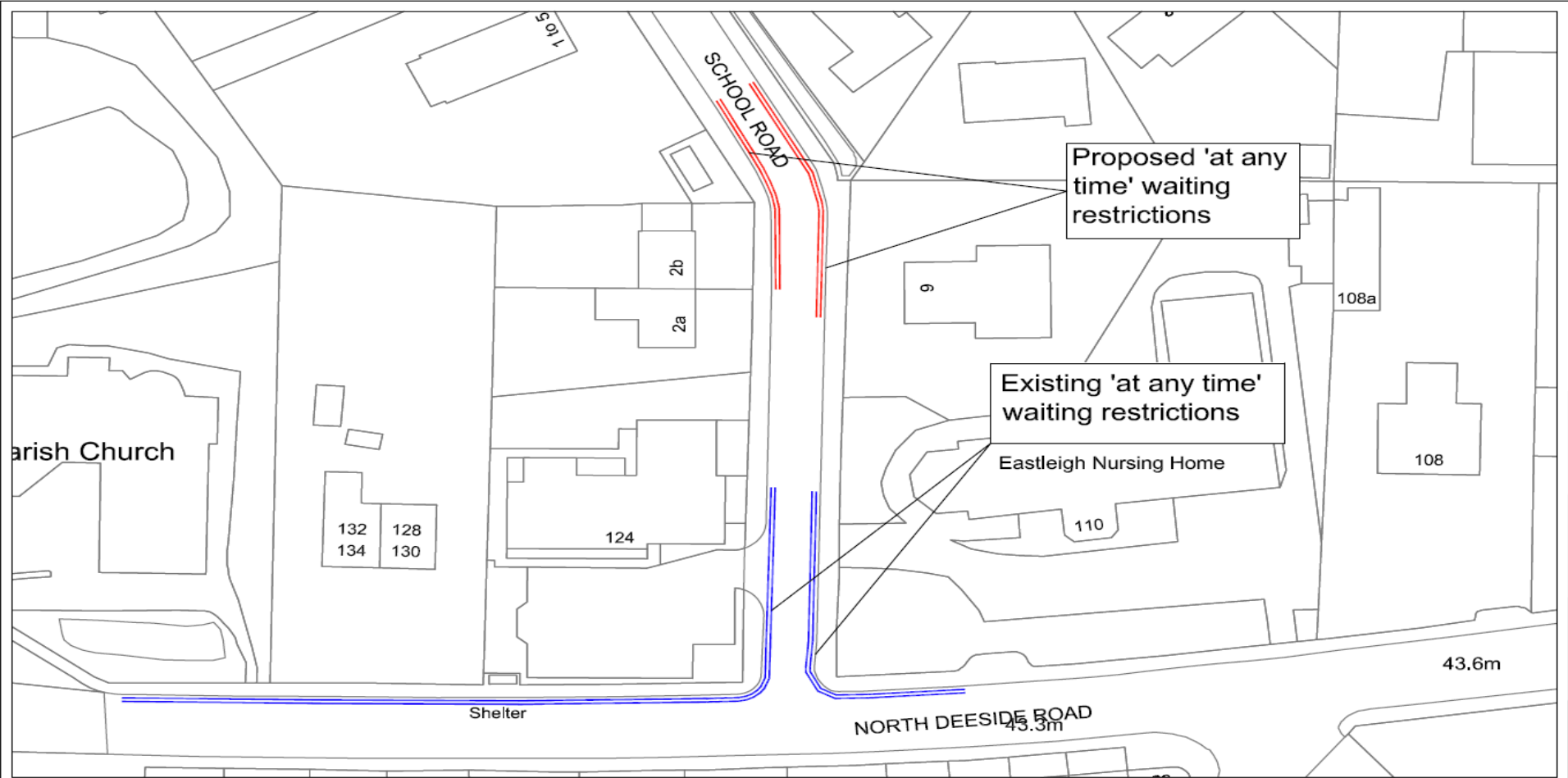
Plan – Report Ref 5.1

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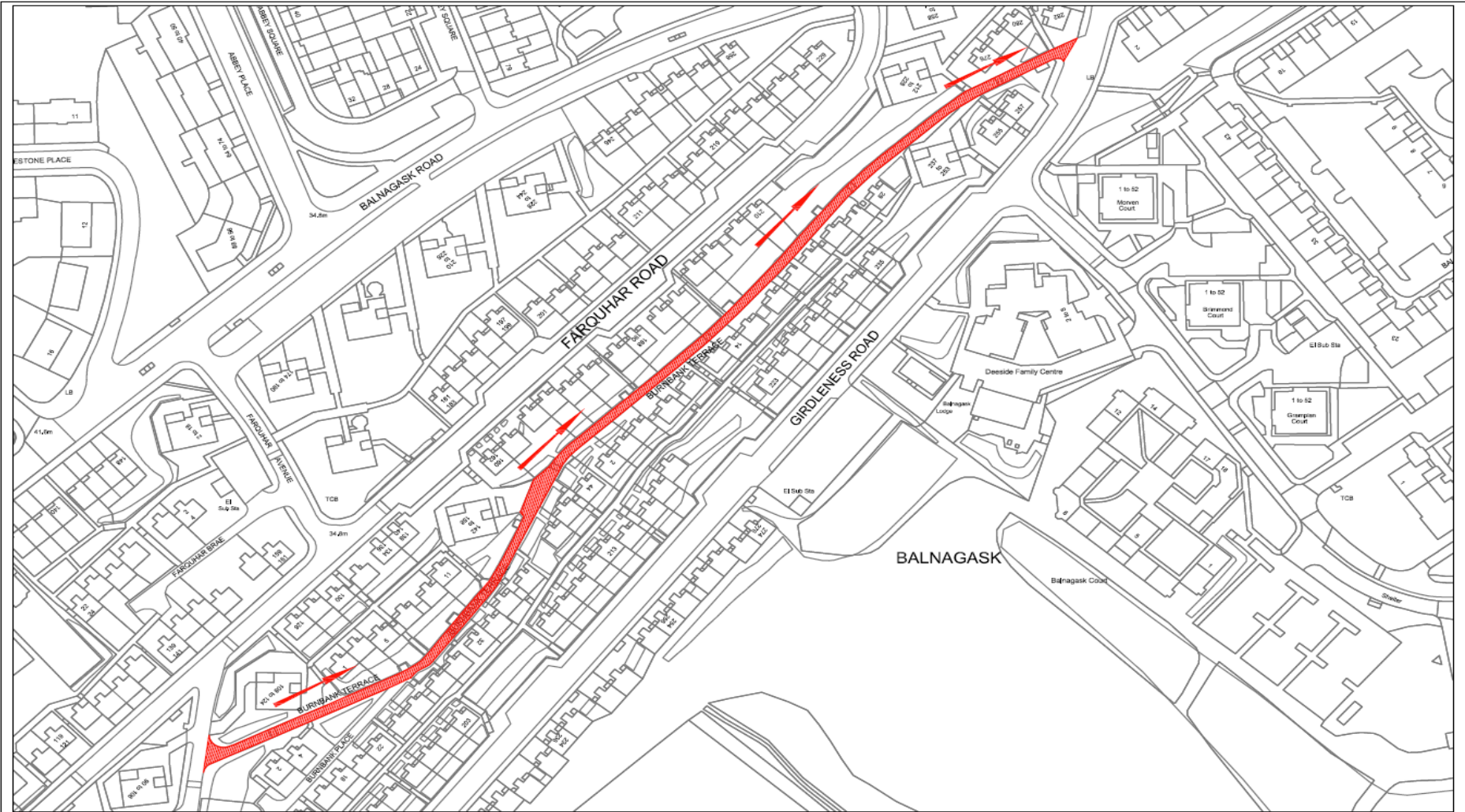






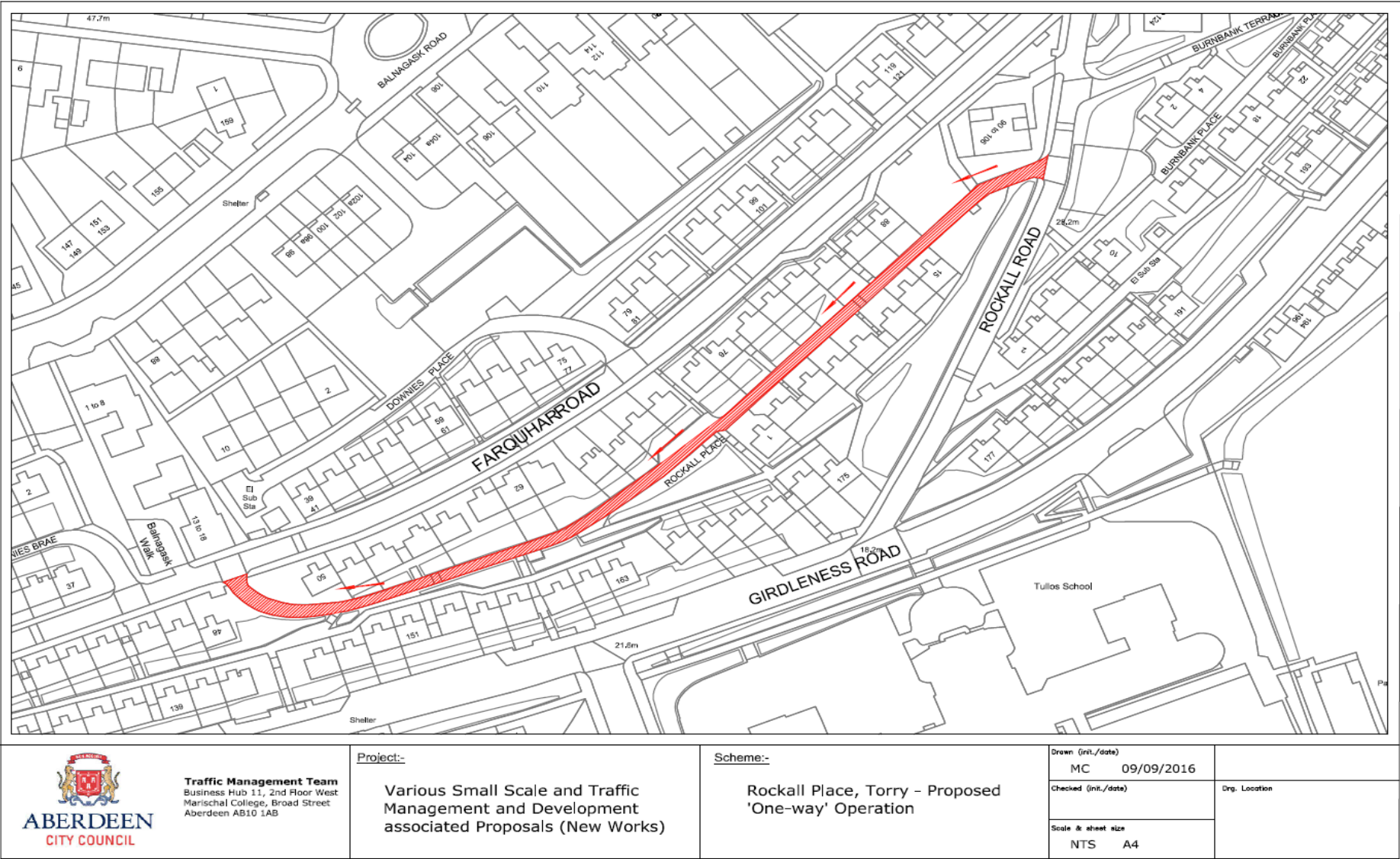


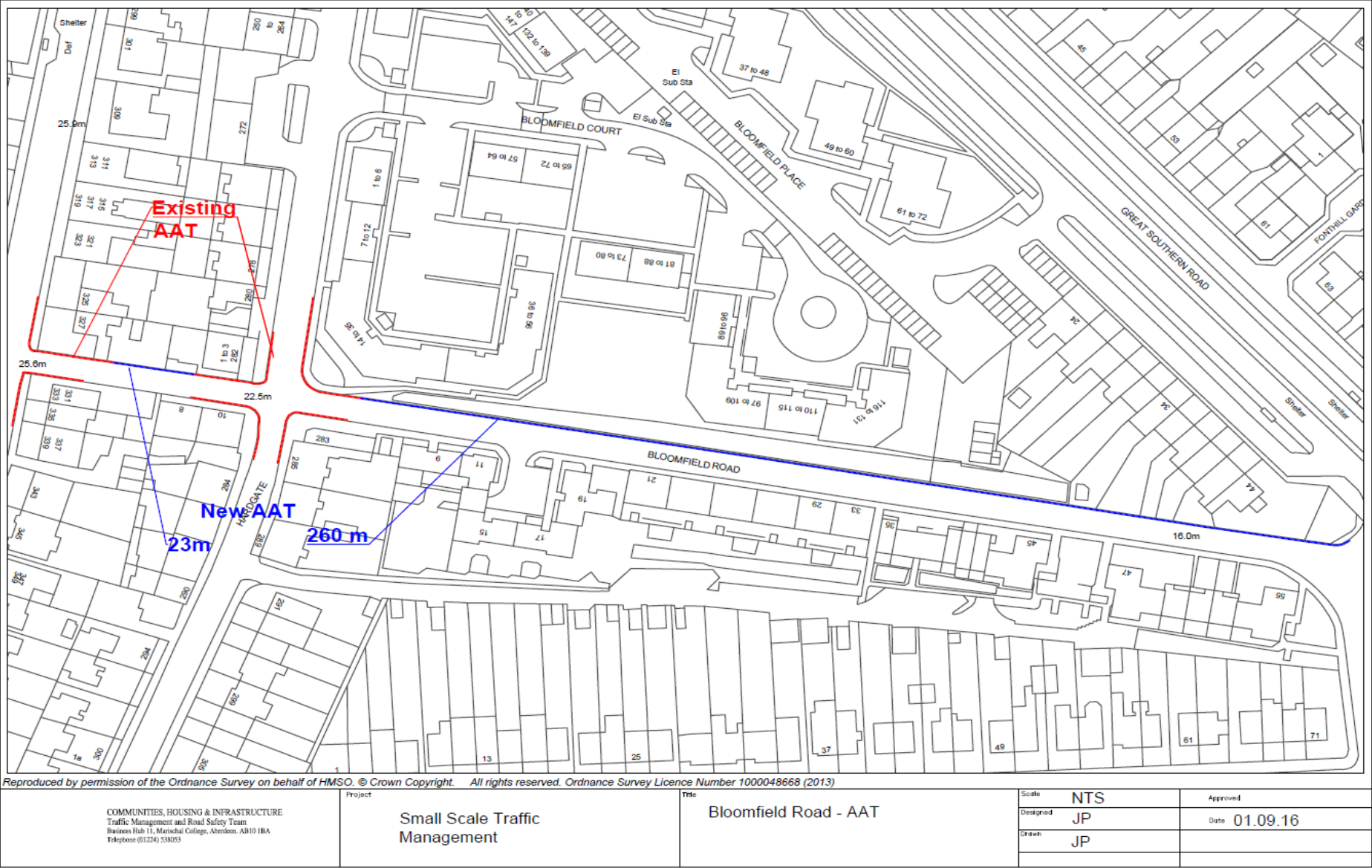
 Aberdeen City Council Traffic Management Team Business Hub 1.1, 2nd Floor West Marischal College, Broad Street Aberdeen AB10 1AB	Project:- Various Small Scale and Traffic Management and Development associated Proposals (New Works)	Scheme:- School Road, Peterculter - Proposed 'At any time' waiting restrictions	Drawn (Init./date) MC 09/09/2016	Org. Location
			Checked (Init./date)	
			Scale & sheet size NTS A4	

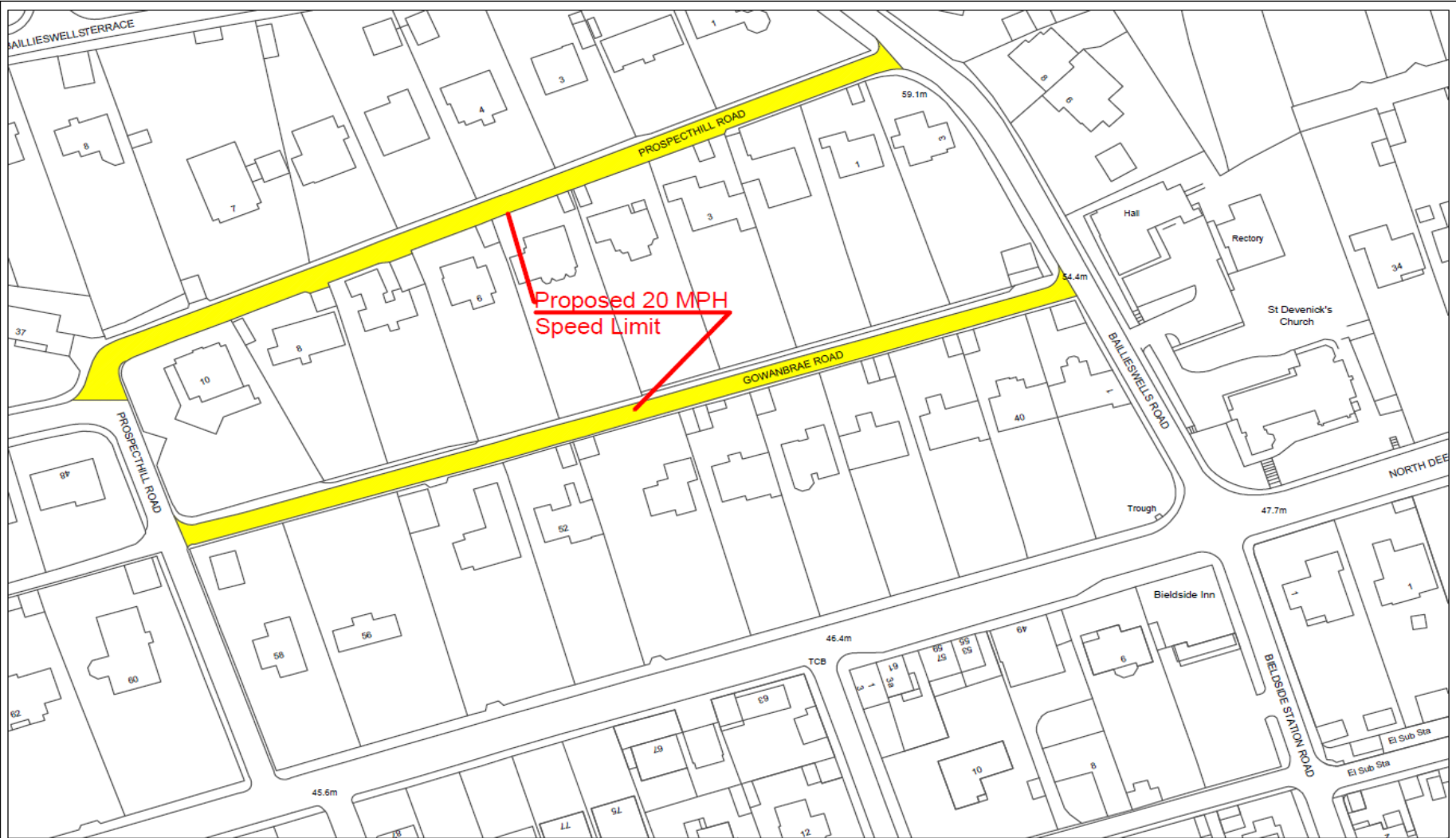


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 COMMUNITIES, HOUSING & INFRASTRUCTURE Traffic Management and Road Safety Team Business Hub 11, Marischal College, Aberdeen, AB10 1BA Telephone: (01224) 538053	Project Various Small Scale Traffic Management and Development Associated Proposals (New Works)	Title Burnbank Terrace, Torry - Proposed 'One-way' operation	Scale NTS	Approved
			Designed	Date 22.06.2016
			Drawn MC	

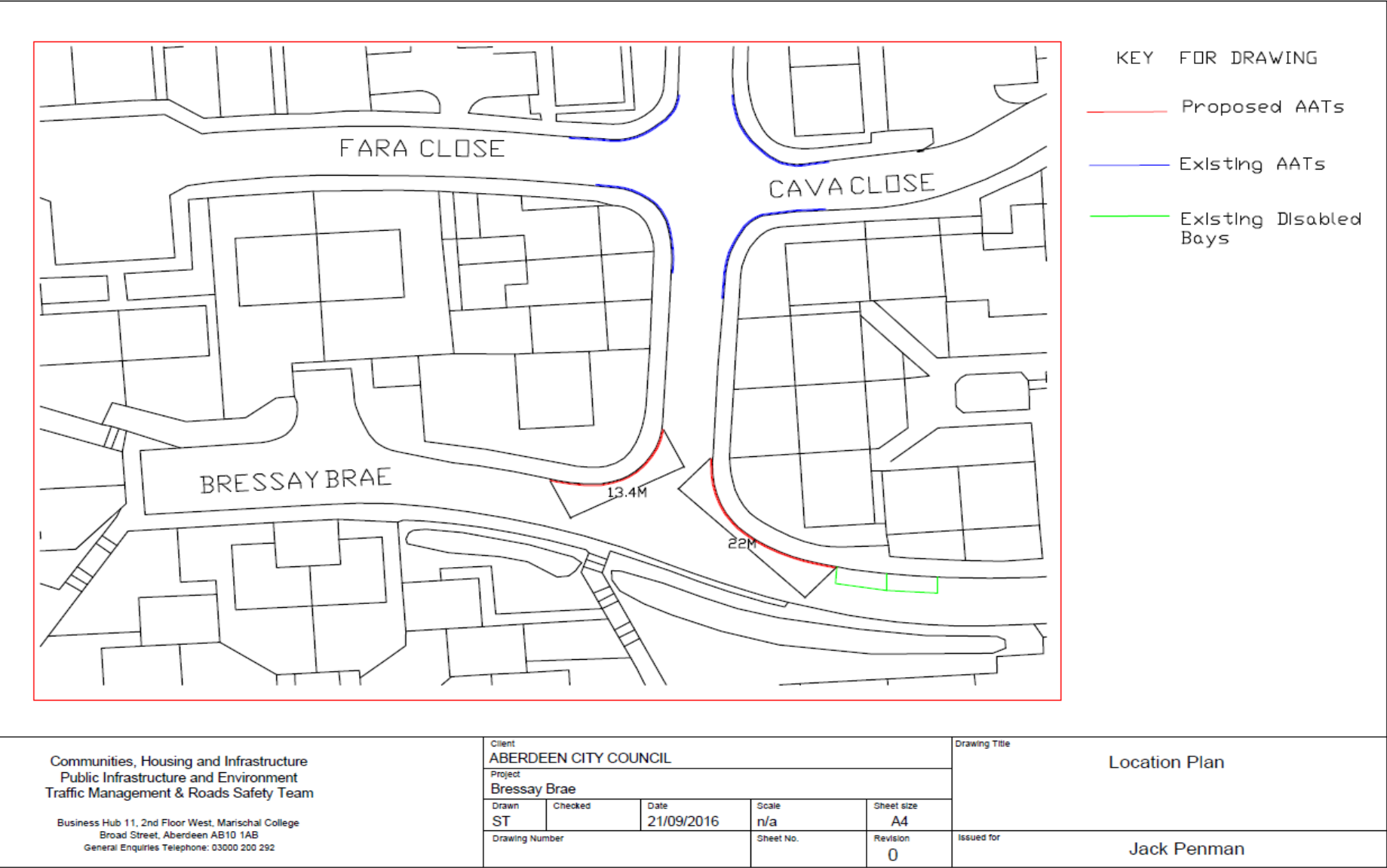






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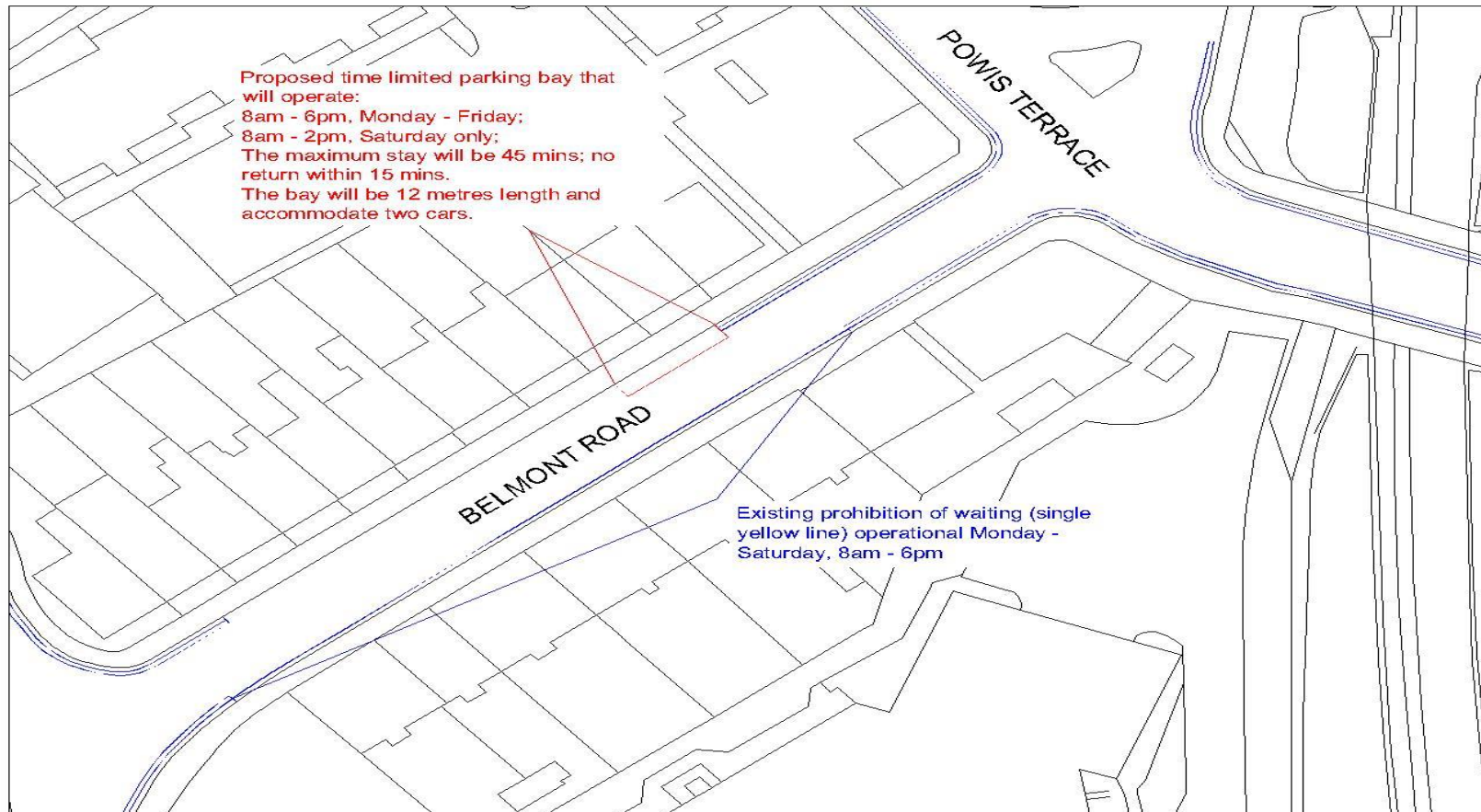
 COMMUNITIES, HOUSING & INFRASTRUCTURE Traffic Management and Road Safety Team Business Hub 11, Marischal College, Aberdeen, AB10 1BA Telephone (01224) 538053	Project Small Scale Traffic Management	Title Proposed 20 Mph Speed Limit - Prospecthill Road Gowanbrae Road	Scale NTS	Approved
			Designed JP	Date 10/10/16
			Drawn JP	

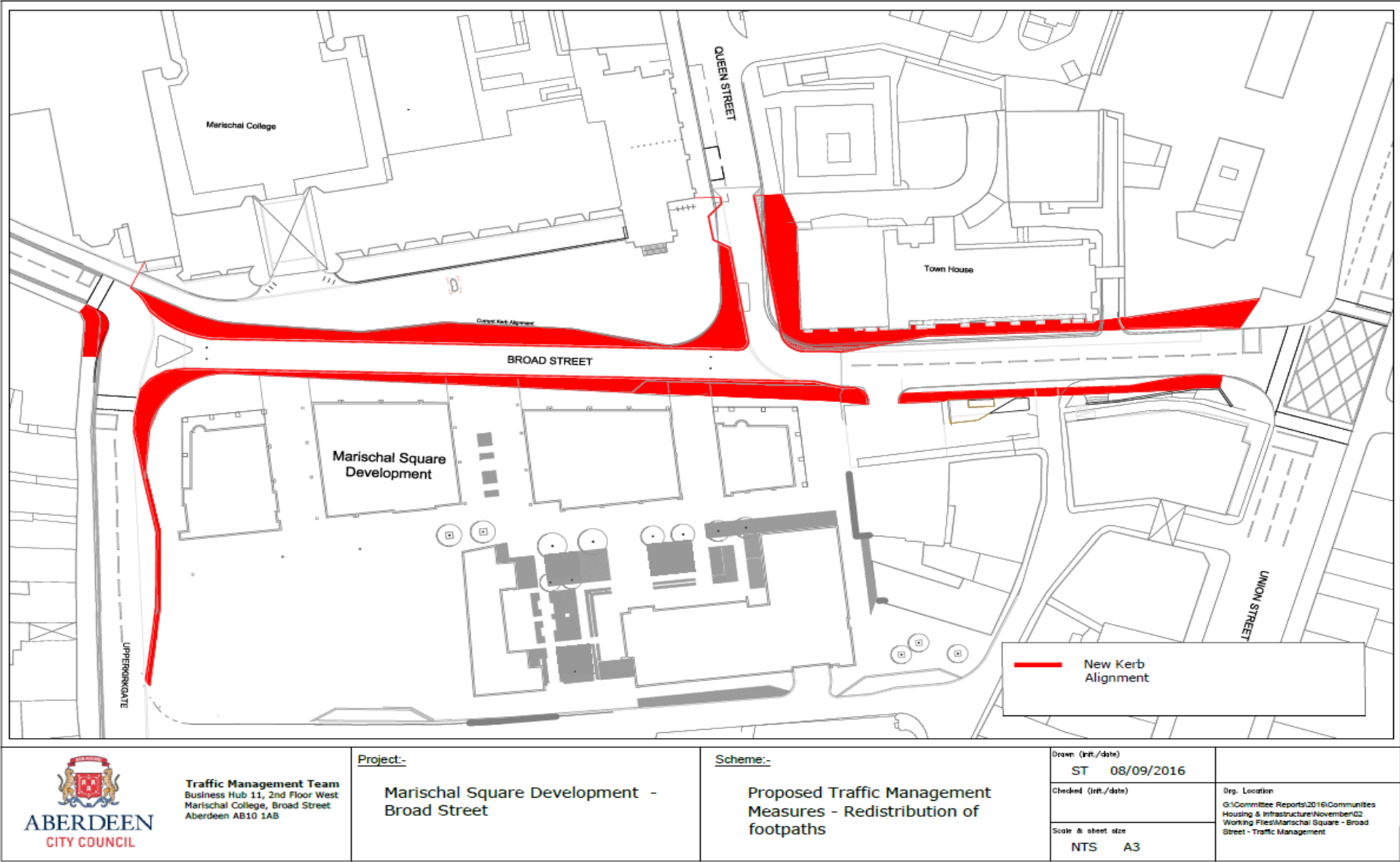


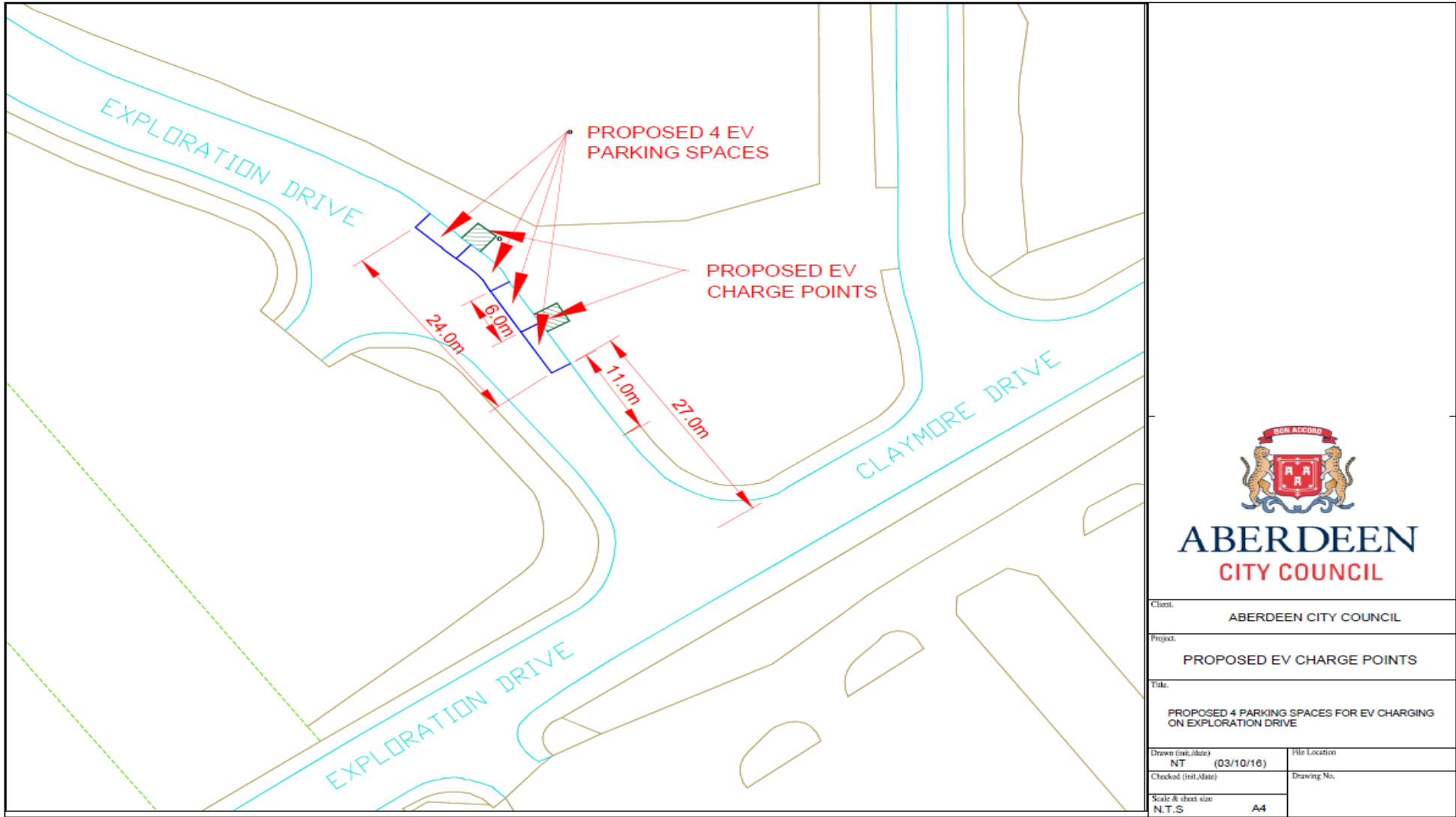
Cults School - Prohibition of left turns from perimeter road onto Earlswells Road

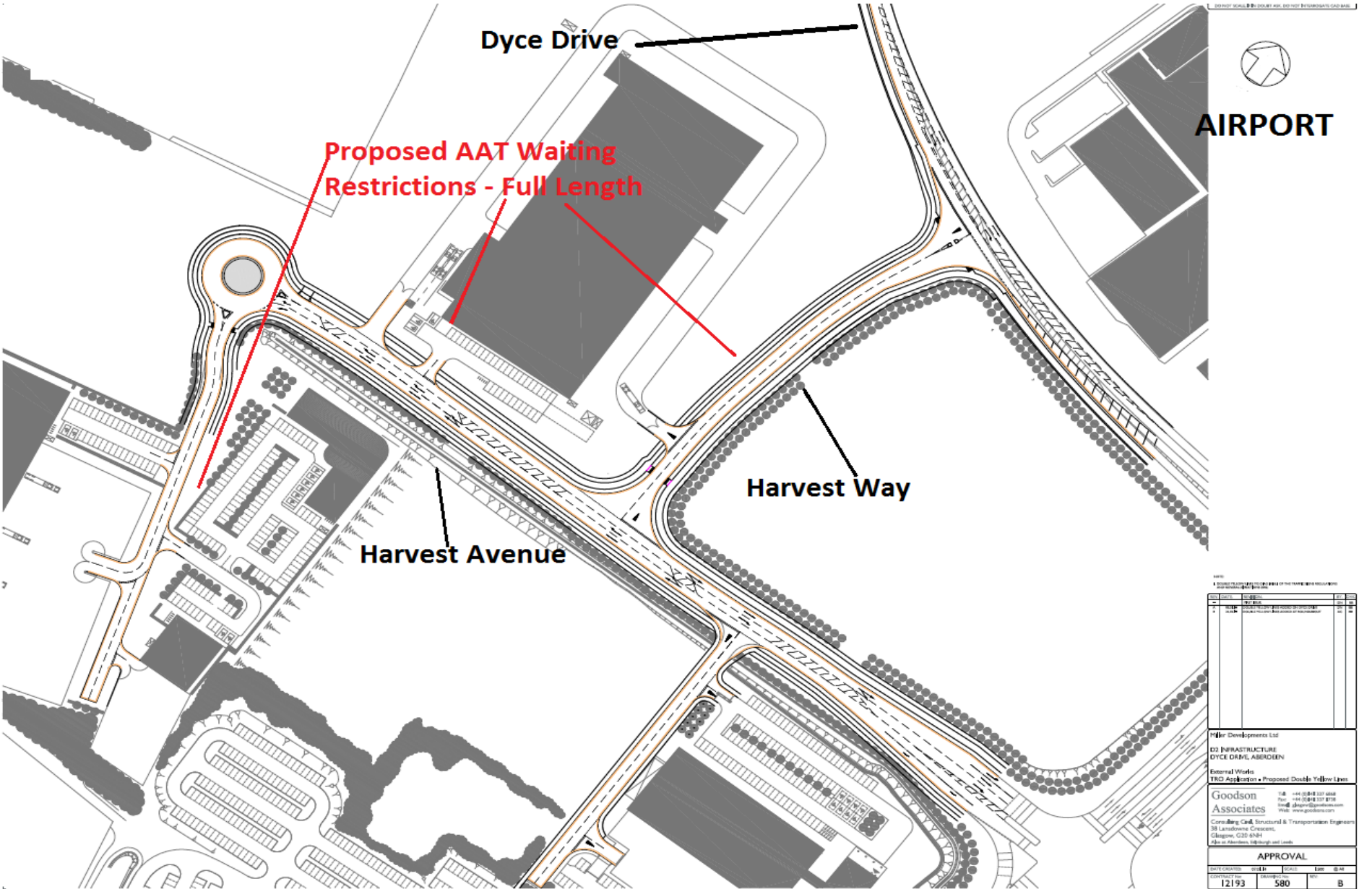


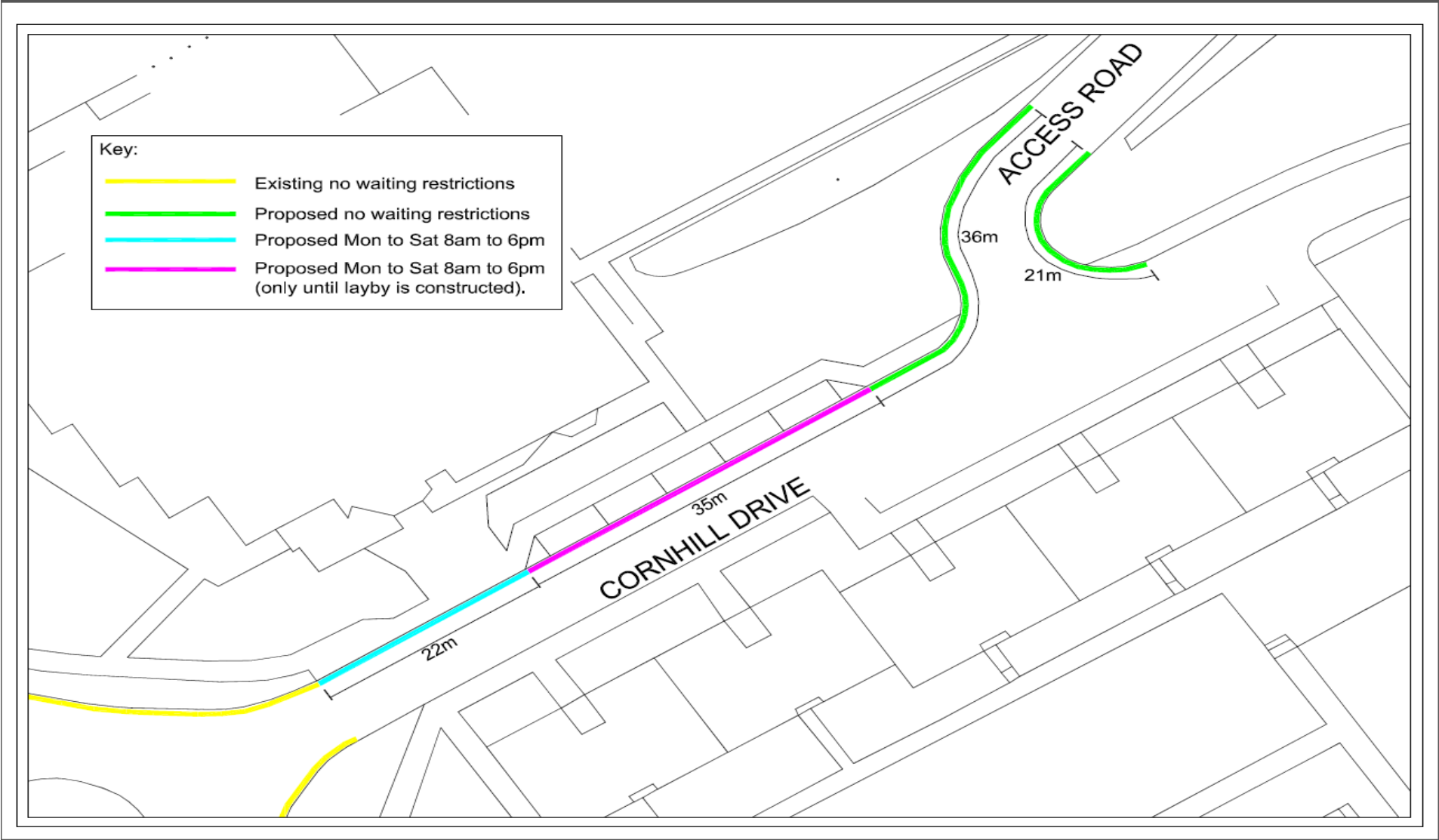
Belmont Road - Proposed time limited parking bay

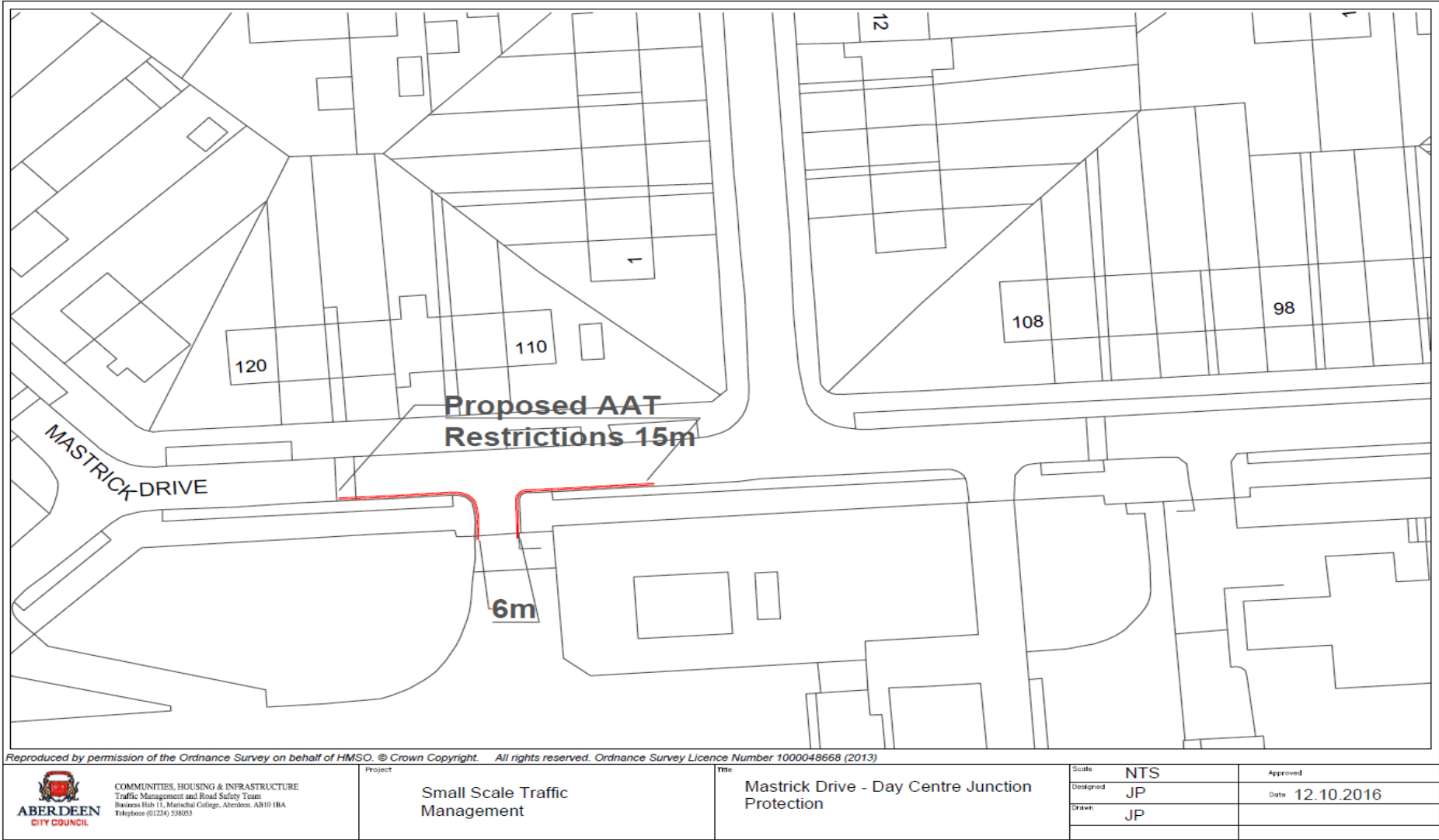


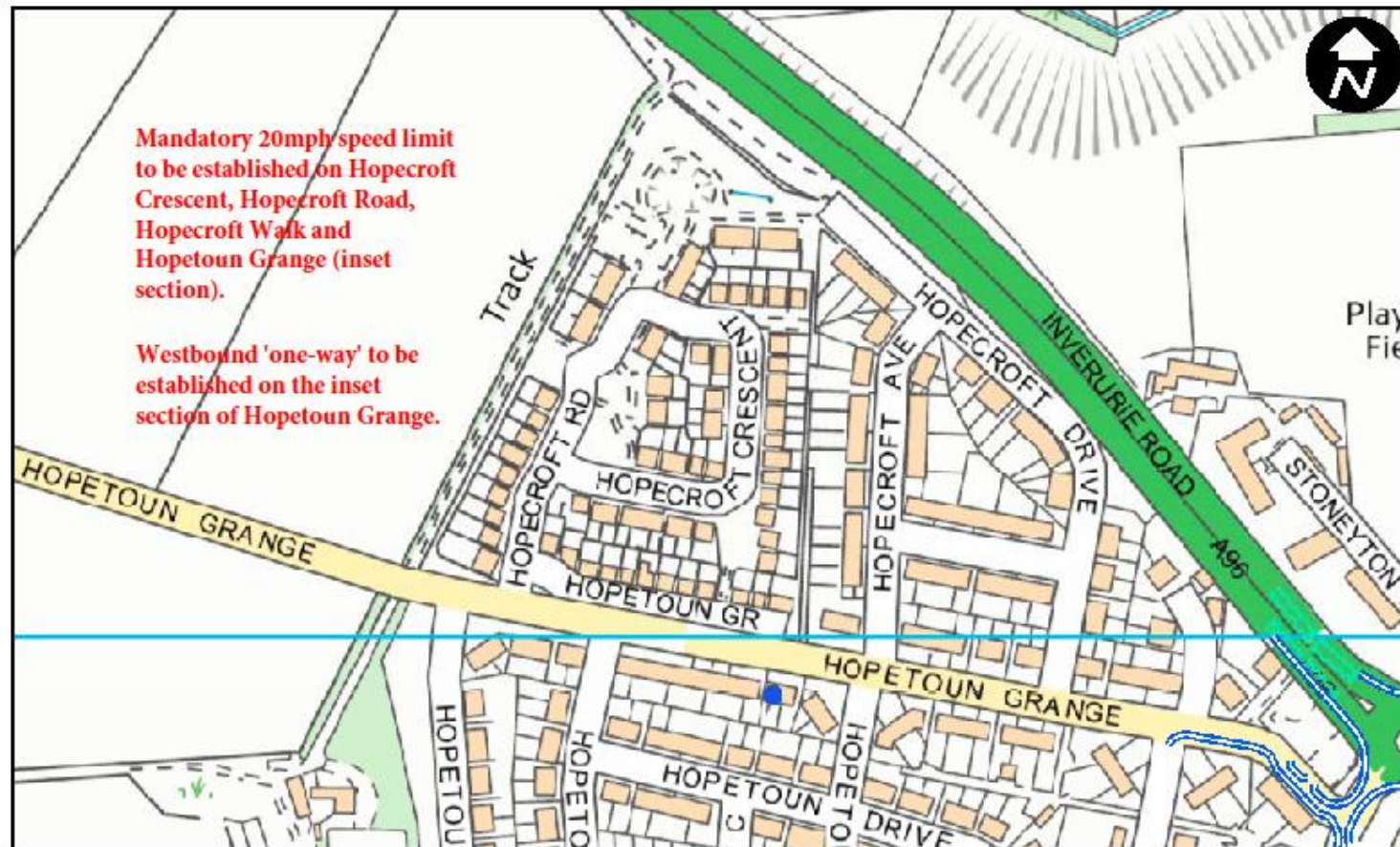












Hopetoun Park Housing Development
Traffic Management

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	01 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Various small scale traffic management and development associated proposals (Stage 3 – Public Advert)
REPORT NUMBER	CHI/16/243
CHECKLIST COMPLETED	Yes/ ~~No~~

1. PURPOSE OF REPORT

This report deals with fifteen traffic orders at the final statutory stage; the main statutory advertisement period is now over in respect of each of these orders and this report presents the objections (where relevant) in each case. The public/press notices are attached (Appendix 1), from which members will be able to see the exact content of all the proposals. Also, where applicable, the letters of objection are also included (Appendix 2).

2. RECOMMENDATION(S)

It is recommended this Committee:-

- (i) Approve the thirteen traffic orders that did not attract any objections or comments, and that all orders be made and implemented accordingly;
- (ii) In relation to “The Aberdeen city Council (Kingswood Drive, Kingswells, Aberdeen) (Prohibition of Waiting) 201(X)” overrule the objection received and approve this order be made as originally envisaged.
- (iii) In relation to “The Aberdeen City Council (Station Road, Milltimber, Aberdeen) (Prohibition of Waiting) 201(X)” proceed with this order as originally envisaged; while then monitoring the remaining section of Station Road in which the residents have raised concerns.

3. FINANCIAL IMPLICATIONS

The financial implications for the full range of schemes are detailed in the table below.

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 resources are 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 fifteen proposed traffic orders under consideration.

5.1 The Aberdeen City Council (Cairncry Road / Plane Tree Road, Aberdeen) (Prohibition Of Waiting) Order 201(X)

5.1.1 No statutory objections have been received.

5.2 The Aberdeen City Council (Cromar Gardens, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.2.1 No statutory objections have been received.

5.3 The Aberdeen City Council (Kepplehills Road, Bucksburn, Aberdeen) (Regulatory Part-Time 20 MPH Speed Limit) Order 201(X)

5.3.1 No statutory objections have been received.

5.4 The Aberdeen City Council (Kingswood Drive, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.4.1 Proposal

It is proposed to extend the current 'at any time' waiting restrictions at the junction of Kingswood Drive and Kingswood Avenue which currently serves as junction protection in order to increase visibility to the left when exiting from Kingswood Avenue. For reference, the length of the existing restriction extends 10 metres from the junction, and it is now proposed that this restriction is increased by a length of 5 metres to order to avoid vehicles parking and improve the visibility.

5.4.2 Objection

This proposal was subject to one statutory objection, which came from the Kingswells Community Council; while the most significant points of objection follow, the full text of their objection can be seen within Appendix 2.

"we do not consider the extension of the yellow lines at this location is necessary.....At school pick up / drop off times the visibility at this junction is poor and the extension of the yellow lines by 5m would not make a significant improvement."

"Out with the above times parking is generally light and parking close to the junction can be avoidable."

"Over the years the village centre has seen the introduction of yellow lines and KCC think the correct balance has been reached. The

introduction of more yellow lines does not resolve problems; it only moves the problem elsewhere.”

5.4.3 Response

That of which has been proposed is deemed necessary in order to increase the visibility at the junction of Kingswood Drive / Avenue and keep this clear of potential parked vehicles. As mentioned within the above objection, it is stated that a majority of the time the parking is generally light and therefore in extending the current restrictions and effectively removing one on-street parking space would not have a detrimental effect of parking within the area. We are aware that the predominant issues in the area are caused by parents parking during pick up / drop off at the nearby school, but at such times motorists are less likely to consider waiting on this section of road should double yellow lines be in place, given the current restrictions being adhered to, and will then not obscure visibility at the junction of Kingswood Drive / Kingswood Avenue.

We have also received a note of support for this proposal from a resident within the area.

Given the above, it is recommended this Committee overrules the statutory objection received and instructs officers to implement this proposal as originally envisaged.

5.5 The Aberdeen City Council (Morningfield Mews / Morningfield Road, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.5.1 No statutory objections have been received.

5.6 The Aberdeen City Council (Palmerston Road / Poynerook Road / Stell Road / Russell Road / Old Ford Road, Aberdeen) (Prohibition of Waiting on Footway) Order 201(X)

5.6.1 No statutory objections have been received.

5.7 The Aberdeen City Council (Pitstruan Place, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.7.1 No statutory objections have been received.

5.8 The Aberdeen City Council (Station Road, Milltimber, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.8.1 Proposal

Due to the construction of the Aberdeen Western Peripheral Route (AWPR) there are to be changes to the Deeside Way cycle track at Milltimber, the current cycle track which follows the old Deeside railway line requires cyclists/pedestrians to cross Milltimber Brae but they will now require 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 aforementioned construction.

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.

5.8.2 Comments

This proposal is not subject to any statutory objections per say with the residents and Councillor for the area being in favour of the proposed restrictions on Station Road, Milltimber but wish to see this further extended to cover the area at the bottom, directly at the access onto the Deeside Way.

"I note the double yellow lines do not extend the full length of the road on the south side. As a result this would continue to allow unregulated parking in the last few yards of the road continuing to attract vehicles along the lane."

5.8.3 Response

At this stage of the legal process we are unable to extend that of which is proposed and advertised, were we to include the section requested by the residents within the same traffic regulation order (TRO) this would require us to re-start the entire legal process. This area at the east end of Station Road is not a large area for parking but has served as a popular place to access the Deeside Line for a number of years and has not been an issue previously and would hope this would not change.

Therefore officers wish to progress and implement that of which is currently proposed (see plan; Appendix 3) and then monitor the remaining section and should parking at the east end of Station Road become an issue we would have to consider the removal of parking entirely.

5.9 The Aberdeen City Council (Wellington Road, Aberdeen) (Prohibition of U-Turns) Order 201(X)

5.9.1 No statutory objections have been received.

5.10 The Aberdeen City Council (B999 between A90 Ellon Road and Denmore Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)

5.10.1 No statutory objections have been received.

5.11 The Aberdeen City Council (Salisbury Terrace, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.11.1 No statutory objections have been received.

5.12 The Aberdeen City Council (Fairley Road, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.12.1 No statutory objections have been received.

5.13 The Aberdeen City Council (Kirkton Drive, Dyce, Aberdeen) (Limited Waiting On-Street Parking Places) Order 201(X)

5.13.1 No statutory objections have been received.

5.14 The Aberdeen City Council (Dyce Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)

5.14.1 No statutory objections have been received.

5.15 The Aberdeen City Council (Disabled Persons' Parking Places in Aberdeen City) (Regulatory Parking Places) (Ref.4/16) Order 201(X)

5.15.1 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) – 17 May 2016

<http://committees.aberdeencity.gov.uk/documents/s56659/CHI-16-077%20Various%20Small%20Scale%20Traffic%20Management%20Development%20Associated%20Proposals%20Stage%201.pdf>

9. REPORT AUTHOR DETAILS

Michael Cowie
Technical Officer
Email: MiCowie@aberdeencity.gov.uk
Tel. 01224 (52)2316

APPENDIX 1

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (CAIRNCRY ROAD / PLANE TREE ROAD, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Cairncry Road / Plane Tree Road, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose lengths of prohibition of waiting at any time at the junction of Cairncry Road and Plane Tree Road, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Cairncry Road

North side from its junction with Plane Tree Road, westwards for a distance of 15 metres.

North side from its junction with Plane Tree Road, eastwards for a distance of 15 metres.

Plane Tree Road

Both sides from its junction with Cairncry Road, northwards for a distance of 10 metres.

THE ABERDEEN CITY COUNCIL (CROMAR GARDENS , KINGSWELLS, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Cromar Gardens, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a certain length of prohibition of waiting at any time on Cromar Gardens, Kingswells, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Cromar Gardens

West side, from a point 19 metres south of its junction with Kingswells Avenue, southwards for a distance of 15 metres.

THE ABERDEEN CITY COUNCIL (KEPPLEHILLS ROAD, BUCKSBURN, ABERDEEN) (REGULATORY PART-TIME 20 MPH SPEED LIMIT) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Kepplehills Road, Bucksburn, Aberdeen) (Regulatory Part-Time 20 MPH Speed Limit) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose a two lengths of part-time 20 MPH speed limits on Kepplehills Road and Inverurie Road, Bucksburn as defined in the schedule below, but only at the school related times signified on any day by the relevant regulatory signing established.

Schedule

Inverurie Road

From a point 25 metres south of its junction with the A96 (Inverurie Road) south then eastwards for a distance of 260 metres.

Kepplehills Road

From its junction with Inverurie Road southwards for a distance of 90 metres.

From a point 5 metres east of its junction with Newhills Avenue, eastwards for a distance of 685 metres.

**THE ABERDEEN CITY COUNCIL (KINGSWOOD DRIVE, KINGSWELLS, ABERDEEN)
(PROHIBITION OF WAITING) ORDER 201(X).**

Aberdeen City Council proposes to make “The Aberdeen City Council (Kingswood Drive, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Kingswood Drive, Aberdeen, as stated in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Kingswood Drive

East side from its junction with Kingswells Avenue, southwards for a distance of 20 metres.

**THE ABERDEEN CITY COUNCIL (MORNINGFIELD MEWS / MORNINGFIELD ROAD,
ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X).**

Aberdeen City Council proposes to make “The Aberdeen City Council (Morningfield Mews / Morningfield Road, Aberdeen) (Prohibition of Waiting) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Morningfield Mews and Morningfield Road, Aberdeen, as defined in the schedules below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Morningfield Mews

Both sides from its junction with Morningfield Road, northwards for a distance of 12 metres.

Morningfield Road

North side from its junction with Morningfield Mews, westwards for a distance of 10 metres.

North side from its junction with Morningfield Mews, eastwards for a distance of 10 metres.

**THE ABERDEEN CITY COUNCIL (PALMERSTON ROAD / POYNERNOOK ROAD / STELL
ROAD / RUSSELL ROAD / OLD FORD ROAD / PALMERSTON PLACE, ABERDEEN)
(PROHIBITION OF WAITING ON FOOTWAY) ORDER 201(X).**

Aberdeen City Council proposes to make “The Aberdeen City Council (Palmerston Road / Poynerbrook Road / Stell Road / Russell Road / Old Ford Road / PALMERSTON PLACE, Aberdeen) (Prohibition of Waiting on Footway) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose prohibition of waiting on footway for its entirety on the streets defined in the schedule below.

Schedule

Palmerston Road, Poynerook Road, Stell Road, Russell Road, Old Ford Road, Palmerston Place

THE ABERDEEN CITY COUNCIL (PITSTRUAN PLACE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (Pitstruan Place, Aberdeen) (Prohibition of Waiting) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Pitstruan Place, Aberdeen, as defined in the schedules below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Pitstruan Place

Both sides from its junction with Broomhill Road, north-westwards for a distance of 15 metres.

THE ABERDEEN CITY COUNCIL (STATION ROAD, MILLTIMBER, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (Station Road, Milltimber, Aberdeen) (Prohibition of Waiting) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Station Road, Milltimber, Aberdeen, as defined in the schedules below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Station Road

Both sides from its junction with Milltimber Brae, eastwards for a distance of 170 metres.

Milltimber Brae

Both sides from its junction with Station Road, westwards for a distance of 10 metres.

Both sides from its junction with Station Road, northwards for a distance of 10 metres.

THE ABERDEEN CITY COUNCIL (WELLINGTON ROAD, ABERDEEN) (PROHIBITION OF U-TURNS) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (Wellington Road, Aberdeen) (Prohibition of U-Turns) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose prohibition of ‘U-turn’ manoeuvres on Wellington Road, Aberdeen, as defined in the schedule below.

Schedule

Wellington Road

From the Altens Roundabout southwards for a distance of 1580 metres.

THE ABERDEEN CITY COUNCIL (B999 BETWEEN A90 ELLON ROAD AND DENMORE ROAD, ABERDEEN) (REDETERMINATION OF MEANS OF EXERCISE OF PUBLIC RIGHT OF PASSAGE) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (B999 between A90 Ellon Road and Denmore Road, Aberdeen) (Redetermination of Means of Exercise of Public Right of Passage) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to redetermine the means of exercise of the public right of passage over a certain length of the B999, detailed in the schedule below so that these lengths of road become cycle to be used by persons on foot and pedal cycle only.

B999

That length of footway on the south side of the B999 from its junction with the A90 (Ellon Road) and its junction with Denmore Road.

THE ABERDEEN CITY COUNCIL (SALISBURY TERRACE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Salisbury Terrace, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Salisbury Terrace, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Salisbury Terrace

East side from its junction with Great Western Road. Southwards for a distance of 33 metres.

THE ABERDEEN CITY COUNCIL (FAIRLEY ROAD, KINGSWELLS, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council proposes to make "The Aberdeen City Council (Fairley Road, Kingswells, Aberdeen) (Prohibition of Waiting) Order 201(X)" in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to impose certain lengths of prohibition of waiting at any time on Fairley Road, Aberdeen, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Fairley Road

East side from a point 72 south of its junction with Edmond Gardens, southwards for a distance of 35 metres.

West side from a point 93 metres south of its junction with Edmond Gardens, southwards for a distance of 5 metres.

THE ABERDEEN CITY COUNCIL (KIRKTON DRIVE, DYCE, ABERDEEN) (LIMITED WAITING ON-STREET PARKING PLACES) ORDER 201(X)

Aberdeen City Council proposes to make “The Aberdeen City Council (Kirkton Drive, Dyce, Aberdeen) (Limited Waiting On-Street Parking Places) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a certain length of parking bay on Kirkton Drive, Aberdeen, which will limit the period of waiting to 20 minutes. The extent of the aforementioned is defined in the schedule below.

Kirkton Drive

West side from a point 250 metres south of its junction with the section of Kirkton Drive running from east to west, southwards for a distance of 18 metres.

THE ABERDEEN CITY COUNCIL (DYCE DRIVE, ABERDEEN) (PROHIBITION OF WAITING) ORDER 201(X)

Aberdeen City Council propose to make the “The Aberdeen City Council (Dyce Drive, Aberdeen) (Prohibition of Waiting) Order 201(X)” in terms of its powers under the Road Traffic Regulation Act 1984. The effect of the order will be to introduce a certain lengths of prohibition of waiting on Dyce Drive as a reduction to the previously proposed ‘Urban Clearway’ on the same stretch of road, as defined in the schedule below. Exemptions will apply as usual to the picking up or setting down of passengers, loading or unloading, blue badge holders not causing an obstruction, funeral vehicles, and vehicles parked with the consent of the Council in direct association with authorised roadworks or building works.

Schedule

Dyce Drive

Both sides from its junction with the A96, northwards to a point 100 metres north of its junction with Howe Moss Avenue.

THE ABERDEEN CITY COUNCIL (DISABLED PERSONS’ PARKING PLACES IN ABERDEEN CITY) (REGULATORY PARKING PLACES) (REF. 4/16) ORDER 201(X).

Aberdeen City Council proposes to make “The Aberdeen City Council (Disabled Persons’ Parking Places in Aberdeen City) (Regulatory Parking Places) (Ref. 4/16) 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

49 Donview House, 33b School Road, 32a Cattofield Place, 17 Ruthrie Terrace, 8 Craigton Park (Craigton Road), 124 Auchinyell Road, 170c Clifton Road, 16 Grampian Place, 128 Willowpark Crescent, 26 Portree Avenue, Queens Street (City Centre) x3.

Full details of the above proposals are to be found in the draft orders, which, together with maps showing the intended measures and an accompanying statement of the Council's reasons for promoting them, may be examined during normal office hours on weekdays between 16 September and 7 October, 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 visiting Marischal College to view any of the documents should make an appointment to do so, in order that a member of staff can be present to offer an explanation if necessary. Anyone unable to visit Marischal College can telephone 01224 522316 to speak to one of the officials.

Anyone wishing to object to any of the above orders 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 16 September to 7 October 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.

Fraser Bell, Head of Legal and Democratic Services, Aberdeen City Council,
Town House, Aberdeen, AB10 1AQ

APPENDIX 2

From: [REDACTED]

Sent: 07 October 2016 08:36

To: TrafficManagement

Subject: Comment on Prohibition of waiting on Kingswood Drive, Kingswells

Hi,

Kingswells Community Council do not consider that the proposed extension to yellow lines at Kingswood Drive, Kingswells will be effective in increasing safety as sight lines will still be restricted by parked cars. If the intention is to increase safety then alternative solutions should be investigated. One possibility is moving the parking area on Kingswood Drive into a new lay-by.

We have been contacted by a number of residents who have requested yellow lines in Bethlin Mews and Kingswood Mews. They refer to the yellow lines proposed for Cromar Gardens, and consider if these lines are justifiable then additional yellow lines in the above streets are also required.

We include our original submission for completeness.

Kingswells Community Council have considered this matter at length at various meetings and on balance we do not consider the extension of the yellow lines at this location is necessary.

As stated in the council papers there has been a long standing issue with lack of parking provision in the village centre. At school pick up / drop off times the visibility at this junction is poor and additional care is required. The sight line at the junction looking left is totally obscured by parked cars, and the extension of the yellow lines by 5m would not make a significant improvement. Drivers would still have to take care around the junction and the parked cars. Significant improvement would require the removal of most of the parking provision.

Out with the above times parking is generally light and parking close to the junction is avoidable.

Historically, KCC is not aware of any accidents at this junction which suggests that when road users take due care and attention there is not a safety issue.

Over the years the village centre has seen the introduction of yellow lines and KCC think the correct balance has been reached. The introduction of more yellow lines does not resolve problems, it only moves the problem somewhere else.

If the cumulative effect of traffic orders at Cromar Gardens and Kingswood Drive is considered the loss of parking at school pick up / drop off times would be unacceptable.

Kingswells Community Council request that the yellow lines on Kingswood Drive are not extended.

Ian Cox
Secretary
Kingswells Community Council

The Mearns
Station Road
Milltimber
Aberdeen
AB13 0DP

26
~~24~~th September 2016

Traffic Management Team
Aberdeen City Council
Town House
Aberdeen
AB10 1AQ

Dear Sir

The Aberdeen City Council (Station Road, Milltimber, Aberdeen) (Prohibition of Waiting) Order 201X

I am grateful for the opportunity to make comment on the above order.

The recent diversion of Deeside Way users along Station Road has produced a hazardous mixing of non-motorised users and motor vehicles along a narrow lane not fit for this purpose.

I therefore welcome Aberdeen City Council's efforts to reduce vehicular usage & obstruction of Station Road, including the above Order to impose lengths of '*prohibition of waiting at any time*' on Station Road.

In addition, I strongly recommend your team considers extending these lengths to include both sides of the entire road (as shown by the two green lines on the attached map). Non-residents often park inconsiderately on the loose gravel area at east end of Station Road (stippling on the map). Double parking sometimes occurs in this area, with the potential to block access for refuse & emergency vehicles (see attached photograph). Vehicles can also obstruct the Aberdeen City Council 'maintenance access' to the Deeside Way (asterisk on the map).

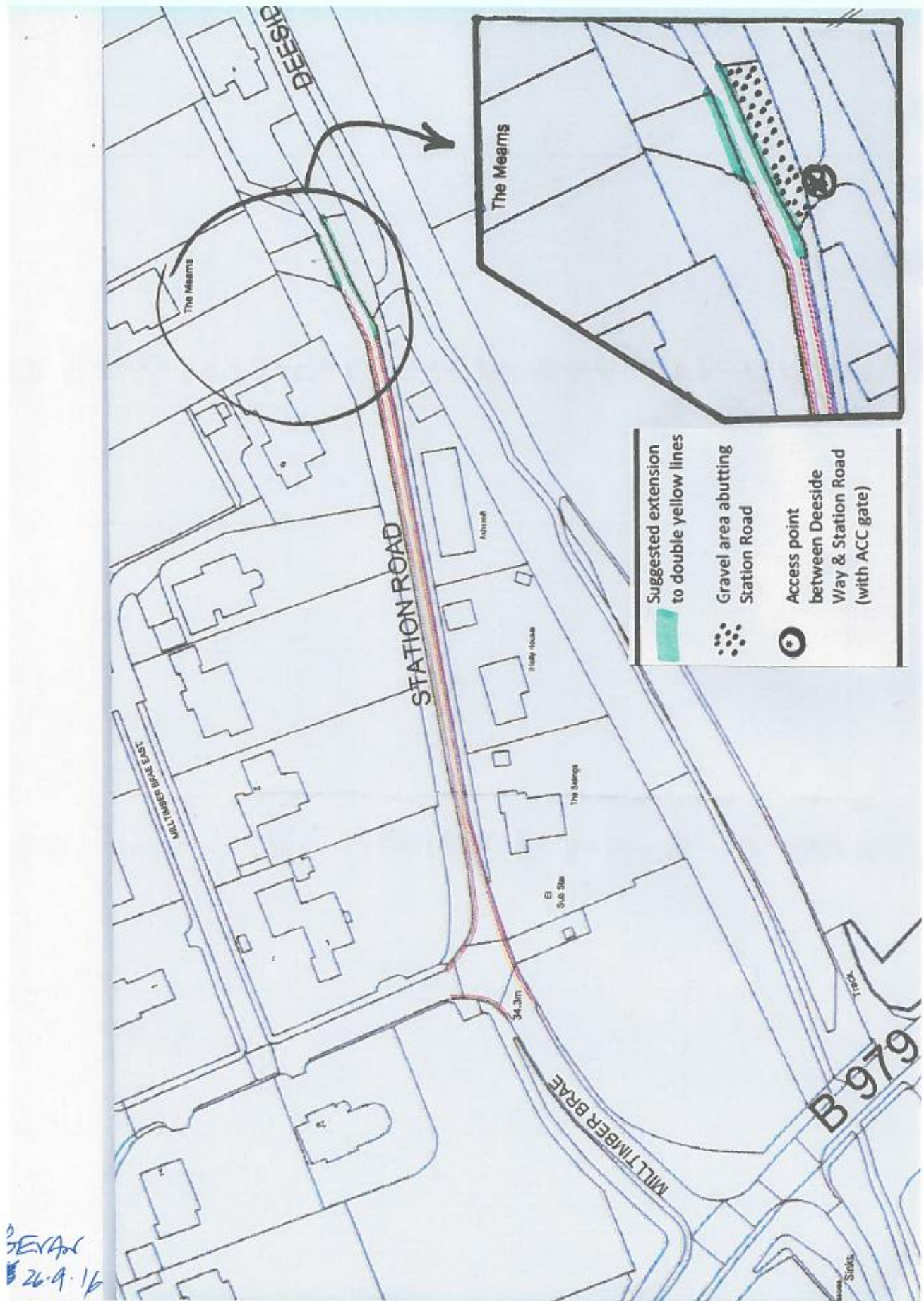
If this modification is accepted it would produce a considerable reduction in the usage & obstruction of Station Road by motor vehicles, with significant improvements in public safety. People travelling by car to use the Deeside Way could park safely on Milltimber Brae (with excellent access to the Milltimber Brae Overbridge, currently under construction as part of the AWPR project), or use other parking areas along the Deeside Way.

Thank you for considering these comments - I look forward to your decision.

Yours sincerely

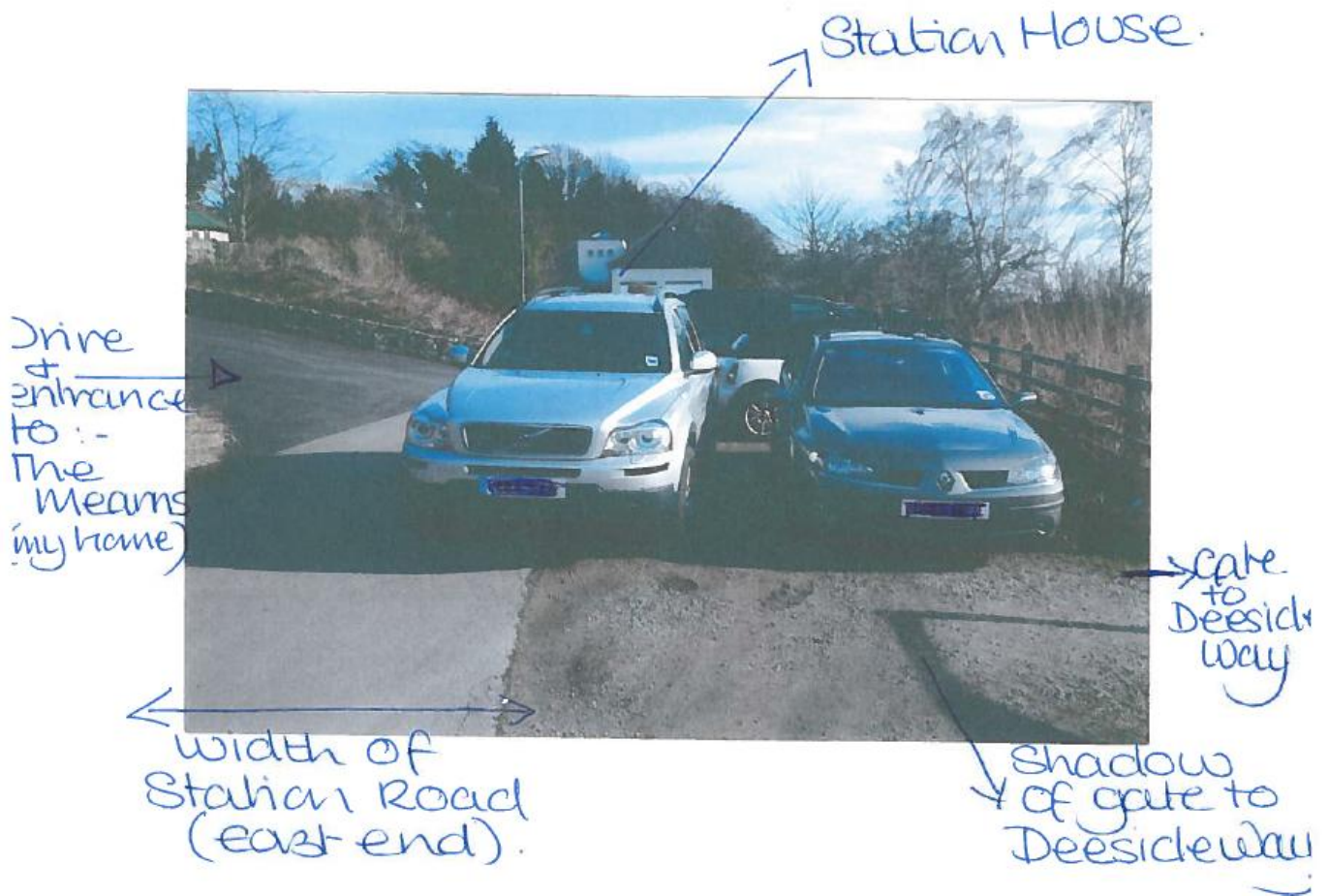
John S. Bevan

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20 SEP 2016



SEVAN
26.9.16

East End of Station Road
Willtimber. AB130DP



The Mearns

Station Road

Milltimber

Aberdeen

AB130DP

26TH September 2016

Traffic Management

Aberdeen City Council

Town House

Aberdeen

AB101AQ

Dear Sir

The Aberdeen City Council (Station Road, Milltimber, Aberdeen) (Prohibition of Waiting) Order 201X

Thank you for the opportunity to comment on the above order.

We have been home owners in Station Road since 1992. Our home is situated at the east end of the Station Road almost opposite the entrance to the Deeside Way. This entrance is used by walkers of all abilities (adults and children), cyclists, horse riders and Council vehicles servicing the Deeside Way. As you are aware Station Road is a single track road with no pavement and so far the surface of this privately owned road has been maintained by the 5 frontages on the road.

With the recent closure of a section of the Deeside Way all non-vehicular traffic using the Deeside Way has been re-routed along this single track road. This has resulted in an increase in pedestrians, cyclists and motor vehicles and therefore an increased risk to all those using the road. With this in mind I welcome the Councils proposal to impose lengths of "*prohibition of waiting at any time*" on Station Road. However on inspecting the map of the Councils plans I note the double yellow lines do not extend the full length of the road on the south side. As a result this would continue to allow unregulated parking in the last few yards of the road continuing to attract vehicles along the lane.

I enclose a photograph to highlight the narrow road and the present parking problems which all add to the safety issues for Deeside Way users and access for residents. I also attach a copy of the plan with the highlighted area for consideration.

I therefore welcome the Councils concern for the public safety by highlighting this Proposal but suggest increasing the length of the double yellow lines to the end of

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29 SEP 2016

the road which there is no doubt will greatly reduce risk to the increased number of Deeside Way users now diverted along Station Road.

Once the new bridge is open at the west end of Station Road and the old section of Milltimber Brae access to North Deeside Road is again blocked safer parking could again be available in Milltimber Brae.

Thank you for the opportunity to comment on the plans, having put this Proposal in place I hope Aberdeen City Council will welcome the suggestion of a very small change / addition which I believe will greatly increase public safety in Station Road.

Yours sincerely

Sheena Bevan (Mrs)

6, Station Road.
Millmiller
Aberdeen
AB13 9PP.

Traffic Management team.
Aberdeen City Council
Town House
Aberdeen
AB10 1AQ.

Dear Sir,

I appreciate the Council's decision to put yellow lines along my road. At present many cars use the road.

The enclosed map shows that the yellow lines only go as far as the end of my property but it is the last short distance that gets the most congestion blocking entrance to the means and the Station House. Perhaps you would reconsider this as the entrance to the Deeside railway can also be blocked.
I hope you will consider this.
Yours Sincerely

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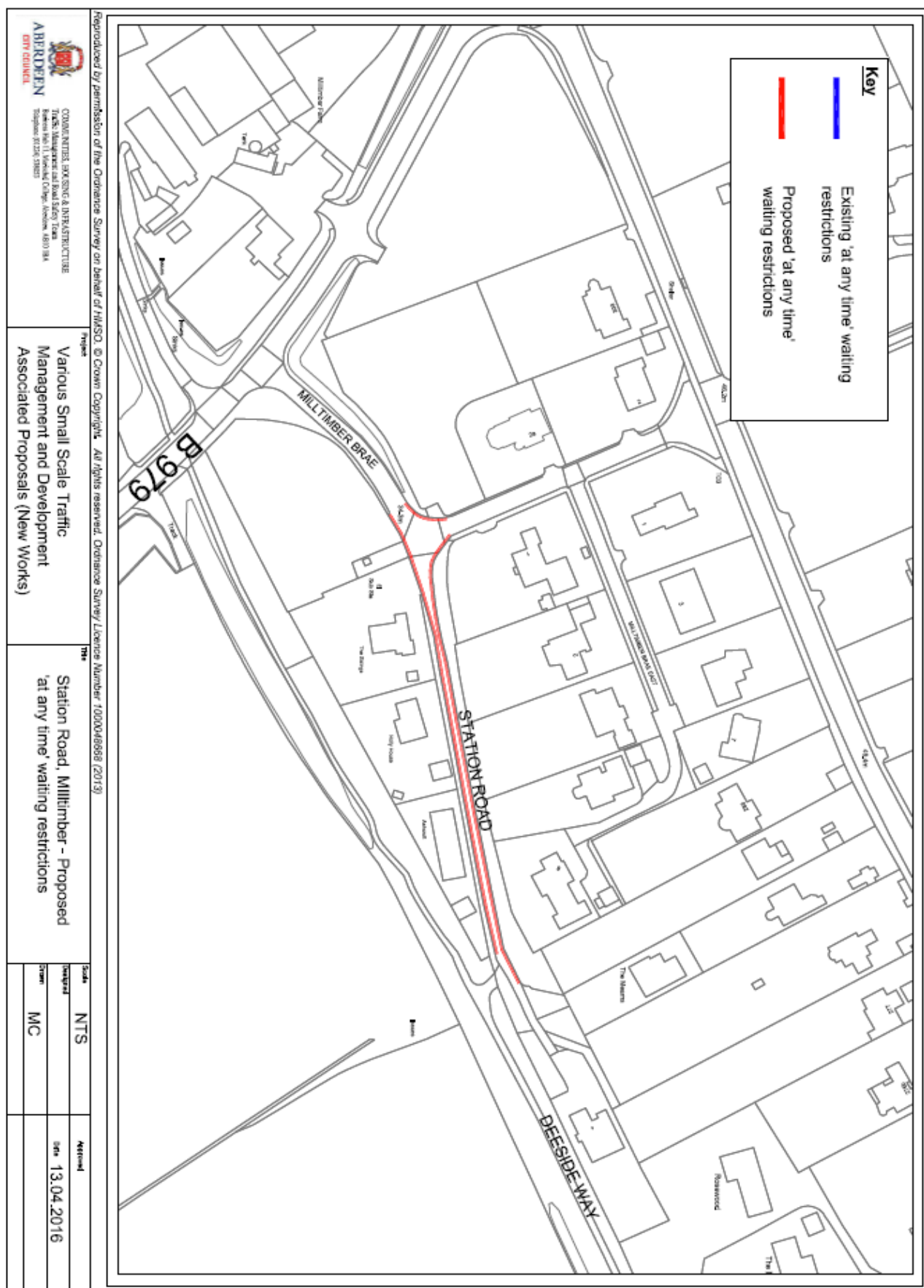
20 SEP 2016

From: Doreen Allardyce **On Behalf Of** Marie Boulton
Sent: 07 October 2016 12:54
To: Graeme McKenzie
Cc: Michael Cowie; Doug Ritchie; Marie Boulton
Subject: URGENT: Station Road, Milltimber - Proposed 'At Any Time' Waiting Restrictions

Hi Graeme

I believe the consultation is to close soon on the proposed parking restrictions on Station Road, Milltimber. Having visited there recently to examine the proposals it became very evident to me that leaving the part without double yellow lines (as I have circled and highlighted on the attached map) there is a very real possibility of residents driveways and the entrances on to the Deeside Way becoming blocked. By setting down double yellow lines across the whole area this would deter parking across the newly established access points on Station Road which has now also become the access for Emergency Vehicles due to the AWPR severing of the Deeside Way from the B979. Drivers who need to take a car will be required to park on the old Milltimber Brae which won't cause any obstruction due to it being closed off once again in the near future.

With Kind Regards
Marie



ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing, and Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	AWPR – Side Road – Speed limit requirements (Stage 1 – New Works)
REPORT NUMBER	CHI/16/245
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report is to advise this Committee of the need to change the existing speed limits on the local road network due to the requirements of the Aberdeen Western Peripheral Route (AWPR). These changes now require to be progressed through the normal legal process for the required Traffic Regulation Order.

2. RECOMMENDATION(S)

It is recommended by officers that:-

- i. The Committee note the proposed speed limit(s) within the AWPR side roads.
- 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;

3. FINANCIAL IMPLICATIONS

The funding for this project will be wholly met by The AWPR

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 The Aberdeen Western Peripheral Route will significantly improve travel in and around Aberdeen and the North east of Scotland.

Junctions along the route will comprise a new A90 structure of off-line roundabouts, re-routed side roads, and new on/off slip roads. In order to undertake these works it is necessary to promote new side road speed limit Traffic Orders pertaining to Aberdeen City Council.

A number of factors are taken into account to apply speed limits on local side roads, including, design speeds, existing speed limits, new junctions, and proposed / future development.

The AWPR as a route will retain 70 mph national speed limit which will be under the authority of Transport Scotland and maintained by the appointed trunk road authority.

Local Roads pertaining to Aberdeen City are indicated in red on the attached plans and where local road side road orders are required, proposals are set out below.

5.2 **AWPR Aberdeen City Council Local Road Speed Limit Proposals**

- CHARLESTON (Appendix 2a)
 1. A956 Wellington Road from a point on the AWPR Trunk Road section eastwards for a distance of 250 metres to tie into the existing 40 mph Wellington Road speed limit.
 2. The remaining Aberdeen City Council local roads will retain their current speed limit.
- MILLTIMBER (Appendix 3)
 1. Extend the existing 30 mph from A93 North Deeside Road southwards on the B979 for a distance of 200 metres.
 2. The remaining Aberdeen City Council local roads will retain their current speed limit.
- SOUTH KINGSWELLS (Appendix 4)

1. C93C Clinterty to Kingsford Road from its junction with South Kingswells roundabout continuing northwards and terminating 10 metres north of Westholme..
 2. The remaining Aberdeen City Council local roads will retain their current speed limit.
- NORTH KINGSWELLS (Appendix 5)
 1. C89C Chapel of Stoneywood to Fairley Road, new 50 mph speed limit from the service road for Hillhead of Derbeth northwards to a distance of 50 metres south of the new roundabout; then 40 mph through the roundabout northeastwards for a distance of 50 metres.
 3. The remaining Aberdeen City Council local roads will retain their current speed limit.
 - CRAIBSTONE (Appendix 6)
 1. Introduction of a new speed limit of 40 mph (report CHI/15/330) was introduced on the slip road to the Park and Choose site from the existing A96, north-eastwards to its junction with Dyce Drive / Argyll Road. (marked blue on plan)
 2. Introduction of a new 40 mph speed limit on Dyce Drive from its junction with the A96 Inverurie Road northwards for a distance of 300 metres. (marked red on plan)
 3. The remaining Aberdeen City Council local roads will retain their current speed limit.

- GOVAL (Appendix 7)

1. Extend the existing 40 mph speed limit on the A947 from its junction with Victoria Street Dyce northwards for a distance of 500 metres to the Aberdeenshire Council boundary. (marked red on plan)
2. The remaining section of the A947 local road network within Aberdeenshire Council will continue the 40 mph speed limit to the north of the new junction this will also include the associated side roads. (marked in blue) Aberdeenshire Council will promote the traffic order for this section.
3. The remaining local roads are within Aberdeenshire Council who will promote the speed limit orders through their committee process.

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.

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.

7. MANAGEMENT OF RISK

There exists a risk that not having the speed limit traffic orders in place may result in inappropriately speeding traffic along the route. The option being progressed for implementation, is believed to minimise the risk as much as possible.

The introduction of the Traffic Regulation Orders associated with the AWPR are necessary in order to regulate vehicular speed within the vicinity.

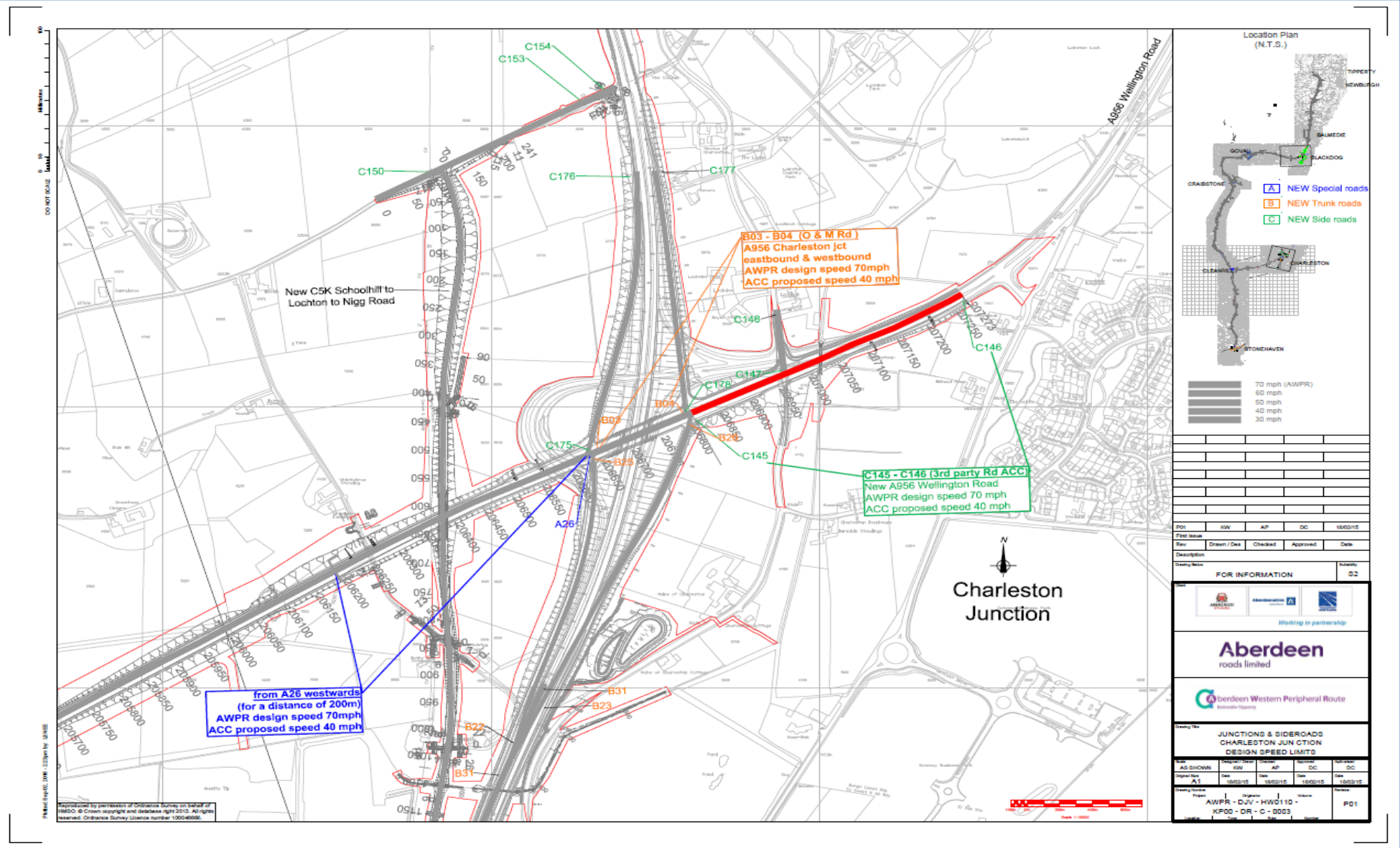
8. BACKGROUND PAPERS

n/a

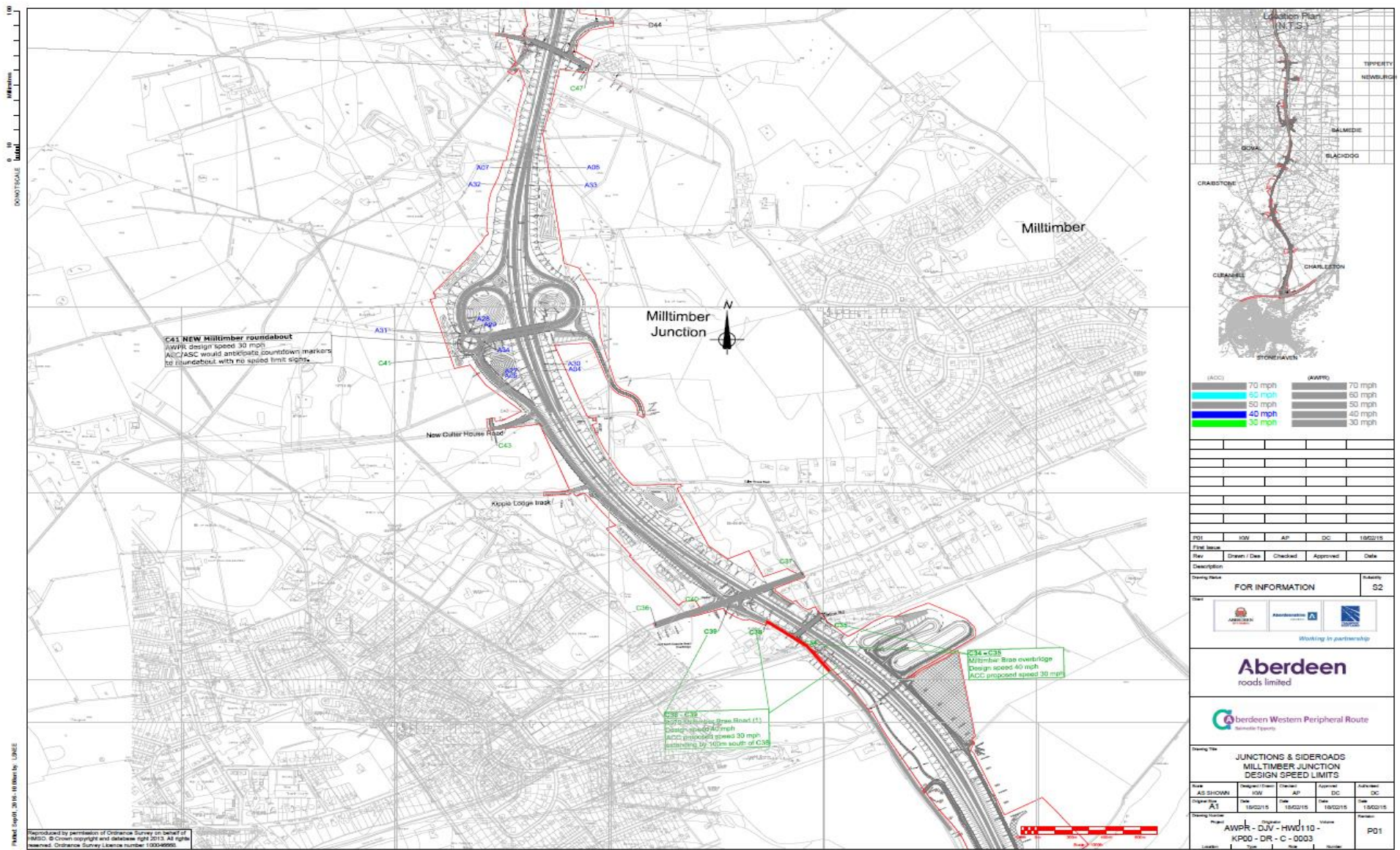
9. REPORT AUTHOR DETAILS

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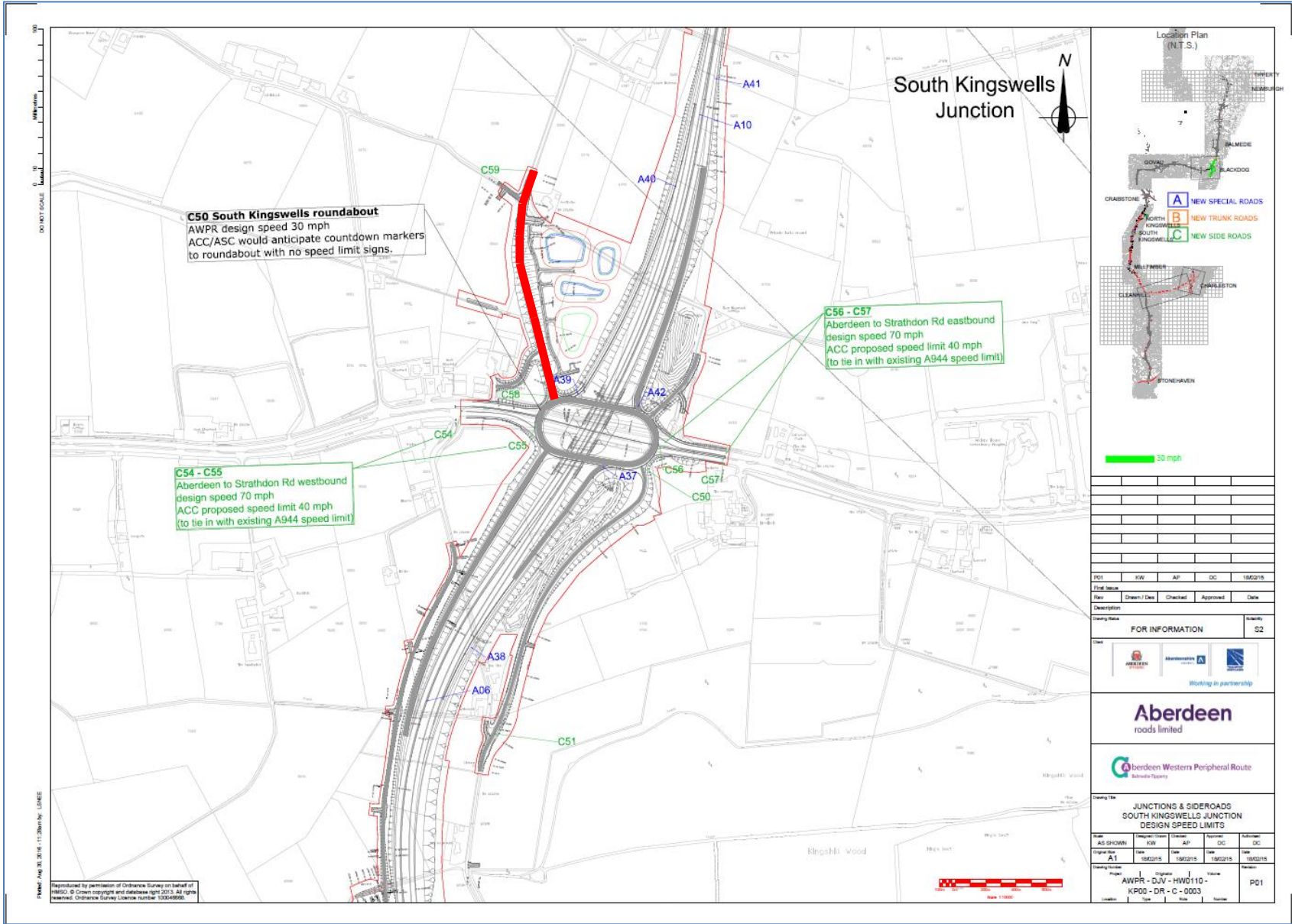
APPENDIX 2a – Charleston Junction



APPENDIX 3 – Milltimber Junction



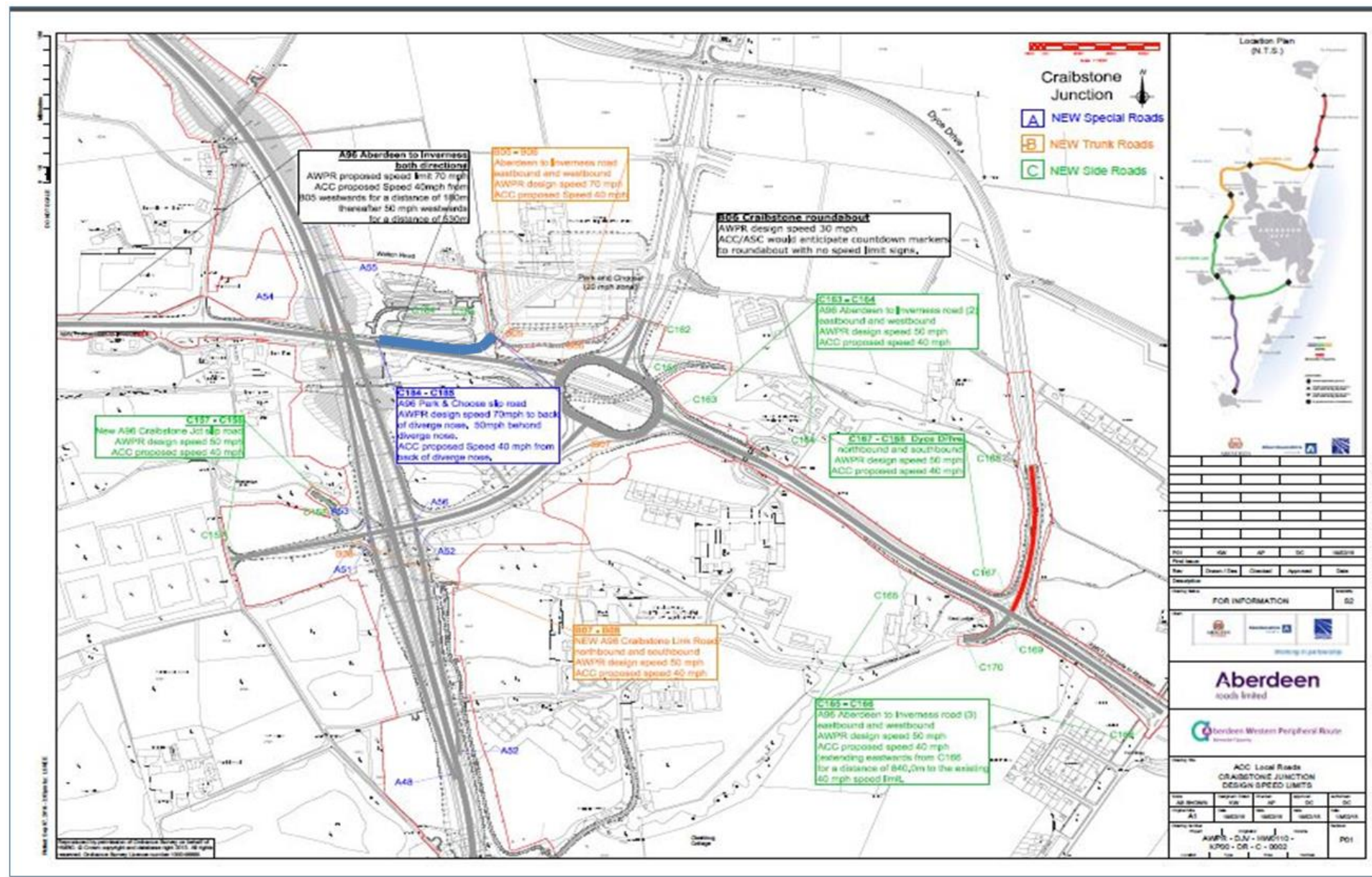
APPENDIX 4 – South kingswells Junction



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APPENDIX 6 – Craibstone Junction



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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	17 May 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Broad Street / Queen Street – Traffic Management (Stage 3 – Public Advert)
REPORT NUMBER	CHI/16/249
CHECKLIST COMPLETED	Yes/ ~~No~~

1. PURPOSE OF REPORT

This report deals with the proposed traffic order “The Aberdeen City Council (Broad Street / Queen Street, Aberdeen) (Traffic Management) Order 201(X)”; the principle effect of which is to specify the length of Broad Street, between its junctions with the Gallowgate/Upperkirkgate and Queen Street, as a route exclusively for use by local buses and pedal cycles. The main statutory advertisement period is now over in respect of this order. The public/press notice is attached (Appendix 1), from which members will be able to see the exact content of the proposal. It is also the case this proposal was subject to a single objection.

2. RECOMMENDATION(S)

It is recommended this Committee overrule the objection received and approve this order be made as originally envisaged.

3. FINANCIAL IMPLICATIONS

The detailed design of the Broad Street public realm intervention will be accommodated from the £1.12M set aside within the contract with Muse for public realm works. The TRO and detailed design costs will be absorbed within this budget.

4. OTHER IMPLICATIONS

There is a risk 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.

BACKGROUND/MAIN ISSUES

- 4.1 At its meeting on 29 June 2016, the Council agreed, in the context of the 'Aberdeen City Centre Masterplan', the preferred option for a public realm intervention on Broad Street would be the closure of the carriageway, between its junctions with the Gallowgate/Upperkirkgate and Queen Street, with an exception the route would still serve local buses and pedal cycles.
- 4.2 Officers were therefore instructed to commence the necessary legal procedures of consultation and advertisement for the necessary Traffic Regulation Order; subsequently reporting the outcome of these consultations to this Committee.
- 4.3 Beyond the establishment of a route for the exclusive use by local buses and pedal cycles, the order contained additional traffic management proposals; namely, to introduce certain lengths of prohibition of loading at any time on Broad Street and Queen Street, install a bay for loading on Queen Street and relocation of an existing disabled parking bay. The order also restates some lengths of prohibition of waiting at any time already existing on these two roads.
- 4.4 During the public advertisement, which was open for a period of 28 days, the proposal was subject to a single statutory objection from Mr Brian Strachan, 338 Hardgate, Aberdeen; the full text of Mr Strachan's grounds for objection follows.

"I object to the restrictions in this order inasmuch that a private bus company is being allowed exclusive use whereas private hire cars/taxis are prohibited. I imagine taxi companies are not overly upset because they will just use a longer route and charge more for the privilege. There are no twenty-four hour buses to my knowledge and therefore no choice in transport when the buses are not running. You are penalising the travelling public again (Bedford Road) to the benefit of a private bus company."

- 4.5 As highlighted in the report considered by the Council in June 2016, the informal public consultation prior to promoting the Traffic Order sought feedback on three options for Broad Street ("Do nothing", "Local Buses, Pedal Cycles and Pedestrians only" and "Pedestrians and pedal cycles only"). The outcome of the consultation was a high level of support for some sort of pedestrian priority, in terms of making Broad Street a better and safer place, with improved air quality, as well as through the creation of a civic space that could be used for new and interesting activities and events that would improve the overall attractiveness and vibrancy of the city.

4.6 The option of “Local Buses, Pedal Cycles and Pedestrians only” that was chosen to progress offers the following benefits: -

- Improved environment from reduced traffic and an attractive route for cyclists;
- Access to public transport is enhanced;
- Opportunity to close Broad Street for larger temporary events;
- Opportunity for innovative and entertaining landscape features, such as art, lighting and water;
- Significantly improves the setting of Marischal College;
- Setting and entrance to the City centre masterplan Queen Square area;
- Can control how long buses wait in the area;
- Supports aim to reduce cross city centre journeys;
- Makes cycling and walking more attractive;
- Likely to contribute to localised air quality improvements; and
- Helps deliver the agreed vision of the masterplan.

4.7 In response to Mr Strachan’s objection, when considering private hire cars/taxis will be prohibited from using Broad Street, it’s the case the alternative routes, via King Street or Union Terrace, will present little in the way of detour (less than a few hundred metres) and would have a negligible effect on taxi fares. In turn, the improvements highlighted in the previous paragraph far outweigh this minor effect of taxis being re-routed. By limiting Broad Street as only a through route for local buses and pedal cycles, it ensures the benefits are maximised and intrusion by motor vehicles is limited as far as possible.

4.8 In conclusion it is recommended this committee overrule Mr Strachan’s objection and instructs Officers to make the Traffic Regulation Order as originally envisaged.

5. IMPACT

Improving Customer Experience

The contents of this report and the recommendations relate to the delivery of the CCMP, which is aimed at improving the City Centre for all those who live in, work in and visit it. This would include the following benefits: Quality of life – Residents, workers and visitors increasingly demand a high standard for the places they are in. Under the proposals, they could feel more content in a more attractive and vibrant environment; as reported in other competing cities with similar projects. Health – with more people walking in the area there could be a reduction in inactivity-related illness. Environmental - positive impact on air quality due to a reduction of emissions from vehicles in the area. Noise levels would be lower too.

The proposals will also have a positive impact on the Council's business customers – city centre employers themselves, and also those operating in the retail, tourism and leisure sector. For Aberdeen to be 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.

Improving Staff Experience – Not applicable.

Improving our use of Resources

Internal resources and partnership working with developers have already been identified to continue to deliver the instructions of Council in December 2015 and March 2016. Further resources will continue to be required for the wider delivery of the transport network plan to support the successful delivery of the CCMP, which has identified a range of benefits for citizens and business across the City. Internal resources have been used to undertake the Traffic Regulation Order for Broad Street and to inform and support the design process and implementation.

Corporate

Positive decision making informing the progressive implementation of the CCMP directly supports a range of policies and strategies including:

Aberdeen – the Smarter City vision:

- We will encourage and support citizens to participate in the development, design and decision making of services to promote civic pride, active citizenship and resilience.
- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.
- We will provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside.
- We will invest in the city where that investment demonstrates financial sustainability based on a clear return on investment.
- We will encourage cycling and walking.
- We will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

Regional Economic Strategy

“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.

Strategic Infrastructure Plan:

Stakeholder engagement which informed this Plan revealed that the ‘poor state’ of the City Centre is one of a number of issues identified as a common theme ‘In terms of the attractiveness and marketing of the city to attract workers, visitors and investment...’. This Plan also states that ‘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.’ One of the key goals of this Plan is City Centre Regeneration and the delivery of the CCMP will contribute significantly to achieving this. Specific wider benefits would include:

- Improved safety as a result of less road traffic;
- Improved access - as a result of easier access and parking for cyclists, bus passengers, pedestrians and the vehicles that remain on the roads in the area, the cumulative reduction in journey times would be used more productively elsewhere.
- Economic growth - The project could provide a more pleasant environment which would increase the footfall in the area increasing retail sales, spending, employment and the number of businesses operating in the city centre, and, in due course, increasing residential opportunities in the city centre.

This Plan also recognises that a range of traffic management and transport network improvements in and around the City Centre would aid the delivery of improved air quality, road safety and economic benefits and also support the key strategic priority around City Centre Regeneration. The development and delivery of a Sustainable Urban Mobility Plan (SUMP) for the City Centre, as part of the wider Masterplan, are also recognised as key to improving accessibility to all, increasing walking and cycling opportunities and improving public transport.

Local Transport Strategy

The vision of the agreed Aberdeen City Local Transport Strategy (LTS) is to develop 'A sustainable transport system that is fit for the 21st Century, accessible to all, supports a vibrant economy, facilitates healthy living and minimises the impact on our environment.'

The aims of the LTS are:

- 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; and
- A transport system that facilitates healthy and sustainable living.

Public

The contents of this report are likely to be of public and media interest as it relates to the City Centre, a significant economic asset for the City and Region.

6. MANAGEMENT OF RISK

The risks inherent in not addressing the regeneration of the city centre are set out in the Strategic Infrastructure Plan. In view of the fact that the regeneration of the city centre is widely supported, there is a reputational risk to the Council if no improvements are made.

Traffic modelling identified Broad Street as a natural starting point for the City Centre masterplan's four major transport proposals. There is a risk that the Optimum Delivery programme, which identified this start point, would have to be reviewed.

Officers have been made aware that the contractors need a 52 week lead in time to deliver the public realm works for the scheduled completion of the Marischal Square development in July 2017. If a decision is not made to pursue one of the three Broad Street options by July 2016 then there are the following risks:

- Reputational risk – the public/ stakeholders could perceive that the Council is unable to deliver improvements to the city centre on time or deliver the projects within the Masterplan;
- Cost of delivery – although the £1.12M is safeguarded for works on Broad Street it would cost more and take longer to work through an agreement with another contractor at a later date;
- Reduced tenancy levels – the lack of a decision on Broad Street and how this will tie in with the Marischal Square development could lead to a risk of spaces not being let, and so undermine the Council's investment in Marischal Square;
- Traffic disruption – traffic disruption in the city centre, during later works, is likely to be worse because Marischal Square will be in use; and
- Aesthetics – when Marischal Square is opened, Broad Street will look as it does at the moment as there will have been no improvements to the public realm.

7. BACKGROUND PAPERS

[Report No. CHI/16/114 "City Centre Masterplan Project EN01:Broad Street", Committee: Council, 29 June 2016](#)

8. REPORT AUTHOR DETAILS

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APPENDIX 1

ABERDEEN CITY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE ABERDEEN CITY COUNCIL (BROAD STREET / QUEEN STREET, 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 principle effect of the order will be to specify the length of Broad Street, Aberdeen, between its junctions with the Gallowgate/Upperkirkgate and Queen Street, as a route exclusively for use by local buses and pedal cycles. That is to say any vehicle, other than those aforementioned classes of vehicle, will be prohibited from using this length of Broad Street; albeit there will be an exception for those vehicles in the service of Police Scotland, Scottish Fire & Rescue and the Scottish Ambulance Service that will be exempt when responding to an emergency. Also exempt would be vehicles in the service of the local roads authority in pursuance of statutory powers or duties relevant to this specified length of road.

Additionally the proposed order would also establish a prohibition of loading at any time on both sides of the length of Broad Street between its junctions with Queen Street and Union Street, and on the lengths of Queen Street, from its junction with Broad Street, for a distance of 34 metres north-eastwards on its south side and respectively 23 metres on its north side. A bay (9 metres in length) for the exclusive use by vehicles that are loading would also be established on the north side of Queen Street, at a point 23 metres north-east of its junction with Broad Street. The aforementioned loading bay would replace an existing parking bay for disabled badge holders, however a new disabled parking bay would be established in the very near proximity, to the north-east, where a length of 'pay & display' parking is currently in place. Existing lengths of prohibition of waiting at any time (Broad Street/Queen Street) and 'pay & display' (Queen Street) would also be restated within this new order.

Full details of the above proposal are to be found in the draft order, which, together with a map 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 Monday 15 August and Monday 12 September 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 or 01224 522704 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 address below or to trafficmanagement@aberdeencity.gov.uk during the statutory objection period which also runs from Monday 15 August to Monday 12 September 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, Business Hub 11, Second Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	101 Caiesdykes Road – Appeal Against Footway Crossing Decision
REPORT NUMBER	CHI/16/219
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report advises members of the details of an appeal against an officer decision to refuse a footway crossing application at 101 Caiesdykes Road, Kincorth, Aberdeen.

2. RECOMMENDATION(S)

That the Committee reject the appeal for a footway crossing at 101 Caiesdykes Road as it does not meet the standards set in the Council's approved policy.

3. FINANCIAL IMPLICATIONS

There are no financial implications for ACC as the applicant would be required to meet the costs of the installation of the footway crossing and driveway alterations.

4. OTHER IMPLICATIONS

Approving a footpath crossing at this location risks undermining the approved policy and all the contributory factors involved in its application. This would make similar future applications difficult to reject.

5. BACKGROUND/MAIN ISSUES

An application was received in June 2016 with regards to a footway crossing at 101 Caiesdykes Road, Kincorth.

This application was reviewed against the Council's Footway Crossing Policy, as detailed on the Aberdeen City Council website and as agreed by the Policy and Strategy Committee on 27 September 2005.

This policy is in place to ensure that all footway crossings are implemented with due consideration to road safety and are applied consistently.

A location plan for the property is available in Appendix A.

All applications are assessed for compliance with the policy and standards which include gradient, drainage, type of surfacing, length of the proposed driveway, proximity to a road junction and visibility.

In this instance there was also a requirement for Planning Approval.

Officers advise applicants that they should not arrange for work to be carried out within their property in anticipation of permission being granted for a footway crossing. Work should only commence upon receiving written approval from the Roads Authority. It may be of interest to members that the works at 101 Caiesdykes Road were completed before any application was made. (See photographs – Appendix B)

Officers met with the applicant to discuss the ongoing issues and were advised of the history behind the driveway application as follows:

Many years ago the applicant excavated out part of the front garden and lock blocked an area to form an off street parking bay. At this time, roads officers would not grant a footway crossing due to the excessive gradient and the length of the driveway being too short in relation to the guidance.

Unfortunately the house owner was approached by a rogue builder / landscape gardener who agreed to resolve the previous issues, and install a driveway which he said met the current requirements. On commencing the work and without contacting roads officers the builder excavated a large area of garden and exposed the main sewer running along the front of the property. At this point he realised he couldn't achieve the required standards and abandoned the site.

The house owner at this point appointed another builder, once again without contacting the roads department, and installed the current driveway that you can see in appendix B.

Given the location of the sewer, the current builder had no option but to construct the retaining wall, which severely restricts the length of the driveway which can be achieved.

There are four main areas where the application does not meet the current policy.

1 - Planning Permission

-The construction work involves over 0.5m depth of excavation or infill.

The construction of the driveway required the excavation of the front garden and the construction of a retaining wall. Where the excavation exceeds 0.5m in depth, permission from the Planning Authority is required. There has been **no** application made for Planning Permission.

2 - Length of the Driveway

Section1 - a minimum parking area measuring 3m wide by 5m deep will ensure a vehicle will not commit an offence by overhanging the footpath.

Although the width of the driveway has been constructed 6m wide the length of the driveway varies between 3.9m and 4.1m in length. All driveways must be a minimum of 5m to accommodate an average vehicle. Otherwise they will overhang the footpath causing an obstruction to pedestrians and have serious issues to partially sighted or blind people.

Not having the depth of drive to park at right angles to the road there would be a temptation to enter the area of desired parking at an angle. This in turn causes issue to a driver being able to see pedestrians using the footpath.

3 - Road Safety.

-Must be internally drained with no surface water discharging on to the public road

Although the driveway has been constructed in a bituminous material with a drainage channel to collect some run off, officers are of the opinion that the drainage channel is not connected to any soakaway or the existing drainage network. This will result in water discharging onto the public road / footpath with subsequent freezing hazards occurring during winter periods.

-The gradient should not exceed 1 in 20 or 1 in 15 as the absolute maximum gradient.

This site has a gradient of 1 in 10 exceeding both the recommended and absolute maximum.

-Dictates that no crossing should be situated within 15m of a junction.

Reversing movements in or out of a driveway would be in conflict from vehicles manoeuvring close to a junction, causing a safety concern to both road and footpath users.

This application is 7 metres from the junction which is substantially less than the prescribed requirement.

Existing Driveways/Footpath crossings – Do Not Compare.

This section of the guidance explains that existing footway crossings which do not meet the current criteria will have been constructed before the new criteria was adopted by the council and do not set a precedent when assessing new applications.

This has been explained to the applicant on this and the previous occasion.

In summary this application falls short on a number of the approved conditions.

The applicant's position is that they had not been made aware (by either contractor) on the Council's requirements for the formation of a driveway.

The current situation at 101 Caiesdykes Road is such that the works falls short of the criteria set by the Council due to:

- The presence of a main sewer running immediately behind the newly constructed retaining walls, resulting in the applicant not being able to meet the minimum length for a driveway. The vehicle either then overhanging the footpath or driving across at an angle.
- The applicant has no Planning permission for the works constructed
- Proximity of the driveway to a junction.
- The gradient of the driveway is beyond the maximum allowed and there are concerns that it has no drainage connection.

Surveys undertaken in the area have shown that on street parking is available for residents, during both the day and at night.

6. IMPACT

Improving our use of Resources –

Refusal of this appeal would demonstrate that the council has a sound policy on footpath crossings that are applied consistently and fairly.

Public –

Interest to the public in that it is a test of the policy regarding footpath crossings.

7. MANAGEMENT OF RISK

No risks.

8. BACKGROUND PAPERS

Aberdeen City Council
Footway Crossing-Regulations
27th September 2005

9. REPORT AUTHOR DETAILS

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Appendix A – Location Plan

Appendix B – Photos of Driveway



Driveway and retaining walls.



Typical on-street parking arrangements during the day.



This photo shows the driveway at the right hand side of the junction and the close proximity of the driveway to the junction.

ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Response to Petition for Pedestrian Crossing on Scotstown Road
REPORT NUMBER	CHI/16/148
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report is to provide the Committee with information relating to the surveys and study carried out for a pedestrian crossing on Scotstown Road north of the junction with Parkway. The report will detail previous investigations and the criteria set for such crossings as well as recently collated survey data.

The report was requested by the Petitions Committee of 20 January 2016 in response to a request for a pedestrian crossing at Scotstown Road made by local residents.

2. RECOMMENDATION(S)

It is recommended that

- a) no additional pedestrian crossing is provided north of the Parkway at this time;
- b) the situation is monitored over the coming year, with action being proposed if justified; and
- c) that the Committee instructs officers to progress the statutory consultation and public advertisement for a proposed 30 MPH speed limit on Scotstown Road between Parkway and Dubford Road.

3. FINANCIAL IMPLICATIONS

Should a crossing be installed at this point on Scotstown Road the cost of installation is estimated at £60,000-£75,000. The cost of construction would include for electrical supplies, signals, lining, signing and changes to the footway and carriageway to accommodate the crossing.

Due to the width of the road, gantry posts would be required to ensure the visibility of the signal heads for southbound lanes.

A maintenance burden of £1,000 every year for the signals would be anticipated.

There is no identified budget for this work in 2016/17. This work would be added to the programme for installation as budget becomes available.

4. OTHER IMPLICATIONS

There would be further implications as a result of providing a facility at this location as there would be a precedent set that facilities will be provided where there is not a sufficient measureable need established. This could result in a number of applications coming forward throughout the city which would be difficult to refuse and costly to implement and maintain.

5. BACKGROUND/MAIN ISSUES

This report has been prepared in response to the following petition raised at the Petitions Committee on 20 January 2016.

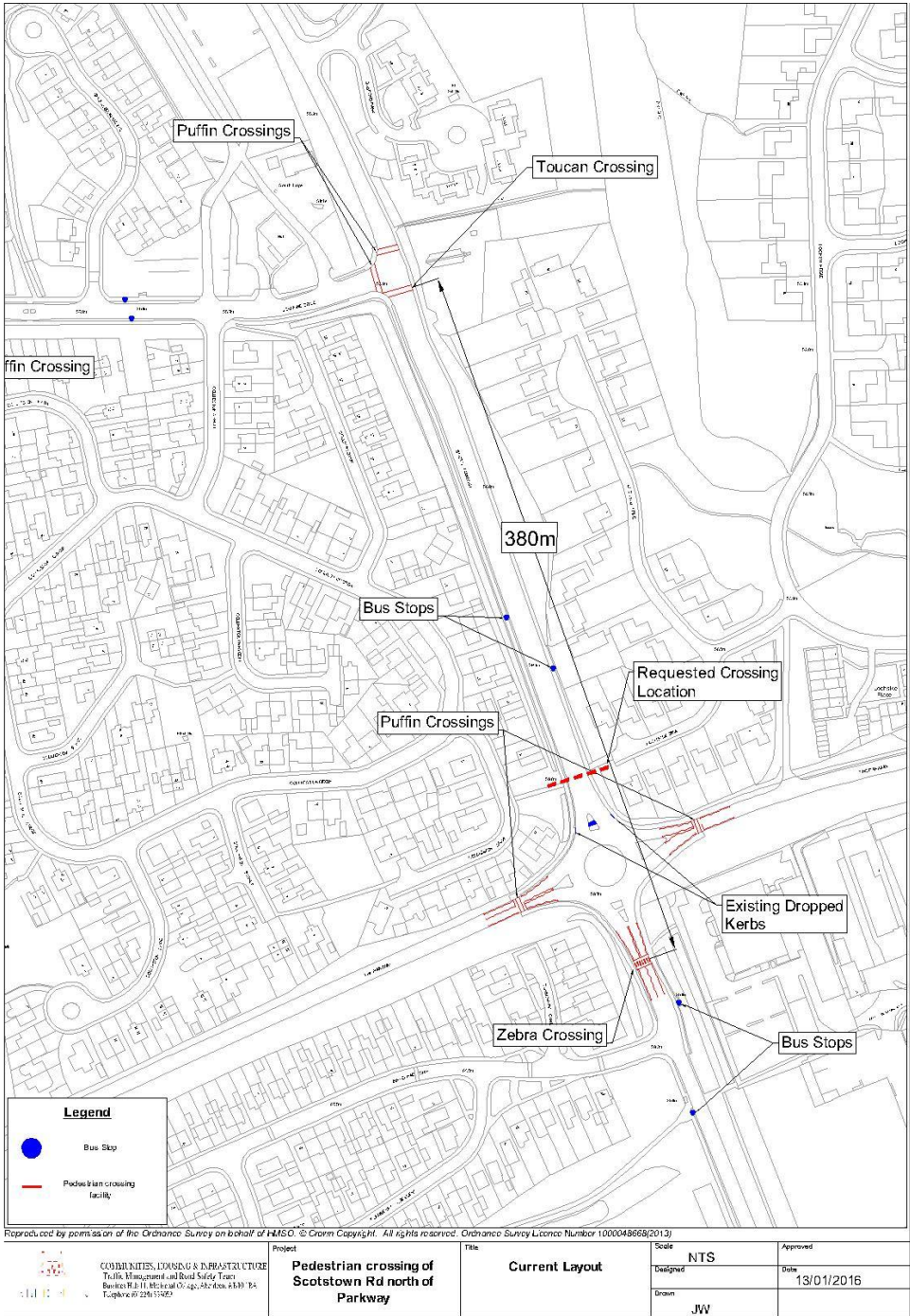
“We the undersigned petition the Council to put a pedestrian crossing on Scotstown Road to facilitate safe access to Northbound and Southbound bus stops between the Jesmond Road and Parkway section of road.”

People from the Collieston side wishing to travel to town, and people from the Denmore Park side returning from town have to find suitable nearby means to safely cross the busy road. There is an ever increasing ageing population who need the bus to travel around, and some poor sighted people. The alternatives are unsuitable for the elderly. To use existing crossings means they have to walk the length of Scotstown Road to traffic lights at Jesmond Drive and then back up the road. The other option is to use a traffic light crossing and pelican crossing on the Parkway, which again requires a lengthy walk.

The Committee resolved:-

- (i) to refer the petition to the Communities, Housing and Infrastructure Committee for further consideration; and
- (ii) to request that the CH&I committee look at carrying out a more extensive survey on the area over a longer period of time.

Location Plan



Investigation of the request

Surveys

When considering possible sites for pedestrian facilities or type of crossing facilities, council officers utilise methods outlined by the Department of Transport to undertake what is referred to as a PV^2 survey. This requires both pedestrian movements (P) and traffic flows (V) to be recorded at peak times in order to determine a base figure.

This is then amended to account for other contributory factors such as carriageway width, accident history, local facilities (i.e. schools, shops, clinic etc.) to give an overall figure which is measured using the table as shown below.

Resultant Figures ($PV^2 \times 10^{-8}$)	Type of facility to be considered
Less than 0.7	Does not qualify for any type of crossing facility but will continue to be monitored and in some instances may qualify for a central refuge island
Between 0.7 and 1.0	Will qualify for the provision of a central refuge island
Greater than 1.0	Qualifies for the provision of a controlled crossing facility

A traffic survey was carried out on 19 January 2016 which recorded eleven pedestrians crossing at this section of road between the hours of 07:30 and 09:30.

The PV^2 result was 0.0648. As can be seen from the table above, this falls short of 0.7 which would be in minimum recommended figure for action.

It should be noted that a pedestrian crossing point is in place at the island of the roundabout, offering a split journey for pedestrians wishing to cross this leg of the junction.

This information was provided to the Petitions Committee who felt that this did not give an accurate indication of the possible usage of a crossing at this location. A wider scale survey was requested and subsequently CCTV was used with a view to recording the movements around the junction on Parkway and Scotstown Road to determine if any pedestrians were circuiting the full junction to avoid crossing at an uncontrolled point.

The results of the CCTV survey were disappointing as it was not possible to review all crossing points and the quality of film images did not allow the viewing officers to develop a clear understanding of pedestrian movements.

A further PV2 survey was carried out between 7:00am and 6:30pm on Tuesday 6th September. The surveyor also took into consideration the movement of pedestrians using the Scotstown Road/ Parkway crossing points.

The results recorded were higher than previous however they were still well below the level required to justify a crossing point. Factoring was applied for accident history, community make up and the speed limit. The modified PV2 was 0.45.

Accident Statistics

As stated above, officers take into account the accident record at the location within the crossing calculation. A three year period is usually sufficient to gauge any potential trends or concerns. A summary of recorded accidents from January 2013 to date is available below.

1. 17:45 Tuesday 3/9/2013 SLIGHT
Scotstown Rd at junction with Jesmond Drive
A car and pedal cycle were involved in a collision with a resultant slight Personal Injury Accident (PIA) for the cyclist. The collision factor was given as "travelling too close".
2. 13:00 Saturday 28/09/2013 SLIGHT
Scotstown Road roundabout with A90
A car and motorcycle collided with a resultant slight PIA for the motorcyclist. The collision factor was given as "failed to judge other persons path or speed."
3. 11:19 Friday 29/11/2013 SLIGHT
Scotstown Road junction with Parkway
A car and pedestrian collided with a resultant slight PIA. The collision factor was given as "impaired by drugs (illicit or medical)."
4. 06:20 Thursday 4/12/2014 (SLIGHT)
Scotstown Road / Ellon Road
Two cars collided resulting in a slight PIA. The collision factor was given as "careless/reckless in a hurry."

Please note the accident data has yet to be validated, and Accident 4 has been associated within the database with the Scotstown Road/ Parkway junction however it would appear it should have been located elsewhere.

This data show that one slight pedestrian injury accident has occurred in the area over the three year time period, with the cause attributed to drug impairment. There is no accident record at this location to support the request for a crossing.

Further considerations

Whilst it is recognised that there are a relatively few pedestrians crossing at the location under consideration, the section of Scotstown Road north of the Parkway is a busy route for pedestrians with most crossing at the signalised junction at Jesmond Drive. This is a popular route for school children travelling from the Dubford area to Old Machar Academy.

Councillor Reynolds requested that consideration to be given to lowering the speed limit along this section of Scotstown Road, to provide a safer environment for pedestrians.

Officers have reviewed this proposal and have determined that the reduction of the speed limit to 30 MPH on Scotstown Road between Parkway and Dubford Road could increase the confidence of those using active travel means in this area.

Conclusion

Whilst it is appreciated that some pedestrians are experiencing delays when crossing Scotstown Road near the Parkway, no justification has been identified from surveys and accident records for providing a new crossing point at this location.

It is recommended that the situation is monitored over the coming year with further action being taken if figures increase.

It is also recommended that the Committee instructs officers to progress the statutory consultation and public advertisement for a proposed 30 MPH speed limit on Scotstown Road between Parkway and Dubford Road.

6. IMPACT

Improving Customer Experience – This request has come from residents within the local area. They feel there is a need for the crossing to assist vulnerable travellers crossing Scotstown Road. Local residents use the bus stops on Scotstown Road to access local and city services.

Improving Staff Experience – no impact.

Improving our use of Resources – the installation of a new crossing at this location would create a precedent for providing infrastructure where demand is not justified. This would have a negative effect on the limited budgets that are made available for traffic management and road safety works throughout the city.

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 – This report will be of interest to the residents/ proprietors/ businesses within the proposal area.

7. MANAGEMENT OF RISK

No further risks have been identified.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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Equality and Human Right Impact Assessment: The Form



Aberdeen City Council

EHRIA

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.

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Response to Petition for Pedestrian Crossing on Scotstown Road	Date of Assessment: 19 October 2016
Service: Public Infrastructure and Environment	Directorate: Communities Housing and Infrastructure
Committee Name or delegated power reference (Where appropriate): Communities Housing and Infrastructure	Date of Committee (Where appropriate): 1 November 2016
Who does this proposal affect? Please Tick ✓	Employees ☐ Job Applicants ☐ Service Users ☐ Members of the Public ☒ Other (List below) ☐
2: Equality and Human Rights Impact Assessment- Pre-screening	
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 is prepared in response to a petition from local residents for a formalised pedestrian crossing on Scotstown Road. The report details the survey work undertaken at the site and the accident statistics at this location which indicate that there is not sufficient demand at this junction to justify the installation of a signalised crossing point.
b- What equality data is available in relation to this proposal? (Please see guidance notes)	The petition was forwarded on behalf of local residents with particular concerns for residents with visual impairments and the elderly. No data has been gathered on the community make up within the area. The immediate area has private housing. There are no schools or old people's homes in the immediate area.
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.	None.

d- Financial Assessment If applicable, state any relevant cost implications or savings expected from the proposal.	Costs (£) Implementation cost £ 60,000 Projected Savings £
e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?	
There is no evidence to suggest that the decision of this report not to progress a pedestrian island at this location would conflict with the public sector equality duty. This request has been dealt with by a standardised method which is used throughout the city to ensure value for money for the installation of Council infrastructure. The report concludes that there is no justified demand for an improved crossing at this location. The provision of a crossing at this location would require funding to be diverted from other more relevant sites within the city. The standardised calculation for crossing facilities includes a factoring of the results for the age of those crossing e.g. if a substantial number of pedestrians are under 11 or elderly/ infirm; and the location of the proposed crossing e.g. adjacent to homes for elderly, disabled or infirm.	
f- How does this proposal link to the Council's Equality Outcomes?	

This proposal links to Equality Outcome No. 11 with the provision of improved pedestrian facilities being installed at the most appropriate locations.

11. Pavements and footpaths that are safer and easier to use for pedestrians.

4: Equality Impact Assessment – Test				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ‘ <i>Genuine Determining Reason</i> ’* exists *(see completion terminology)
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	No
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment Yes No	No

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

6- EHRIA Summary and Action Planning				
Report Title	Response to Petition for Pedestrian Crossing on Scotstown Road			
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:
That the survey did not represent a typical day	That the area is monitored and any action taken , if deemed necessary, at a later date.	Vycki Ritson	1/11/16	1/11/16

7: Sign off	
Completed by (Names and Services) :	Vycki Ritson, Public infrastructure and Environment
Signed off by (Head of Service) :	Mark Riley
Only sections 6 and 7 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/xeg_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 and Infrastructure
DATE	02/09/2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Victoria Bridge Embankment Repairs – Funding.
REPORT NUMBER	CHI/16/210
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to seek Committee approval to make a funding contribution to river embankment repairs being made by Aberdeen Harbour Board. These works include a short section of embankment repairs adjacent to Victoria Bridge abutments. These localised repairs are the responsibility of Aberdeen City Council.

The proposal is for Aberdeen City Council to make a payment to Aberdeen Harbour Board to cover the cost of embankment repairs adjacent to the Victoria Bridge abutments.

2. RECOMMENDATION(S)

This report recommends that the Committee:

- i) agrees to a funding contribution of up to £46,000 towards the Dee Riverbank Revetment Works, procured by Aberdeen Harbour Board.
- ii) notes that the proposed contribution is to cover costs associated with a 14-metre long section of embankment scours repairs adjacent to the Victoria Bridge abutments.
- iii) notes that the proposed contribution is calculated on a pro-rata basis relating to the river embankment repairs element of the tender total only.

- iv) notes that the maintenance of Victoria Bridge is the responsibility of Aberdeen City Council.
- v) notes that the Scottish Government has awarded £250,000 to Aberdeen City Council for repair of damage caused by flooding in 2015/16 winter.
- vi) notes that the proposed contribution will be paid from the existing bridges budget which now includes the above £250,000 award from the Scottish Government.
- vii) the embankment repairs will be complete by end of 2016.

3. FINANCIAL IMPLICATIONS

The contribution will be payable to the Aberdeen Harbour Board on completion of the 14m section of repair works adjacent to the bridge abutments. As the contract is re-measurable, the proposed contribution may vary depending on the actual quantity of work done and any unforeseen complications arising during works on this section of the river embankments. The above figure of £46,000 comprises a budget cost estimate of £37,800 provided by Aberdeen Harbour Board, plus a 20% allowance to cover any cost variations.

4. OTHER IMPLICATIONS

The contract for the entire works will be between the Aberdeen Harbour Board and the works Contractor. Aberdeen City council will have no responsibilities, obligations or authority under this contract.

The proposed contribution by Aberdeen City Council will be paid only once the related works are complete and to the satisfaction of Aberdeen City Council. This shall be facilitated by agreed site visits by Aberdeen City Council during and on completion of river embankment repair works adjacent to the bridge abutments.

5. BACKGROUND/MAIN ISSUES

Maintenance of Victoria Bridge including the adjacent river embankments is the responsibility of Aberdeen City Council. Maintenance of the harbour river embankments is the responsibility of Aberdeen Harbour Board.

The river embankment repair works are required following damage caused during 'Storm Frank' in December 2015.

The damage to the river embankments was inspected by both Aberdeen City Council and Aberdeen Harbour Trust. Repair works are

necessary to protect the structural integrity of the Victoria Bridge and various harbour structures.

Through their own procurement procedures, Aberdeen Harbour Trust has awarded a works contract for remedial works including river embankment repairs, to CHAP Civil Engineering.

It is proposed that a funding contribution should be made by Aberdeen City Council to Aberdeen Harbour Trust to cover the cost of river embankment repairs which are the responsibility of the council. The proposed contribution is calculated on a pro-rata basis, for a 14m long (approximate) proportion of embankment repairs to be carried out over a length of approximately 240m.

6. IMPACT

Improving Customer Experience –

As Aberdeen Harbour Board will manage these works, this proposal will free up council resources to support other activities and projects.

Improving our use of Resources –

This proposal will allow Aberdeen City Council to have these urgent repairs carried out with minimal Council staff input. As the works are to be managed by Aberdeen Harbour Board (as client), Aberdeen City Council will avoid the significant time commitment and costs associated with the normal activities required for design, procurement, contract administration, site supervision etc.

Aberdeen Harbour Board is an experienced client with sufficient resources, experience and competence in civil engineering projects.

Corporate -

As above, this proposal offers an opportunity for joint working between Aberdeen City Council and Aberdeen Harbour Board.

7. MANAGEMENT OF RISK

Negative Risks

a) Contractual – Low Risk Level

This proposal is for Aberdeen City Council to make a financial contribution to a project which is being managed by a separate organisation. Aberdeen City Council will have no authority in relation to contractual matters or the performance of the project. This could result in the works failing to meet expectations of the council.

This risk may be mitigated by making payment of the Council's contribution dependent on works in the area of the bridge abutments being complete and to the satisfaction of the Council.

b) Variation in Cost – Low Risk Level

The proposed contribution is calculated approximately on quantities based on drawings. As the contract is re-measurable, any difference in the quantity of work from that used in this calculation will result in a variation to the proposed contribution.

Cost variations could also arise from currently unknown factors such as ground conditions, once the works are in progress.

This risk is partially mitigated by the fact that Aberdeen City Council's financial contribution relates to very small proportion of the works (14m length). This may be further mitigated by the monitoring of remedial works in this area by council staff.

Opportunities

a) Maximising Resources

As above, this proposal offers an opportunity to make urgent infrastructure repairs without committing the significant resources for design, procurement, supervision and contract administration that would normally be required for works of this nature.

This opportunity should be realised by consultation with Aberdeen Harbour Trust on the progress of the works and performing site visits during the works period to monitor progress and quality of the works to ensure that these are to the satisfaction of the council.

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Community, Housing & Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Roads Winter Service Plan 2016 - 17
REPORT NUMBER:	CHI/16/254

1. PURPOSE OF REPORT

This report is intended to present Members with the proposed Winter Service Plan and to explain significant changes.

2. RECOMMENDATION(S)

It is recommended that the Committee

- a) note the content of this report
- b) approve the “Roads Winter Service Plan” for 2016 – 2017.
Appendix A, The Roads Winter Service Plan.
(This will be sent to Councillors electronically)

3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue budgets for Winter Maintenance and Emergencies 2016-2017 of £1.727M. It should be noted that the expenditure for the previous three winters has been £1.752M in 2015-2016, £1.977M in 2014-15 and £1.565M in 2013-14.

4. SERVICE & COMMUNITY IMPACT

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

Council Policy Statements

‘Aberdeen – The Smarter City’ identifies as a high priority that the Council will provide and promote a sustainable transport system, including cycling, which reduces our carbon emissions.

Winter treatment priority is given to bus routes to encourage the use of public transport.

5. OTHER IMPLICATIONS

Failure to have a robust “Roads Winter Service Plan” will leave the Council more vulnerable to 3rd party insurance claims.

6. REPORT

Aberdeen City Council, Roads Winter Service Plan has evolved over many years and is amended to reflect both national and local requirements.

This year’s amendments have been made to reflect: the following –

a) Well Maintained Highways, Code of Practice for Highway Maintenance Management

This document gives general guidance to Roads Authorities on all aspects of Road Maintenance. Appendix H of the Code of Practice deals specifically with Winter Service Issues. The recommendations within Appendix H would present an onerous burden in terms of staff time and infrastructure implications for Local Authorities, if fully complied with. The Society of Chief Officers of Transportation in Scotland (SCOTS) have recognised this and have set up a working group to produce recommendations on the most appropriate and practical approach to implementing elements of Appendix H. This will produce a consolidated approach throughout Local Authorities in Scotland and provide substantial backing to each Roads Authority in the implementation of their Winter Service Plan. The SCOTS working group has issued draft findings to all Scottish Roads Authorities for consultation but these have yet to be finalised. Elements of the recommendations may have to be implemented during this coming winter if appropriate and the full recommendations will be reported to committee prior to winter 2017-18.

b) Salt Usage and Stocks

Salt stock levels have been taken back up to 10087T, this stock is to be stocked up with regular programmed top-up deliveries throughout the winter.

<u>Year</u>	<u>Starting Tonnage</u>	<u>Usage</u>
13/14	12,000	5,600
14/15	13,268	9,486
15/16	10,508	7,763

c) De-icing Agent

A proposed trial during the previous winter was not possible due to the relative mildness of that winter. We did not experience hard packed snow and ice which will be the real test of this material. There are still 12,000 litres in stock and the equipment is in place to carry out a trial this coming winter should conditions be severe enough. This de-icing agent is more effective at very low temperatures than salt and may be a useful addition to assist with winter treatment. In particular a trial is proposed along sections of the cycle ways added to the Winter Service Plan to assess whether or not the thawing effect is longer lasting than with roads treated with salt. This will only take place if a prolonged period of freezing weather is forecast.

d) Grit

The general guidance for dealing with hard packed snow and ice is to use grit mixed with salt and this is included as part of the Roads Winter Service Plan. The use of grit causes problems and expense for both street sweeping and gully emptying. While stocks of grit will continue to be held, they will only be used in extreme conditions given the consequences following application.

De-icing agents, once suitably trialed, may provide a more acceptable alternative to the use of grit in very severe conditions.

e) Salt Bins

There are currently more than 900 salt bins throughout the City. Every year there are demands for further bins at new locations. Maintaining these boxes is a very labour intensive operation and to continually increase their numbers will only add to the current restocking problems. Following on from last year it is proposed to continue the policy of not issuing any additional grit bins this winter but to further promote the issue of 1T bags of salt for community use.

A review of existing bins has been undertaken and any that are not in an appropriate location will be relocated at the start of the winter season after consultation with local members.

f) Community Salt Bags

A scheme was introduced, in 2012-13, to issue 1Tonne bags of salt to Community groups willing to carry out self help winter

treatment. There were 82 bags issued last winter to interested groups, with the feedback being generally very positive. This scheme will be continued this winter but with the following conditions,

- The salt is issued to Community Groups.
- The bags need to be located in a secure place such as a resident's driveway as they are susceptible to theft and vandalism.
- the location needs to be accessible to the Council delivery lorry.

These bags hold a far greater quantity of salt than a salt bin, will therefore last longer and are relatively quick to replenish. While it is appropriate to encourage self help during severe winter weather, current staffing levels mean that it would not be possible to implement and manage a more formal scheme of equipment issue so it is proposed that this scheme remains limited to the issue of salt only.

g) Vehicles and Plant

Over the last 5 years, considerable investment has reduced the average age of the winter fleet. This will continue this winter maintaining a fleet of at an age which is serviceable and reduces downtime for repair. Future investment will continue with the purchase of multi-use vehicles, as these can be quickly converted to other specialist equipment, such as gully emptiers, when not required for gritting. This has proven to be the most cost effective method of updating the fleet.

h) Route changes

A number of developments on the road network have been incorporated into the treatment routes.

Changes have been made to routes 5 and 8 to accommodate the additional network resulting from the third don crossing.

Changes have been made to route 7 to incorporate the treatment of the A96 to Dyce Drive link road, once the park and choose facility has been completed at the new link road its treatment will also be incorporated into route 7. The now isolated section of road running past Marshall Engineering has been removed from route 7.

i) Service Provision Over Festive Period

Service provision over the festive period will remain at the same level as in previous years. The specific details are shown below.

DAY	STATUS	SERVICE AVAILABLE

Mon 19 Dec	Normal Day	Full Service
Tues 20 Dec	Normal Day	Full Service
Wed 21Dec	Normal Day	Full Service
Thurs 22 Dec	Normal Day	Full Service
Fri 23 Dec	Normal Day	Full Service
Sat 24 Dec	Week End	Standby + Response
Sun 25 Dec	Week End	Standby + Response
Mon 26 Dec	Public Holiday	Standby + Response
Tues 27 Dec	Public Holiday	Standby + Response
Wed 28 Dec	Normal Day	Standby+Early Morning+ Response
Thurs 29 Dec	Normal Day	Standby+Early Morning+ Response
Fri 30 Dec	Public Holiday	Standby + Response
Sat 31 Dec	Week End	Standby + Response
Sun 01 Jan	Week End	Standby + Response
Mon 02 Jan	Public Holiday	Standby + Response
Tue 03 Jan	Public Holiday	Standby + Response

Response consists of up to 5 roadworkers providing 23 hour cover per day, 7 days per week with a break between shifts from 03:00 to 04:00. This break will be monitored by the night attendant and can be covered in emergencies.

Standby + Response consists of sufficient staff to operate the 10 Priority 1 carriageway routes and 2 Priority footpath gritter routes for up to a 10 hour service during the period 05:45 to 19:00 for the standby workers and can be utilised in different ways depending on the prevailing weather conditions.

Response provides cover outwith normal hours to the main arterial routes through the City, generally on the North & South Routes which are detailed in the Roads Winter Service Plan. This operation does not include any operations within the housing estates. The exception to this is in an emergency situation.

Early Morning provides a treatment of the 10 Priority 1 carriageway routes and 2 Priority footpath gritter routes if necessary at 04:45 and this shift will continue working until the end of the normal working day at 15:45.

j) Public Information

An information section for Winter Operations was introduced to the Council's web site 5 years ago. This provided information on gritter routes and live information on operations on the main routes. There is a further section advising of weather and road conditions. This webpage will be developed further as necessary.

After the success of last year's presentation to councilors and the Press at Tullos Roads Depot and a follow up Public presentation held at St Nicholas Street, it is intended to repeat both events this winter. Councilors have been advised that the dates for these events are 19 October 2015 between the hours of 11:00 and 13:00 and 26 November 2015.

k) City Voice Questionnaire

The last survey using the City Voice network was undertaken in 2016 this presented a generally positive public perception of the winter maintenance service. There were a number of areas that require attention namely the relatively low public awareness of the winter policy and the subsequent dissatisfaction with some of the treatment to the non-priority areas of the network.

l) Future Developments

As the Aberdeen Western Peripheral Road nears completion it is anticipated that a considerable length of the current trunk road network, within the city boundary, will be de-trunked. The maintenance, including winter maintenance, of these de-trunked sections is expected to be transferred to the city council.

The continuation of the current level of winter maintenance service along these sections would result in a significant additional burden on the Roads Operations budgets.

7. BACKGROUND PAPERS

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	1 November 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Aberdeen Crematorium Performance Indicators
REPORT NUMBER	CHI/16/251
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

At the Council meeting of 17 August 2016 the Committee resolved to “instruct the Head of Public Infrastructure and Environment to develop a suite of compliance measures which should be routinely reported to both the Communities, Housing and Infrastructure Committee and the Corporate Health and Safety Committee to evidence continued compliance by the crematorium service, as well as providing a suite of performance measures evidencing comparison with external benchmarks where available”. This report provides proposals for the performance measurement framework for Aberdeen Crematorium.

2. RECOMMENDATION(S)

That the committee;

- i. note the contents of the report.
- ii. approve the content of the performance framework for the Crematorium as a mechanism for reporting performance to Committee.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from this report.

4. OTHER IMPLICATIONS

There are clear implications for the Council’s management of risk in relation to public confidence in the crematorium service. This performance framework is designed to provide evidence of compliance and performance of the service.

5. BACKGROUND/MAIN ISSUES

5.1 Context

On 17 August 2016, the Chief Executive submitted a report to Council of her findings following her review of the National Cremation Investigation report. One of the Chief Executive's recommendations was to instruct the Head of Public Infrastructure and Environment to develop a suite of performance and compliance measures to evidence continued compliance by the crematorium service. The Council resolved to approve this recommendation and this report provides the proposed performance framework involving performance indicators, compliance measurements, benchmarking data and assurance measures.

5.2 Improvement in Service Governance

To ensure that meaningful information is reported to committee which will facilitate on-going governance of Crematorium compliance and performance, the service is currently developing a robust performance framework for the monitoring, analysis and reporting of relevant issues.

A current suite of KPI's for the Crematorium have been proposed and are currently being developed. These are:-

1. Recovery of ashes - Instances where ashes were NOT recovered (per month). Failures will be reported immediately to the Inspector of Crematoria and reported to Committee.
2. Number of complaints upheld by the Inspector of Crematoria (per month).
3. Percentage of cremator checks meeting requirements per month (these include daily and weekly checks e.g. ensuring cremators are clear on every occasion prior to next cremation taking place). Failures will be listed including the remedial action to ensure future compliance.
4. As a check that cremations are carried out individually, the total number of scheduled cremations per month will be compared against the total number of actual cremations per month recorded on the cremator computer. Any discrepancies will be investigated and reported.
5. Percentage of checked procedures and processes being carried out as per the Crematorium's Operational Procedures. At least 5 procedures will be checked per month. List any failures and remedial action to ensure future compliance.

6. Percentage of records examined that were found to be in order. At least 5 audit checks of records to be carried out per month.

5.3 Performance Report

The following tables show the performance indicators currently in place and being measured. Those still being developed and measured will be reported at the next cycle.

KPI 1 - Recovery of Ashes

Instances where ashes were NOT recovered	
January 2016	N/A – All recovered
February 2016	N/A – All recovered
March 2016	N/A – All recovered
April 2016	N/A – All recovered
May 2016	N/A – All recovered
June 2016	N/A – All recovered
July 2016	N/A – All recovered
August 2016	N/A – All recovered
September 2016	N/A – All recovered

KPI 2 - Number of complaints upheld by the Inspector of Crematoria

Number of complaints upheld by the Inspector of Crematoria	
January 2016	Zero
February 2016	Zero
March 2016	Zero
April 2016	Zero
May 2016	Zero
June 2016	Zero
July 2016	Zero

August 2016	Zero
September 2016	Zero

KPI 3 - Percentage of cremator checks carried out in accordance with requirements.

	Number of cremator checks carried out in calendar month	Number of cremator checks successfully carried out and recorded	% Successfully carried out
August 2016	197	197	100%
September 2016	214	214	100%

KPI 4 - As a check that cremations are carried out individually, the total number of scheduled cremations per month are compared with the total number of actual cremations per month recorded on the cremator computer. Any discrepancies will be investigated and reported.

	Number of scheduled booked cremations	Number of actual cremations recorded on cremator computer	Difference	Reason for discrepancy
June 2016	211	211	Zero	N/A
July 2016	181	181	Zero	N/A
August 2016	193	193	Zero	N/A
September 2016	227	227	Zero	N/A

KPI 5 - Percentage of checked procedures and processes being carried out as per the Crematorium's Operational Procedures.

	Number of procedures checked	Number of procedures carried out as documented	% of procedures carried out that were found to be in order
September 2016	6	6	100%

KPI 6 - Percentage of records examined that were found to be in order.

	Number of Records Examined	Number of Records in order	% of records found to be in order
March 2015	15	15	100%
October 2015	10	10	100%
April 2016	8	8	100%
June 2016	8	8	100%
September 2016	9	9	100%

5.3 Benchmarking

The Service currently submit key performance indicators to the Association for Public Service Excellence (APSE) Cemetery and Crematorium Services Performance Network to benchmark against other participating local authorities. It is proposed that this will continue.

It should be noted that apart from comparisons with regard to cost of cremations this is currently the only national benchmarking analysis system for crematoria. The APSE Performance Reports are produced using a family group system, comparing 'like' authorities operating under similar circumstances to ensure a fair comparison can be made. Aberdeen City Council is in family group C3 which has 14 local authorities participating with 4 of these from Scotland.

APSE publish these benchmarking reports annually, usually in June or July, and it is proposed that the Crematorium's key performance/benchmarking indicators will be included within this performance framework and reported to the Communities, Housing and Infrastructure Committee following receipt of the report from APSE.

These benchmarking performance indicators include:-

- Number of cremations per Full Time Equivalent (all staff)
- Percentage of bodies cremated the same day as service
- Percentage of bodies held over for cremation on a following day
- Hectares of crematoria land maintained per 100 cremations
- Net cost per cremation
- Average income from all cremations
- Memorial income per cremation
- Price of an adult cremation
- Net cost of crematoria service per head of population
- Net cost of crematoria service per household

5.4 Further Assurance Measures

In order to regain public trust in Aberdeen Crematorium, the Council will commission a 'Critical Friend' Audit every 2 years or as instructed by the Communities, Housing and Infrastructure Committee. This audit will be conducted by an external industry body e.g. Federation of Burial and Cremation Authorities (FBCA) to ensure all processes and procedures meet current best practice, codes of practice and legislation. This report will be presented to the Audit and Risk Committee and published on the Council's website.

The Inspector of Crematoria's annual inspection of Aberdeen Crematorium will also be reported to the Audit and Risk Committee and published on the Council's website.

The Council's Internal Audit will also carry out audits of the Crematorium as per the Council's Internal Audit Workplan.

5.5 Frequency of Reporting

It is proposed that this Performance Framework will be reported to the Communities, Housing and Infrastructure Committee at every second meeting.

5.6 Other Matters

- 5.6.1 Following a request from the Scottish Government's team working on the new Burial and Cremation Regulations, the Service has provided a copy of the Crematorium's Operational Procedures to help develop the

crematorium regulations. It should be noted that our improvements and good practice is being recognised.

5.6.2 Metal Recycling Scheme

As is normal practice, Aberdeen Crematorium recycle all metals recovered following cremations including hip and knee joints where the applicant for cremation does not wish to receive this metal. These metals are periodically collected by a national metal recycling company and monies from the recycling donated to local bereavement charities.

In September 2014, £1506.46 was received from the above scheme and donated to the Stillbirth and Neonatal Death Charity SANDS Aberdeen.

In October 2015, £1224.84 was received from the above scheme and also donated to the Stillbirth and Neonatal Death Charity SANDS Aberdeen.

It is proposed that the next monies received from this metal recycling scheme is also donated to the Stillbirth and Neonatal Death Charity SANDS Aberdeen. Thereafter, additional options will be provided to the Communities, Housing and Infrastructure Committee to decide which local bereavement charities these monies will be donated to.

6. IMPACT

Improving Customer Experience –

The reporting of the crematorium's performance and compliance measurements within the above proposed framework in an open and transparent manner will allow greater scrutiny and highlight areas of improvement.

A crematorium service that is compassionate and sensitive to the needs of the bereaved is essential. These attributes will be placed at the forefront of improvements to our procedures and processes.

Improving Staff Experience – Effective management and support of the crematorium service will improve staff morale and highlight potential issues at an early stage in order to resolve.

Improving our use of Resources – Effective and efficient management of the crematorium service will improve the utilisation of resources and highlight areas of improvement.

Corporate - Although not directly linked to the Single Outcome Agreement, effective management is an integral part of service delivery.

Public – This report will be of interest to the public as this performance framework has come about as a result of historical practices at Aberdeen Crematorium and other crematoria in Scotland.

7. MANAGEMENT OF RISK

The recommendations made in this report seek to put in place a more robust framework of performance management and assurance measurements within the Crematorium.

Through this framework the intention is to more timeously and more proactively identify the risks faced by the service and to more effectively deploy mitigation measures to address them, ensuring that at all times elected members have the information required to allow them to hold management to account.

8. BACKGROUND PAPERS

Report of the Infant Cremation Commission June 2014
Aberdeen City Council Report to CH& I Committee Infant Cremation Commission Report (CH/14/079) 18 March 2015
Report of the National Cremation Investigation, The Rt Hon Dame Elish Angiolini DBE QC June 2016
Inspector of Crematoria Scotland Investigation report on Hazlehead Crematorium June 2016
Aberdeen City Council Report to Council Committee National Cremation Investigation Report (OCE/16/032) 17 August 2016

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Communities, Housing and Infrastructure
DATE	November 1 2016
DIRECTOR	Pete Leonard
TITLE OF REPORT	Aberdeen In Bloom
REPORT NUMBER:	CHI/16/230
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To advise Committee of the success achieved by Aberdeen in this year's Beautiful Scotland and Britain In Bloom campaigns.

2. RECOMMENDATION(S)

That the Committee:

- (i) Acknowledges Aberdeen's awards in this year's campaigns and gives thanks and congratulations to all those that took part and helped make Aberdeen's campaign such a successful one.
- (ii) Agrees that Aberdeen should take part in the 2017 Beautiful Scotland campaign and or Britain In Bloom if asked to take part.
- (iii) Agrees for Environmental Services to continue to support and develop community partnerships and projects.

3. FINANCIAL IMPLICATIONS

Environmental Services will continue to pay the administration fee for all formal In Bloom entries to Beautiful Scotland. The total cost of this is currently less than £1000.

Where possible Environmental Services will assist with the funding of community based projects. This will only be undertaken when the

project sits on land within the service's responsibility and will take the form of match funding or grant top ups.

There are no further financial implications as a result of this report and all In Bloom work undertaken is within existing budget levels.

4. OTHER IMPLICATIONS

Environmental Services staff undertake implementation of all works associated with the In Bloom programme.

There are several positive implications from participating in the In Bloom campaigns.

In Bloom actively engages with and gets direct participation of Aberdeen's citizens in the sustainability / environmental agenda in Aberdeen. The campaign delivers benefits across the City at very little cost to the Council and helps communicate and support grass root actions and behaviour change towards a more sustainable city. It helps to meet our environmental objectives for a clean city, reducing carbon emissions and instils community pride, community cohesion and active citizenship. Participants see not only cleaner and greener environments, but also reductions in crime and anti-social behaviour, renewed economic activity and pride of place.

There are no other direct implications arising from this report in terms of any legal, resource, personnel, property, equipment, and sustainability and environmental, health and safety and/or policy issues.

5. BACKGROUND/MAIN ISSUES

5.1 Beautiful Scotland Awards 2016

Beautiful Scotland is an environmental campaign in Scotland for communities who are working to improve and enhance their local area. The Beautiful Scotland campaign has been running for over 50 years and until recently was known as "Beautiful Scotland in Bloom".

Entrants in the [Beautiful Scotland campaign](#) compete for prestigious trophies within 11 different categories. These are based on electoral roll population size, ranging from Wee Villages to Cities, and there are additional prizes for outstanding effort in specific areas, such as biodiversity, waste and tourism.

The communities are visited by trained volunteer judges who assess the work that has been done and award points accordingly.

It is important to note that the campaign is not just for the green-fingered, as the judging focuses on 3 main themes, namely Horticultural Achievement, Environmental Responsibility and Community Participation. The cleanliness of the area, the level of graffiti and the sustainability issues, such as recycling, are all taken into account and contribute to the entrant achieving either a Bronze, Silver, Silver Gilt or Gold medal.

The best entry in each category receives a trophy and entrants also compete for special awards in areas such as Biodiversity, Sustainability and Community Involvement.

The campaign is a programme of [Keep Scotland Beautiful](#) and is run by an Advisory Group consisting of representatives of entrant groups,

Beautiful Scotland has 50 years' experience of supporting groups within communities all across Scotland to improve and enhance their local environment.

5.2 RHS Britain in Bloom Awards 2016

Organised by the Royal Horticultural Society (RHS), Britain in Bloom is one of Europe's largest horticultural campaigns, involving over a thousand communities each year and creating lasting improvements to local environments for the benefit of residents, workers and visitors.

Since 1964 Britain in Bloom has been part of the UK's cultural and horticultural landscape, impacting millions of people. Last year alone the campaign involved more than 200,000 volunteers across the UK, donating 4.4 million hours to projects that benefitted the wider community.

The ongoing popularity of the Britain in Bloom campaign can be understood through the real and lasting benefits that it provides to those taking part.

Participants see not only cleaner and greener environments, but also reductions in crime and anti-social behaviour, renewed economic activity and pride of place.

The RHS believes that Britain in Bloom, as a community-driven horticultural campaign, will continue to create lasting improvements which reach beyond the green spaces and in to the far corners of society. Despite the inevitably tough economic times ahead, the campaign is well placed to continue serving the UK's communities, and is an invaluable source of ideas-sharing and inspiration for all those taking part around the country.

The RHS Britain in Bloom UK Finals brings together the highest achievers from all of the 16 regions and nations participating in the

campaign. A total of 72 Britain in Bloom finalists vie for Gold, Silver Gilt, Silver or Bronze medals, category winner awards and discretionary awards for achieving excellence in particular fields, expectations are high and the judging is rigorous. Put simply, the judges are looking for the best and they are seeing the best from across the UK.

5.3 Aberdeen In Bloom 2016 - Growing Smarter, The Granite City.

Aberdeen's in bloom campaign, 'Growing Smarter' is a 365 day campaign and covers In Bloom initiatives involving a wide range of people from within local communities. The overall aim is to ensure that the communities come together with the goal of enhancing their surroundings and creating a better environment.

The campaign includes all the inspiring and fantastic work done across the city by both our own staff and the many in bloom partners and volunteers.

This year Aberdeen was chosen to represent Scotland in the Britain in Bloom finals and the Beautiful Scotland finals.

In addition to running our own campaign we also support in every way we can the in bloom community groups that run their own campaigns, Dyce, Culter, Cove and Powis.

Beautiful Scotland judges visited Aberdeen on the 2 August, with Britain in Bloom judges visiting later the same week on the 5 August. Both sets of judges were taken on a tour of green spaces around Aberdeen.

The judges met Aberdeen City Council officers and a number of the 100+ community groups which have shaped the city's entry into the awards this year.

They were taken on a tour around many of the city's green spaces including Duthie Park, Union Terrace Gardens, Walker Dam, Hazlehead Nursery and Seaton Park.

Then judges were impressed with the colour and varieties on show at Johnston Gardens, Rubislaw and Queens Terrace Gardens and of course our Winter Gardens.

Several groups welcomed the judges at Duthie Park and others said goodbye at St Machar Cathedral with photographic displays of their work. These community groups included: Friends of Hazlehead, Friends of Duthie Park, Garthdee Fields Allotments Association, Nether Loirston Growers Association, Cove in Bloom, Culter in Bloom, Brighter

Bucksburn, DA Recovery Project, Friends of Seaton Park, Dyce in Bloom, and Powis Residents.

Other horticultural achievements included the Garden In Bloom competition, displays of spring bulbs such as crocus and daffodils, window boxes, street planters, sponsored roundabouts and beds, hanging baskets, school butterfly and bee friendly planters and the schools' Design a Bed competition.

The community groups include schools, churches, community gardening clubs, third sector organisations, community clean-ups, wildflower seed sowing, parks, and Aberdeen's Spring Flower Show.

Projects showing environmental responsibility included East Tullos Burn, wildflower strips on the A90, the return of the red squirrels, the RSPB Dolphin Watch scheme, the Scottish Seaside Awards and our Clean Up Aberdeen campaign, including the very successful 24 hour Glitter Pick.

Seaton Park was seen as a highlight as the judges viewed the newly completed wetland area and walked the formal gardens. The judges were particularly impressed with the work that had been done in the park and across the city to repair the damage caused by storm Frank earlier in the year.

Other areas of particular mention included the team's various links to business sponsorship and it's partnership with Aberdeen Inspired, in particular the work on the St Nicholas Centre rooftop garden.

The judges were very impressed by the overall campaign and made particular reference to the commitment of Aberdeen as a city, to the campaign, and its support of community groups. The judges stated that the city had 'reinvented' itself and that the community engagement / partnership focus was very evident and welcomed.

The Britain In Bloom judges were very impressed with the wide range of partnerships, groups and volunteers involved – from individuals to corporate teams. The judges also commended the efforts of the city council to reward their community partners and volunteers through celebration and networking events.

Many positives were taken from this year's campaign that can only benefit and add to Aberdeen's overall greenspace and environment. The campaign provides a fantastic opportunity for everyone involved to celebrate In Bloom.

Our 2017 campaign is already under way and we are very confident of further success and good news stories for Aberdeen.

Details of campaigns and participation in awards will continue to be reported to Committee.

5.4 Awards - The Outcome

Britain In Bloom Awards

Aberdeen was awarded a Gold award and won the City category at the prestigious Royal Horticultural Society (RHS) Britain in Bloom UK Finals Awards held in Birmingham.

Duthie Park also won the RHS Public Park Award (Given in Memory of David Welch) which is presented to the park designed for horticultural excellence, with appropriate planting, high standards of maintenance, including infrastructure, conserving wildlife, cleanliness, features of interest and community involvement.

The city was also honoured by RHS judges who awarded it the 'RHS Britain in Bloom Award for Overcoming Adversity', in recognition of the way Aberdeen pulled together to bounce back after the devastation wrought by Storm Frank.

Aberdeen, which represented Scotland, was one of only four areas from across the UK chosen to compete in the City category of the awards. Aberdeen's medal, the highest available, confirms its position as one of the greenest and most beautiful cities in Britain.

Beautiful Scotland Awards

Aberdeen received a resounding 11 awards at the 50th annual Beautiful Scotland awards.

Aberdeen City Council, Dyce, Cove, Culter, Powis and Aberdeen Inspired were presented with awards which recognised the hard work carried out to clean up, green up and beautify Aberdeen.

The awards, which were hosted by the City Council and held at the city's Beach Ballroom.

Aberdeen received a Gold Award and was named as the City Category overall winner, and it was also presented with the David Welch Memorial Award for Something Special for the exceptional David Welch Winter Gardens in Duthie Park.

It also received the Discretionary Royal Horticultural Society Scotland Award for Overcoming Adversity in recognition of the rejuvenation undertaken at Seaton Park following storms and flooding in late 2015 and early 2016.

Powis Residents Group received a Silver Gilt Award and was named as the Flatted Community Category overall winner. The group were also presented with the Discretionary Jim Murdie Trophy for Sustainability recognising its innovative approach to community gardening, including reusing and recycling materials to create features enhancing their green space.

The other Aberdeen award winners were:

- Aberdeen Inspired - Silver Gilt Award
- Culter in Bloom - Silver Gilt Award
- Dyce in Bloom - Silver Gilt Award
- Cove in Bloom - Silver Award

The event, which brought almost 300 delegates from across Scotland together in the city to receive their awards, saw George Anderson of the BBC's Beechgrove Garden present almost 50 accolades - recognising the significant number of entrants into the gold anniversary competition.

The many awards and success of our campaign is due recognition for all the hard work of the many partners, community volunteers, schools and Environmental Services staff, who all contribute greatly to the campaign, throughout the year.

The service is very proud of what has been achieved this year and the awards have allowed Aberdeen to showcase to the whole of the UK the horticultural excellence and community participation which makes Aberdeen such a wonderful place to live, work and visit.

6. IMPACT

Improving Customer Experience –

Our Growing Smarter campaign enhances public and private green space. Aberdeen has a history and tradition of having fantastic green spaces and our campaign allows everyone involved to embrace and celebrate this.

Our involvement with communities and partners has been recognised across the UK and Aberdeen is now seen as leading the field in this area.

Improving Staff Experience –

This project contributes to staff development and knowledge. The staff feel part of something very special and it gives teams a lift to be involved.

Staff enjoy the partnership working and community engagement involved at a local and national level. It increases collaborative working with other council services and external organisations and encourages information and knowledge sharing to contribute to the success of this campaign and other similar city wide projects and initiatives.

Improving our use of Resources –

The growing and sharing aspect of the campaign ensures that materials are shared and any funding put to where it is needed the most. The campaign attracts grant funding and this allows for investment in our green spaces.

The project also increases the capacity of staff to learn new skills.

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 particularly in delivering objective 2 and action 2.4 of the Strategy action plan.

Other corporate and service initiatives that the project will contribute to will include:

- Beautiful Scotland / Britain in Bloom 2017

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.

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

In Bloom Bulletin Report August 2016.

9. REPORT AUTHOR DETAILS

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