

OPERATIONAL DELIVERY COMMITTEE

19 November 2020

ABERDEEN, 19 November 2020. Minute of Meeting of the OPERATIONAL DELIVERY COMMITTEE. Present:- Councillor Wheeler, Convener; Councillor Bell and Graham, Vice-Conveners; and Councillors Allard (as substitute for Councillor Cormie), Councillor Crockett, the Lord Provost, (as substitute for Councillor Lesley Dunbar), Delaney, Jackie Dunbar, Henrickson, Macdonald and Sellar (as substitute for Councillor Lumsden).

The agenda and reports associated with this minute can be found [here](#).

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.

MINUTE OF THE PREVIOUS MEETING OF 10 SEPTEMBER 2020

1. The Committee had before it the minute of the previous meeting of 10 September 2020, for approval.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

2. The Committee had before it the committee business planner as prepared by the Chief Officer – Governance.

The Committee resolved:-

- (i) to agree to remove items 4 (Performance Report), 5 (Annual Assurance Statement), 6 (Annual Effectiveness Report), 8 (Cluster Risk Register) and 9 (Housing Allocation Policy); subject to the decisions taken in respect of items 4, 5, 6, 8 and 9 later on the agenda;
- (ii) to note that a report on Traffic Management Measures at TECA would be delayed by 12 months due to COVID-19 and the temporary closure of TECA;
- (iii) to note that the Waste Strategy item and the Waste and Recycling Policy Review both fell under Term of Reference 1.1.5 and the planner would be updated to reflect this; and
- (iv) to otherwise note the information contained in the business planner.

PERFORMANCE REPORT - CUS/20/176

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3. The Committee had before it a report by the Chief Operating Officer and the Director of Customer Services, which presented Committee with the status of key performance measures relating to the Operations function.

Members discussed the performance report in detail and offered various observations.

The report recommended:-

that the Committee provide comments and observations on the performance information contained in the report Appendix.

The Committee resolved:-

- (i) to request that a Service Update be issued every cycle in regards to Void properties;
- (ii) to request that a report be brought back to a future meeting of this committee on the progress of Void properties;
- (iii) to note that the volume of Void properties would be reported in future performance reports;
- (iv) to request that the Chief Officer – Integrated Children’s and Family Services, share information to all members via email, in regard to the Performance indicator and the percentage of child protection plans issued in 5 days; and
- (v) to otherwise approve the recommendation.

ANNUAL EFFECTIVENESS REPORT - COM/20/110

4. The Committee had before it a report by the Chief Officer – Governance, which presented the annual report of the Operational Delivery Committee to enable Members to provide comment on the data contained within.

The report recommended:-

that the Committee note the annual committee effectiveness report for the Operational Delivery Committee.

The Committee resolved:-

to approve the recommendation.

CLUSTER RISK REGISTER AND ASSURANCE MAPS - OPE/20/212

5. The Committee had before it a report by the Chief Officers for Customer Experience, Digital and Technology, Early Intervention and Community Empowerment, Operations and Protective Services and Integrated Children’s and Family Services, which presented the Cluster Risk Registers and Assurance Maps in accordance with the Committee Terms of Reference and provided assurance on the Council’s system of risk management.

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Members asked various questions in relation to the various risk registers.

The report recommended:-

that the Committee note the Cluster Risk Registers and Assurance Maps set out in Appendices A and B.

The Committee resolved:-

- (i) to request that officers look at breaking down the overall controls contained in the risk register by percentage completed; and
- (ii) to otherwise approve the recommendation.

ANNUAL ASSURANCE STATEMENT - CUS/20/218

6. The Committee had before it a report by the Chief Officer Early Intervention and Community Empowerment, which sought approval for the Council's Annual Assurance Statement, to be submitted to the Scottish Housing Regulator by 30 November 2020.

Members asked questions in regards to the Annual Assurance Statement.

The report recommended:-

that the Committee approve the Annual Assurance Statement for submission to the Scottish Housing Regulator.

The Committee resolved:-

- (i) to request that officers circulate the correct web link to members via email which was contained in the committee report; and
- (ii) to otherwise approve the recommendation.

HOUSING ALLOCATION POLICY - CUS/20/188

7. The Committee had before it a report by the Chief Officer Early Intervention and Community Empowerment, which sought approval for the proposed changes to the Housing Allocation Policy.

The report recommended:-

that the Committee –

- (a) notes that the proposed changes have been created following consultation with members of staff, tenants, 3rd sector organisations and Elected Members; and
- (b) approves the proposed changes to the Housing Allocation Policy by amending:
 - Delegated Power 11 to allow greater flexibility when tenants are sentenced to a period of imprisonment;

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- Delegated Powers 23 – 32 to allow greater flexibility when tenants are in urgent housing need and those who are approved for the downsizing scheme; and
- section 19.1 of the Allocation Policy to grant the Chief Officer – Early Intervention and Community Empowerment the power to award an increased priority on the urgent list for statutory homeless applicants where issues of Public Protection prevail, all as detailed within this report.

The Committee resolved:-

- (i) to note that a Service Update would be issued to members in due course in regards to progress being made with the new wording of “suitable arrangement” for house swaps rather than like for like swaps; and
- (ii) to otherwise approve the recommendations.

ANNOUNCEMENT

8. The Convener provided two updates to the Committee.

Firstly, the Convener advised that the Green Flag Award scheme recognised and rewarded well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world. He explained that Aberdeen had 7 sites awarded with Green Flags this year and this was the most the authority had ever achieved.

The Convener also advised that Aberdeen was the first local authority in Scotland to have an allotment site awarded with a Green Flag, and Aberdeen had two. Garthdee Field Allotment achieved a Green Flag for the first time in 2020.

The Convener noted that the awards recognised and rewarded the hard work of staff, Friends groups and the many volunteers who helped in the Council’s parks and offered his congratulations and thanks to everyone involved.

Secondly the Convener advised that 2020 saw Aberdeen retain its Seaside Award and this was the 13th year in a row that Aberdeen beach had been recognised and awarded in this way.

The Convener highlighted that this was a fantastic achievement and awarded beaches demonstrated excellent beach management and environmental best practice ensuring the maintenance of high standards.

The Convener congratulated everyone involved with the awards and thanked everyone for their hard work and efforts.

- **Councillor John Wheeler, Convener**