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1	CITY GROWTH AND RESOURCES COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			03 February 2021						
4	Cooperative Development Funding	The UBC on 30 June 2020 agreed (1) to instruct the Chief Officer – Early Intervention and Community Empowerment to investigate the feasibility of the Council working in partnership with businesses, existing Co-ops, Co-operative UK and social enterprise, and local citizens to set up or enable citizens, communities' entrepreneurs, social enterprise and others to set up Community Benefit Societies and Co-operatives within Aberdeen; and report back to the appropriate Committee; and (2) to agree to redistribute the £75,000 from the Co-op development fund to bring forward the initiative set out in paragraph 8 above and instruct the Chief Officer – Early Intervention and Community Empowerment to report to the City Growth and Resources Committee within 2 cycles and thereafter for the report to be forwarded to the Community Planning Partnership		Paul Tytler/Andrew Stephen	Early Intervention and Community Empowerment	Customer	1.1	D	Delayed due to resource capacity. The intention is to present this to the next meeting in May.
5	External Transportation Links to Aberdeen South Harbour - STAG Part 2 (to be combined with report below)	The City Growth and Resources Committee on 18 September 2018 agreed to instruct the Chief Officer – Strategic Place Planning to conduct a STAG Part 2 Appraisal, to consider the eight options identified in the STAG Part 1 report, as detailed in section 3.4, and that consideration be given to the emerging options from the STAG Part 1 External Transportation Links to Aberdeen South Harbour and ensure that both STAG Part 2 reports are submitted to this committee for consideration at the same time.	This is to be combined into one report with the Wellington Road Multimodal Corridor Study STAG Part 2 report, below	Gale Beattie	Strategic Place Planning	Commissioning	3.2		

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2									
6	Wellington Road Multimodal Corridor Study - STAG Part 2 (to be combined with report above)	The City Growth and Resources Committee on 18 September 2018 agreed to instruct the Chief Officer – Strategic Place Planning to conduct a STAG Part 2 Appraisal, to consider the eight options identified in the STAG Part 1 report, as detailed in section 3.4, and that consideration be given to the emerging options from the STAG Part 1 External Transportation Links to Aberdeen South Harbour and ensure that both STAG Part 2 reports are submitted to this committee for consideration at the same time.	This is to be combined into one report with the External Transportation Links to Aberdeen South Harbour STAG Part 2, above	Will Hekelaar/Gale Beattie	Strategic Place Planning	Commissioning	3.2		
7	Electric Vehicle Framework for Aberdeen	The purpose of the Report is to gain the approval of the committee to adopt the Aberdeen Electric Vehicle (EV) Framework		Anthony Burns	Strategic Place Planning	Commissioning	3.3		
8	Cluster Risk Registers and Assurance Maps	To report on the Cluster Risk Register (Governance, Strategic Place Planning, City Growth and Finance)		Ronnie McKean/TBC	Various	Various	2.1.4		
9	Covid-19 Response Actions	The purpose of this report is to inform members of the decisions made in respect of the Council's resources during the rescue and transition stages of the pandemic to protect the Council's workforce and customers.		Fraser Bell	Governance	Commissioning	1.1		
10	Performance Management Framework Report – City Growth and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Resources as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson	Chief Officer – Data and Insights	Customer	2.1.4		

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11	Car Parking Framework	The CG&R Committee on 6 June 2019 agreed to note the findings of the SCPR and instruct the Chief Officer – Strategic Place Planning to develop a draft Car Parking Strategy and to report back to this Committee in summer 2020.		Will Hekelaar	Strategic Place Planning	Commissioning	3.3	D	This was originally due for the August 2020 meeting, however development of the Car Parking Framework has been delayed due to sensitivities in terms of consulting with members of the public and stakeholders on such an issue during this time, given the disruption that has been caused to residents and businesses and to the city centre economy by the pandemic and ongoing restrictions, and the mixed reaction to the temporary city centre Spaces for People measures. Assuming that the impacts of the pandemic lessen as a vaccine is rolled out, the car parking consultation will be revisited in late 2021.

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2	Sustainable Drainage System (SUDS) Section 7	Maintenance of SuDS within the boundaries or curtilage of a private property, such as a residential driveway or a supermarket car park, is the responsibility of the land owner or occupier. The Scottish Environment Protection Agency's (SEPA's) preference is for SuDS constructed outside the boundaries or curtilage of a private property to be adopted by Scottish Water, the local authority or a public body, and as such SEPA seeks a guarantee for the long term maintenance and sustainability of any SuDS implemented.	This was originally due to be reported to the June 2019 meeting. A Service Update was circulated on 21 January 2021.	Claire Royce	Operations and Protective Services	Operations	3.2 and 3.3	D	We have consulted other Local Authorities to determine how they came to the decision as to whether to sign up to the MOU with Scottish Water and have found that the interpretation of what Scottish Water consider to be below ground, and therefore their responsibility for maintenance, is key. We have asked for clarification from Scottish Water and are awaiting a response. Without this clarification we are not in a position to make a recommendation as to whether the MOU should be signed. A Service Update will be circulated.
12	Aberdeen City Region Deal – Strategic Transport Appraisal – Initial STAG Appraisal of Regional Transport Projects	The report will advise the Committee of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Initial Appraisal undertaken as the current stage of the Strategic Transport Appraisal component of the Aberdeen City Region Deal. (added to the Planner on 22/01/20)		Ken Neil/ David Dunne	Strategic Place Planning	Commissioning	3.3	R	This has been incorrectly included on the Planner and was a duplicate of the report on the City Region Deal External Transportation Links to Aberdeen South Harbour and Wellington Road Multimodal Corridor Study – STAG Part 2. COM/21/001.
14	Strategic Infrastructure Partnership with North East Scotland Pension Fund	The CG&R Committee on 7/2/19 agreed to Instruct the Chief Officer – Finance to explore the opportunities for a strategic partnership between the Council and the North East Scotland Pension Fund (NESPF) for the purposes of supporting local infrastructure investment, and to report on the feasibility of this within three committee cycles.		Jonathan Belford/R. Sweetnam	Finance/City Growth	Resources	3.2 & 3.3		

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17	Aberdeen Active Travel Action Plan 2021-2026	This report asks the Committee to approve the proposed Aberdeen Active Travel Action Plan 2021-2026 to allow for an agreed policy position on Active Travel and allow for future Active Travel projects to be progressed subject to suitable funding being available		Tony Maric	Strategic Place Planning	Commissioning	2.1.1 & 2.1.5		
18	North East Scotland Joint Mortuary Full Business Case	The CG&R Committee on 28/10/20 agreed to note the progress of the Full Business Case, the results of which will be reported to the City Growth and Resources Committee on 3 February 2021.		Sandy Beattie	Finance	Resources	3.2 & 3.3		
19	Council Financial Performance, Quarter 3, 2020/21	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.1.1		
20	Bus Partnership Fund Bid	To seek Committee approval to submit a bid to the Transport Scotland/ Scottish Government's Bus Partnership Fund (£500m), as the lead partner for the bid, and on behalf of/in partnership with the North East Bus Alliance.		Joanna Murray	Strategic Place Planning	Commissioning	3.3		
21	Site 16 – Lang Stracht – Demolition and Disposal Update	To update the committee and seek authorisation on the revised proposals for the demolition of the buildings and the subsequent disposal of the site		Peter Thatcher	Corporate Landlord	Resources	4.1 & 4.4		
22	Town Centre Fund	The CG&R Committee on 28/10/20 agreed to instruct the Chief Officer – City Growth to report back to the meeting of this Committee on 3 February 2021 with a progress report of allocated projects and to inform the Committee of any uncommitted funding and options of how this may be distributed.		Stuart Bews	City Growth	Commissioning	1.1.7		

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23	Economic Policy Panel 2020 Report	To inform members of its publication, the recommendations contained within and seek approval of proposed responses to these recommendations from Council officers, members and other stakeholders		Jamie Coventry	City Growth	Commissioning	2.1.1; 2.1.2; 2.1.5; 2.1.6 & 2.2.		
24	Aberdeen Hydrogen Hub Delivery Model	The CG&R Committee on 28/10/20 agreed to instruct the Chief Officer – City Growth following consultation with the Chief Officer – Finance, Head of Commercial and Procurement Services and the Chief Officer – Governance to identify the optimum investment and delivery model for the production, storage and distribution of renewable hydrogen for Aberdeen, and report back to this Committee with the results of that appraisal		Louise Napier/ Andrew Win	City Growth	Commissioning	1.1 & 3.3		
25	This is Aberdeen Promotional Video	The Council on 14/12/20 agreed that the target reach of the promotional video be the subject of a report from the Chief Officer - City Growth at the next City Growth and Resources Committee.		Richard Sweetnam	City Growth	Commissioning		R	The promotional video was soft launched w/c 11 January and has had 9,000 views to date. The intention is to start pushing this using appropriate hashtags onto other channels and officers will circulate a Service Update on the impact of this across a number of KPIs prior to the Committee meeting in May 2021.
26	Letter to the Local Government Minister in relation to the £500 bonus payment for key workers across local government.	The Council on 14/12/20 agreed to instruct the Chief Executive to report the response from the Minister at the next meeting of the City Growth and Resources Committee.	The intention is to incorporate the response from the Minister into the Council Financial Quarterly Monitoring Report, either this cycle or next, depending on date of response receipt.	Jonathan Belford	Finance	Resources			
27	Extension of Bucksburn Academy - Outline Business Case	To seek approval of the funding required for the preferred design option to progress to detailed design development (RIBA stage 4). This will be a multi Committee report and will also be considered by the Education Operational and Delivery Committee on 20 January 2021		Maria Thies	Corporate Landlord	Resources	1.1.1, 2.1.4 & 4.1		

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28	Draft Local Flood Risk Management Plans Cycle 2	To inform the committee of the consultation proposals for the Draft Flood Risk Management Strategies and Plans		Claire Royce	Chief Officer – Operations and Protective Services	Operations	3.2 & 3.3		
29	Invest Aberdeen Update	To provide an update to Committee on Invest Aberdeen delivery from June to December 2020 and to agree its forward priorities.		Lynn Mutch/Andrew Win	City Growth	Commissioning	3.3		
30	Listing of the Aberdeen Inner City Multi Storey Blocks	This report formally advises the committee of the intention decision of Historic Environment Scotland (HES) to place a Category A listing against 8 multi-storey buildings in Aberdeen City Centre, it discusses the impact of this on the Housing Revenue Account going forward and also addresses wider issues and investment requirement for the buildings in the medium to long term and seeks instructions in taking this forward		Stephen Booth	Corporate Landlord	Resources	1.1, 2.1 & 4.1		
31	Pinewood - Amendment to Sale Contract	This report formally advises of an approach from the site purchasers to discuss the renegotiation of payment terms for the site.		Stephen Booth	Corporate Landlord	Resources	4.1		
32	Credit Rating Annual Review	To provide an overview of the recent credit rating annual review and report the outcome of the review		Neil Stewart	Finance	Resources	1.1.11		
33			11 May 2021						
34	Performance Management Framework Report – City Growth and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Resources as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson	Chief Officer – Data and Insights	Customer	2.1.4		
35	Council Financial Performance, Quarter 4, 2020/21	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.1.1		

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36	Strategic Overview of Aberdeen Coast Protection	To advise the Committee of the findings of studies carried out to provide a strategic overview of Aberdeen coastal protection and to request reallocation of existing budget to carry out optioneering and detailed design in the short term (next two years) to identify phased significant construction works which may be required over the next 5 to 20 years.		Claire Royce	Chief Officer – Operations and Protective Services	Operations	3.2 & 3.3		
37			24 June 2021						
38	Developer Obligations - Asset Plans	The CG&R Committee on 26/09/19 agreed to note that the Chief Officer – Strategic Place Planning would undertake the consultation on the draft Asset Plan template as outlined within this report and report the outcomes to a future meeting of this committee.	Due to implications of consulting during the COVID19 pandemic and the ongoing review of service delivery it is proposed to report back in June 2021, however if it is possible this will be brought back sooner.	David Dunne/David Berry	Strategic Place Planning	Commissioning	3.2		
39	Performance Management Framework Report – City Growth and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Resources as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson	Chief Officer – Data and Insights	Customer	2.1.4		
40	Aberdeen Low Emission Zone	The CG&R Committee on 6 February 2020 agreed to instruct the Chief Officer – Strategic Place Planning to undertake public and stakeholder engagement on options for a city centre LEZ encompassing multiple vehicle types and report the outcomes of this process to the Committee in October 2020. The CG&R Committee on 28/10/20 agreed to instruct the Chief Officer – Strategic Place Planning to report the outcomes of traffic modelling and engagement exercises to this Committee in June 2021.		Will Hekelaar	Strategic Place Planning	Commissioning	3.2 & 3.3		
41			10 August 2021						
42	Performance Management Framework Report – City Growth and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Resources as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson	Chief Officer – Data and Insights	Customer	2.1.4		

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43	Aberdeen to Westhill Transport Corridor Study	The CG&R Committee on 28/10/20 agreed (1) to instruct the Chief Officer – Strategic Place Planning to develop a programme for the delivery of the Low Delivery Package measures, subject to available funding, as detailed in the Action Plan at Appendix 1 and report these back to City Growth and Resources committee for approval; and (2) to instruct the Chief Officer – Strategic Place Planning to develop the Outline Business Case for the Medium/High Delivery Package measures as detailed in the Action Plan at Appendix 1, subject to available funding and report back to the Committee in Summer 2021	In terms of:- (1) the delivery plan will be appended to the Bus Partnership Fund (BPF) report to be considered by CG&R Committee on 3 February 2021; and (2) it will not be possible to report back on the outcomes of the Outline Business Case in Summer 2021 as no funding has yet been confirmed. It is proposed within the BPF report therefore to bring back to committee a programme of development and delivery of the whole BFP bid, should this be successful, including this Outline Business Case, as soon as it is available.	Gregor Whyte	Strategic Place Planning	Commissioning	3.2 & 3.3		
44	Council Financial Performance, Quarter 1, 2021/22	To present the Council's financial position for the quarter.	:	Lesley Fullerton	Finance	Resources	1.1.1		
45	Queen Street Redevelopment	Council on 6/3/18 agreed to instruct the Chief Officer – City Growth to bring forward an all options business case to the Capital Programme Committee in September 2018 on how best to proceed with Queens Square as part of the next phase of the masterplan. The CG&R Committee on 28/10/20 agreed to instruct the Director of Resources to procure a development partner to develop options for the redevelopment of the area and report the results back to this Committee		Sandy Beattie	Finance	Resources			
46			03 November 2021						
47	Condition & Suitability 3 Year Programme	This report seeks approval of an updated 3-year Condition and Suitability (C&S) Programme.		Alastair Reid	Corporate Landlord	Resources	4.1		

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48	Performance Management Framework Report – City Growth and Resources	To inform Members of service delivery performance, commitments and priorities relating to City Growth and Resources as reflected within the Council's commissioning intentions and the Council Delivery Plan.		Alex Paterson	Chief Officer – Data and Insights	Customer	2.1.4		
49	Proposals for Investment for Works at Riverbank School to Accommodate the Relocation of St. Peter's School	Council on 3 March 2020 agreed to instruct the Chief Officer Corporate Landlord to take forward the proposals for investment for works at Riverbank School to accommodate the relocation of St. Peter's School once Riverbank School relocates to the City Growth and Resources Committee on 28 October 2020 with an indicative programme.	Work continues to progress in relation to the replacement Riverbank School, allowing the relocation of the existing Riverbank School to the new building. Following the appointment of a contractor for the new building in 2021, work will be progressed to scope out the required investment for the existing building and the timescale for the relocation of St Peter's School to it. A further report will be brought back to Committee in the Autumn/WInter of 2021/22.	Andrew Jones/Maria Thies	Corporate Landlord	Resources	4.1		
50	Unrecoverable Debt	To advise numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit Overpayments and Rent made unrecoverable during 2020/21 as required in terms of Financial Regulations and approve Non-Domestic Rates write offs in excess of £25,000		Wayne Connell	Chief Officer- Customer Experience	Customer	1.1		
51	Council Financial Performance, Quarter 2, 2021/22	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.1.1		
52			2022						

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53	Review of School Estate	<p>Council on 6/3/18 agreed to instruct the Chief Officer – Corporate Landlord to bring a review of the School Estate report within the next 9 months to the Education Operational Delivery Committee, thereafter to forward the report to the Capital Programme Committee.</p> <p>Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.</p>	Officers intend bringing a report to Council in March outlining the process and timeline for delivering the School Estate Strategy	Stephen Booth / Andrew Jones	Corporate Landlord	Resources	4.1		
54	Local Authority Bus Services/Controlled Bus Companies	<p>The CG&R Committee on 26/09/19 agreed to instruct the Director of Resources to monitor the sale position of First Aberdeen Limited and report back to the City Growth and Resources Committee on 6 February 2020 with an update on the proposed sale and recommended next steps for the Council.</p> <p>The CG&R Committee on 28/10/20 agreed that given that First Bus has indicated it is no longer for sale, instruct the Chief Officer – Strategic Place Planning to report back to the City Growth and Resources Committee in February 2022 with the steps that would be necessary to establish the setting up by the Council of a municipal bus company as part of the Council's commitment to green energy and net zero and in order to fulfil any obligations under any low emission zone that the Council may wish to implement.</p>		Gale Beattie	Strategic Place Planning	Commissioning	1.1.8 or 3.2		
55			TBC						

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56	Impact on Aberdeen of Scottish Government Funding	Council on 5/3/18 agreed as part of our commitment to Civic Leadership and Urban Governance instruct the Chief Executive to bring a report to the City Growth and Resources Committee working with partners to include our ALEOs, Aberdeen and Grampian Chamber of Commerce, Aberdeen Burgesses Federation of Small Businesses, Opportunity North East, and Scottish Enterprise to assess the impact on Aberdeen of Scottish Government funding in comparison to the funding received by other local authorities and identify how the council can encourage the Scottish Government to provide a better financial settlement for Aberdeen.		Richard Sweetnam	City Growth	Commissioning	1.1 & 3.2		
57	Schools Business Cases	The EODC on 17/9/19 agreed: (1) Countesswells School - to establish a new primary school on the identified site N7 within the Countesswells development, Aberdeen, subject to approval of the fully costed business case at City Growth and Resources Committee; and (2) Milltimber School - to relocate the existing Milltimber Primary School to a new building on an identified site within the Oldfold Farm development, Aberdeen with effect from August 2021 or as soon as possible thereafter, subject to approval of the fully costed business case at City Growth and Resources Committee.		John Wilson	Capital	Resources	4.1		
58	Marywell to A956 Wellington Road – Cycle Path (RCD5394) 19/20	The CG&R Committee on 6 June 2019 agreed to instruct the Chief Officer – Capital and Chief Officer – Strategic Place Planning to undertake detailed design and cost estimates of the Preferred Route and connections, and to report back to this Committee for approval to construct in due course.	Discussions are continuing with an external funder regarding funding the design stage of the project. Once funding is confirmed the scheme will be progressed by the Roads Projects team	Alan McKay	Capital	Resources	3.2		

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59	Transport Delivery Programme	The CG&R Committee on 5 December 2019 agreed to instruct the Chief Officer – Strategic Place Planning and Chief Officer – Capital, to develop a prioritised delivery programme of transport interventions (to encompass larger-scale interventions recommended in the SUMP and the City Centre Masterplan, as well projects arising from the recent Roads Hierarchy review and the ongoing Low Emission Zone development process) to inform the Capital budget process and report this programme back to Committee in due course.		Will Hekelaar/ Joanna Murray	Strategic Place Planning	Commissioning	3.2 & 3.3		
60	Transient Visitor Levy - Engagement and Options	Council on 3 March 2020 agreed to instruct the Chief Officer City Growth to provide a report on the Transient Visitor Levy to the City Growth and Resources Committee on 28 October 2020 on engagement and options.	As a result of the Covid-19 pandemic, in March 2020, Scottish Government postponed consideration of the transient visitor levy. As more detail on the next steps regarding a Bill to the Scottish Parliament emerges, officers will report on the implications to the Council.		City Growth	Commissioning	3.2		

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61	Energy Transition Zone Training and Jobs Plan	Council on 3 March 2020 agreed to instruct the Chief Officer City Growth to evaluate the Energy Transition Zone Training and Jobs Plan and report back to the Council's City Growth and Resources Committee on 28 October 2020 on the extent to which local people are accessing training or job opportunities that are generated if any development occurs.	A key element of the overall business case for the ETZ, being led by Opportunity North East, is that Aberdeen Harbour is the location of choice for developers and suppliers to the ScotWind East Region Sites. In response, Skills Development Scotland, supported by NESCOL is leading a workstream that will focus on development of an energy transition skills programme, that will also involve the Council and the universities so that local people in the city are able to access new training and jobs opportunities in offshore wind, carbon capture, utilization and storage (CCUS) and Hydrogen. It is also intended to promote and stimulate broader 'green skills' that will also be in demand as the city responds to the net zero vision and the Council's own Route Map.		City Growth	Commissioning	3.2		
62	ACC Business Charter	The UBC on 30 June 2020 agreed to instruct the Chief Officer City Growth, following consultation with the Chief Officer Customer Services, to take all actions necessary in order to implement the ACC Business Charter working with the relevant Council services and business network representatives; instructs the relevant Chief Officers to monitor performance in delivering the charter; and report back to the Council's City Growth & Resources Committee.	Originally due at the meeting on 28/10/20. The Charter is an action within the Socio Economic Action Plan submitted to Committee. As it develops, and progress is monitored, a report will be presented to Committee in a subsequent cycle.	Richard Sweetnam	City Growth	Commissioning			