

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
19 MAY 2015**

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision. Reports which are overdue are shaded (in blue).

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1.	Enterprise, Planning & Infrastructure Committee 11/09/12 Article 23	<u>Aberdeen – The Smarter City: A Strategy for 2020</u> To instruct officers to report back to Committee in August 2013 with the strategy and implementation plan for approval.		Head of Economic and Business Development	29/08/13
2.	Education, Culture & Sport Committee 24/03/11 Article 19 15/09/11 Article 13 Education, Culture and Sport Committee 30/05/13 Article 12	<u>Community Learning and Development Regulations</u> To instruct the Director of Education, Culture and Sport to review the number of community facilities within Aberdeen as part of the wider service asset management plan for Education, Culture and Sport; and following on from the initial modelling based on the current level of provision, to instruct officers to run the model based on variations of current provision according to benchmarking, and report back to Committee on the outcomes of this modelling. To request a further report on the implications of the Scottish Statutory Instrument legislation once it was enacted.	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 at item 9.5 in relation to Community Centre Compliance Monitoring	Head of Communities and Housing	12/11/13
3.	Enterprise, Strategic Planning and Infrastructure	<u>Market Street / Guild Street Junction</u> In relation to the Aberdeen City Council (Market Street / Guild Street) (Rationalisation of Turning Movements)	The officers' review will commence after the 12 month period (i.e. after January 2015) and the outcomes will be reported back to Committee after that time. A report should therefore not be	Head of Public Infrastructure and Environment	04/09/14

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Committee 29/08/13 Article 23	Order 201(X), to uphold the objection received and refuse the making of this order, reverting to the status quo position from January 2014 after the Christmas and New Year period; and to request that officers review this in 12 months' time and report back to the Committee.	expected prior to March 2015. An update was provided in the March 2015 information bulletin.		
4.	Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27	<u>Speed Survey A944 to B9119</u> To request that officers carry out a detailed road survey on the A944 and B9119 and report back to the Committee in 12 months' time.	The speed limit on the A944 from the Ardene House Veterinary Hospital to the city boundary at Westhill has now been reduced to 40mph – approved at ESP&I Committee in September 2014.	Head of Public Infrastructure and Environment	04/09/14
5.	Housing and Environment Committee 14/05/13 Article 15 and Council 26/06/13 Article 19	<u>Tillydrone Update – A Way Forward</u> To instruct officers to report back to a future meeting of Committee with clear recommendations on land use to support regeneration based upon the desktop reports, title reports and financial viabilities for each site.	An update was provided in the March 2015 information bulletin.	Head of Land and Property Assets	28/10/14
6.	Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 9	<u>Rural Roads – Speed Limits</u> To request that officers report back to the Committee in 12 months' time on the speed limits across rural roads.	Due to continued staff shortages, the speed surveys have not yet been carried out on the four locations contained within the original report. Along with the speed surveys, accident information is required to complete the analysis and it is proposed that the report comes back to Committee in August 2015.	Head of Public Infrastructure and Environment	13/01/15
7.	Housing and Environment Committee 26/08/09	<u>Modernising Public Space CCTV</u> To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new	Further to a bulletin report in August 2014, a letter from Police Scotland was received on 26 September which recognised the concerns of the Council with regard to funding. The letter	Director of Communities, Housing and Infrastructure	13/01/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Article 16 Housing and Environment Committee 29/10/13 Article 17	CCTV system, in particular the impact CCTV has had on assisting convictions; and investigating other systems and new technologies that could be adopted, to a future meeting of the Committee. At its meeting of 29 October 2013, the Committee resolved:- (a) To note the progress made in terms of the in-house delivery model; and (b) To approve the further development of the in-house model by producing a detailed business case that outlined long term funding and staffing requirements.	indicated continued support for a project to provide a sustainable Public Space CCTV strategy and invited further dialogue on the matter. Considering the substantial cost pressure previously identified relating to the Council managing public space CCTV in the future, work continues to explore alternative funding options to bridge the funding gap. Dialogue with Police Scotland also continues. An update is provided in the information bulletin.		
8.	Housing and Environment Committee 14/01/14 Article 6 Enterprise, Strategic Planning and Infrastructure Committee 21/01/14 Article 4	<u>Management of Parking</u> To recommend to the Enterprise, Planning and Infrastructure Service that they manage all parking across the city, and if agreed, to request that a report be submitted to this Committee in 12 months providing an update on how the service was operating.	Officers are currently awaiting information to be provided from Housing and Environment. This outstanding business will be contained within an overarching report on parking within the city and will be submitted to the August Committee.	Head of Public Infrastructure and Environment	13/01/15
9.	Housing and Environment Committee 30/08/13 Article 14 Housing and Environment	<u>Houses in Multiple Occupation – New Powers in relation to Over-Provision</u> (a) to request officers to monitor the HMO provision in Old Aberdeen and report back in 12 months; and (b) to request officers to determine the scale of un-registered houses available to let across the city and report back in	A report is on the agenda at item 9.7	Head of Communities and Housing	18/03/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Committee 26/08/14 Article 3 Communities, Housing and Infrastructure Committee 28/10/14 Article 16	12 months. At its meeting of 28 October 2014, the Committee received the 12 month progress report, and resolved that a meeting be set up between the Chief Executive, the Council Leader and all interested parties to identify the main problems and to try to find common ground to resolve the issues outlined in the report.			
10	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	<u>Quality Partnership for Public Transport</u> To note the discussions which had taken place between the Quality Partnership for Public Transport partners on the possibility of entering into a Statutory Quality Partnership and instruct officers to work with partners to develop a draft agreement for approval by Members, with a report back to Committee in 6 months' time on progress.	Officers are in discussion with bus operators, NESTRANS and Aberdeenshire Council officers to explore the possible infrastructure and bus developments that might form the first SQP in Aberdeen. A full report on this item is anticipated after the summer. Progress on this item will be contained within the Strategic and Local Transport Projects update report to this Committee. An update was provided to the March 2015 in the bulletin under the Strategic and Local Transport Projects item. A report is expected in August 2015.	Head of Planning and Sustainable Development	18/03/15
11	Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	<u>Review of Emission Related Parking Charges</u> To instruct officers to monitor the benefits and outcomes of the emission related parking charges in other cities and to report back in 18 months in the following terms:- (a) establish the process and cost implications under which a residential permit scheme could be rolled out across the city as 'Phase 1' of an Emissions Based Parking Control (EBPC); and (b) establish the process and cost implications		Head of Public Infrastructure and Environment	19/05/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.			
12	Audit & Risk Committee 26/06/14 Article 10	<u>System of Risk Management</u> To instruct all Services to review their business continuity arrangements and to report back to their Service Committee.	There is a Council-wide report being presented to Audit, Risk and Scrutiny Committee in April – following this, a report will come back to this Committee. A report is on the agenda at item 8.2	Director of Communities, Housing and Infrastructure	19/05/15
13	Council 17/12/14 Article 15	<u>Affordable Housing Delivery</u> To instruct officers to submit a report to the Communities, Housing and Infrastructure Committee on spending uncommitted funds from the second home and empty property fund.	A report is on the agenda at item 9.8	Head of Communities and Housing	19/05/15
14	Communities, Housing and Infrastructure Committee 13/01/15 Article 17	<u>Local Transport Strategy</u> At its meeting of 13 January 2015, Committee resolved:- (i) to approve the content of the report and the Council's consultative draft Local Transport Strategy, following incorporation of comments by Members; (ii) to approve a period of consultation on the draft Local Transport Strategy and Strategic Environment Assessment with members of the public and stakeholders; and (iii) to report back to Committee with the results of the public consultation and a final draft Local Transport Strategy in May 2015.		Head of Planning and Sustainable Development	19/05/15
15	Communities, Housing and Infrastructure 13/01/15 Article 13	<u>Fire and Rescue Service – Aberdeen Performance</u> At its meeting on 13 January 2015, the Committee resolved, amongst other things:-	A workshop has been arranged for 24 April 2015. Reports are on the agenda at items 9.1 and 9.2 in relation to Fire and Rescue Service	Head of Service, Office of the Chief Executive	19/05/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		(i) to request further performance information on the number of Fire and Rescue visits to schools and other such presentations to children in future performance reports; and (ii) to organise a workshop to brief members on the Local Fire and Rescue Plan and all relevant legislation.	performance and the local plan.		
16	Housing and Environment Committee 26/08/14 Article 11 Communities, Housing and Infrastructure Committee 18/03/15 Article 16	<u>Review of Voids Processes</u> To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance. At its meeting of 18 March 2015, the Committee agreed:- (i) to note the content of the report; and (ii) to agree that officers proceed with the detailed action plan, to include (a) asset management options for the lowest demand areas with the primary focus being to bring these homes back into use quickly; (b) the implications of prioritising the turnaround of empty homes over routine maintenance and non-urgent repairs for a time limited period; and (c) minimising the turnaround times for empty homes on a longer-term basis, outlining the resources likely to be needed, balanced against the expected increased income to the Housing Revenue Account.	A report is on the agenda at item 9.6	Head of Communities and Housing	27/08/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
17	Council 17/12/14 Article 15	<u>Combined Heat and Power Initiative</u> To instruct officers to bring forward a report to the appropriate Committee outlining the next phase of the Combined Heat and Power initiative to include additional homes and public buildings across the city in order to contribute towards the reduction of fuel poverty, reduce the Council's carbon footprint and minimise fuel costs faced by the Council in respect of public buildings.	Report due August 2015	Head of Communities and Housing	27/08/15
18	Enterprise, Planning & Infrastructure Committee 22/01/13 Article 26 Urgent Business Committee 27/11/14 Article 3 Communities, Housing and Infrastructure Committee 18/03/15 Article 7	<u>Garthdee Controlled Parking Zone Extension</u> To instruct officers to monitor the parking impact in the area following the opening of the expanded RGU campus and report findings to the Committee with further recommendations pertaining to the implementation of a Controlled Parking Zone. At its meeting of 18 March 2015, the Committee resolved:- (i) to acknowledge the contents of the report; (ii) to note the concerns of the Community Council; (iii) to instruct officers to progress to the public advertisement stage and report the results to a future Committee; (iv) to agree that the area covered by this report would be at zero charge to residents (v) to accept the offer from Robert Gordon University to make payments up to 30 September 2025 to fund the administration for the existing	A report is on the agenda at item 12.3	Head of Public Infrastructure and Environment	27/08/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>Garthdee CPZ (capped at £25,000 p.a.) provided that during this period, residents were not charged a parking fee; and</p> <p>(vi) to agree that a joint letter be sent to residents from the Principal of Robert Gordon University and the Chief Executive of Aberdeen City Council which would specify that refunds would be paid promptly in respect of payments and fines levied since December 2014.</p>			
19	<p>Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 28</p> <p>Communities, Housing & Infrastructure Committee 28/10/14 Article 23</p> <p>Communities, Housing & Infrastructure Committee 18/03/15 Article 26</p>	<p><u>Area Around Hill of Rubislaw – Parking Review</u></p> <p>At its meeting of 28 October 2014, the Committee resolved:-</p> <p>(i) to note the content of the report and the results of the informal consultation exercise;</p> <p>(ii) to instruct officers to proceed with the detailed design of option 4, and to put together a business case for its justification with a report back to a future Committee meeting on the findings of the above, detailing financial costings and requesting permission to commence the legal process;</p> <p>(iii) subject to the above, to remove Royfold Crescent from Controlled Parking Zone X and include it within the design of the proposed Hill of Rubislaw zone;</p> <p>(iv) subject to the above, to add the streets to the east of Anderson Drive included within the area of consultation to Controlled Parking</p>	Report expected August 2015	Head of Public Infrastructure and Environment	27/08/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>Zone X; and</p> <p>(v) as part of the ongoing dialogue with the businesses at the Hill of Rubislaw, to instruct officers to ask that they fund the administration, enforcement and management costs of the additional parking restrictions.</p> <p>At its meeting of 18 March 2015, the Committee resolved:-</p> <p>(i) to note the content of the report and the appended Business Case and preliminary design;</p> <p>(ii) to note that the £30,000 budget for the initial phase of the project was included within the Roads renewal Capital budget for 2015-2016; and</p> <p>(iii) to instruct officers to commence with the legal process, and report back to a future Committee with the results of the initial phase consultation.</p>			
20	Housing & Environment Committee 11/03/14 Article 5	<p><u>Community Engagement Plan – Hazlehead Grove Nursery</u></p> <p>To request officers to provide a report in 12 months' time (a) outlining the lessons learned with the project, and (b) to identify whether there were other areas across the city to expand on the project.</p>	The Grove Nursery project is making very good progress but it is still too early for the project to report on lessons learned and how it might be expanded across the city. A report will go to Committee later in 2015 giving a full update.	Head of Public Infrastructure and Environment	27/10/15
21	Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<p><u>Advertising Bus Shelter</u></p> <p>To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.</p>	Report expected October 2015	Head of Planning and Sustainable Development	27/10/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
22	<p>Petitions Committee 24/04/14 Article 2</p> <p>Communities, Housing and Infrastructure Committee 28/10/14 Article 20</p>	<p><u>A944 Lang Stracht to Westhill Cycle Route</u></p> <p>(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</p> <p>(ii) To request a report back to Committee in a year's time if contributions from developers were not forthcoming within that time period.</p>	Report expected October 2015	Head of Public Infrastructure and Environment	27/10/15
23	<p>Enterprise, Strategic Planning & Infrastructure Committee 29/08/13 Article 9</p> <p>Community, Housing & Infrastructure Committee 28/10/14 Article 25</p>	<p><u>C127 Blacktop Road – Flashing Speed Limit Signs</u></p> <p>To request that officers report back to the Committee on the feasibility of installing flashing speed limit signs at C127 Blacktop Road (east to westbound)</p> <p>At its meeting of 28 October 2014, the Committee resolved:-</p> <p>(i) to note the content of the report and the fact that officers had undertaken a review / assessment of the route in line with guidance;</p> <p>(ii) to agree that no further action should be taken with regard to the installation of vehicle activated signs;</p> <p>(iii) to agree the renewal of signs and lines on the route in advance of the bend hazards; and</p> <p>(iv) to request that officers review the</p>	Report expected October 2015	Head of Public Infrastructure and Environment	27/10/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		situation on the road in 12 months' time.			
24	Communities, Housing and Infrastructure 18/03/15 Article 20	<u>Bi-Annual Sector Skills Needs Audit</u> At its meeting of 18 March 2015, the Committee resolved, amongst other things:- To agree to the production of a future report to Committee outlining the draft action plan to address the key issues raised in the sector skills needs audit.		Head of Economic and Business Development	Date to be provided
25	Housing and Environment Committee 26/08/14 Article 13	<u>Haudagain Improvement Scheme</u> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	An update was provided in the information bulletin for March 2015.	Head of Communities and Housing	Ongoing
26	Housing & Environment Committee 15/01/13 Article 14	<u>Welfare Reform</u> To include Welfare Reform on future Committee Business Statements. Officers continue to manage the impact of welfare reform. Further updates will be provided as and when appropriate.	Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is <u>removed from the business statement.</u>	Head of Communities and Housing	Ongoing
27	Enterprise, Planning and Infrastructure Committee 26/11/09 Article 18	<u>Berryden Corridor – Transport Infrastructure Improvements</u> To approve the preferred option for progression to detailed design (i.e. the so-called 'Do Something' option for the corridor, in association with a bus gate at Bedford Road / Powis Terrace) and to request that officers report back on detailed design, costs and programming. On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key	Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is <u>removed from the business statement.</u>	Head of Planning and Sustainable Development	Ongoing

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		milestones will be contained within the Strategic and Local Transport Projects update report to Committee.			
28	Enterprise, Planning & Infrastructure Committee 26/11/10 Article 19 Enterprise, Planning & Infrastructure Committee 18/01/11 Article 25	<p><u>(1) Access from the North – An Integrated Transport Solution and (2) Access from the North Proposals – ‘Third Don Crossing’</u></p> <p>To request a regular report back on progress on these matters, including the development of a Delivery Programme.</p> <p>To instruct officers to keep the Committee up to date with progress of the delivery plan as timescales might be amended subject to agreement of future years spend profiles of the Non-Housing Capital budget and other relevant sources of funding.</p> <p>On 6 November 2012, the Committee agreed that this item should remain on the business statement. Progress via key milestones will be contained within the Strategic and Local Transport Projects update report to Committee.</p>	Regular updates on this item will be provided through the information bulletin and so it is suggested that this item is removed from the business statement.	Head of Planning and Sustainable Development	Ongoing

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 2015
2	Housing and Environment 26/08/14	<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	Head of Land and Property Assets	August 2015

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Article 9		will influence decision making on the housing stock.		
3	Housing and Environment	<u>Aberdeen in Bloom</u>	To report each year on the Aberdeen in Bloom campaign. An update is in the information bulletin	Head of Public Infrastructure and Environment	October 2015
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 2016
5	Housing and Environment 19/11/09 Article 27	<u>Responsible Dog Ownership</u>	To instruct the Director of Communities, Housing and Infrastructure to provide an annual update report on responsible dog ownership to the Communities, Housing and Infrastructure Committee.	Head of Planning and Sustainable Development	January 2016
6	Housing and Environment 01/03/11 Article 34	<u>Air Quality Action Plan</u>	To instruct the Director of Communities, Housing and Infrastructure to report annually on progress.	Head of Planning and Sustainable Development	January 2016
7	Communities, Housing and Infrastructure 13/01/15 Article 18	<u>Sponsorship of Business Awards</u>	To request an annual report on the impact of the business award sponsorship activity.	Head of Economic and Business Development	January 2016
8	Communities, Housing and Infrastructure 18/03/15 Article 29	<u>Environmental Noise Action Plan Update</u>	To instruct relevant officers within the Communities, Housing and Infrastructure Service to implement the Noise Action Plan and report annually on progress during the period 2015-2018.	Head of Planning and Sustainable Development	March 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<u>Short Term Housing for Key Workers</u>	At its meeting of 18 March 2015, the Committee resolved, amongst other things:- To instruct officers to review the local lettings initiative as set out in the report after a period of 12 months and report back to Committee on outcomes as appropriate.	Head of Communities and Housing	March 2016