

**COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE  
COMMITTEE BUSINESS AND ANNUAL REPORTS  
Updated 12 January 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	Housing and Environment Committee 26/08/09 Article 16	<b><u>Modernising Public Space CCTV</u></b> To instruct officers to submit a further all-encompassing report, detailing the merits and costs of the existing and proposed new 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.	<b>Update expected June- Transformation board to look at concept.</b>	Director of Communities, Housing and Infrastructure	<b>13/01/15</b>
	Housing and Environment Committee 29/10/13 Article 17	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.			
	Communities, Housing and Infrastructure Committee 27/10/15 Article 4	At its meeting of 27 October 2015 the Committee resolved to keep this item on the Committee Business statement. This item will continue to be explored with partners in the City on how to progress it. There is also currently a group within the organisation looking at digital strategies which this could feed into.			

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
2	Enterprise, Strategic Planning and Infrastructure 21/01/14 Article 24	<p><b><u>Quality Partnership for Public Transport</u></b>  To note the discussions which had taken place between the Quality Partnership for Public Transport partners on the possibility of entering into a Statutory Quality Partnership and instruct officers to work with partners to develop a draft agreement for approval by Members, with a report back to Committee in 6 months' time on progress.</p>	<p><b>Update on January Information Bulletin.</b>  Progress will continue to be reported to Committee until such a time as a completed draft agreement has been concluded when a report will be made to committee.</p>	Head of Planning and Sustainable Development	<b>18/03/15</b>
3	Enterprise, Strategic Planning and Infrastructure 12/11/13 Article 4	<p><b><u>Review of Emission Related Parking Charges</u></b>  To instruct officers to monitor the benefits and outcomes of the emission related parking charges in other cities and to report back in 18 months in the following terms:-  (a) establish the process and cost implications under which a residential permit scheme could be rolled out across the city as 'Phase 1' of an Emissions Based Parking Control (EBPC); and (b) establish the process and cost implications for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.</p>	<p>The Consultant, AECOM, have prepared a report on the likely cumulative impacts on achieving statutory air quality objectives from various transport schemes as detailed in the Air Quality Action Plan. This suggests that Emission Based Parking Charges have a role to play in meeting the air quality standards but should be considered as part of a package of transport measures. For this reason the EPBC progression has been delayed to package and prioritise measures as detailed in the CHI Air Quality Bulletin. A more substantive report will be available when officers have further information.</p> <p><b>Report expected May 2016</b></p>	Head of Planning and Sustainable Development	<b>19/05/15</b>
4	Communities, Housing and Infrastructure Committee 13/01/15 Article 17	<p><b><u>Local Transport Strategy</u></b>  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</p>	<b>A report is on the agenda</b>	Head of Planning and Sustainable Development	<b>19/05/15</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>the draft Local Transport Strategy and Strategic Environment Assessment with members of the public and stakeholders; and</p> <p>(iii) to report back to Committee with the results of the public consultation and a final draft Local Transport Strategy in May 2015.</p>			
5	<p>Education, Culture &amp; Sport Committee 24/03/11 Article 19 15/09/11 Article 13</p> <p>Education, Culture and Sport Committee 30/05/13 Article 12</p> <p>Communities, Housing and Infrastructure 18/03/15 Article 15</p>	<p><b><u>Community Learning and Development Regulations</u></b></p> <p>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.</p> <p>To request a further report on the implications of the Scottish Statutory Instrument legislation once it was enacted.</p> <p>At its meeting of 18 March 2015, the Committee agreed amongst other things to request a progress report after September on the outstanding centres which had not yet signed up to the Management Agreement and lease.</p>	<p>At its meeting of 3 September 2015 the Education and Children's Services Committee approved the Community Learning and Development (CLD) Strategic Plan and the process required to enable its implementation in line with The Scottish Statutory Instrument, "Requirements for Community Learning and Development (Scotland) Regulations 2013"; and noted that the Local Authority was responsible for ensuring that all relevant services and Community Planning Partnership (CPP) partners were made aware of the CLD Regulations.</p> <p>The following Leased Community Centres are not yet signed up to the new Lease and Management Agreement: Airyhall Community Centre Management Committee, Danestone Community Centre Association, Ferryhill Community Centre, Hanover Community Centre Management Committee, Kingswells</p>	Head of Communities and Housing	<b>27/10/2015</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		<p>The Committee also agreed to request that officers consult with community projects about a pilot Community Anchor model and report back to a future meeting.</p>	<p>Community Centre Management Committee. Officers shall continue to engage leased centres to develop a suitable solution.</p> <p>Regarding the Anchor organisations, we are taking this forward as part of the neighbourhood planning agenda.- <b>it is recommended that this part of the business item is removed.</b></p>		
6	<p>Housing and Environment Committee 26/08/14 Article 11</p> <p>Communities, Housing and Infrastructure Committee 18/03/15 Article 16</p> <p>Communities, Housing and Infrastructure Committee</p>	<p><b><u>Review of Voids Processes</u></b> To request officers to provide regular updates on the Voids situation and on any future initiatives to improve the performance.</p> <p>At its meeting of 18 March 2015, the Committee agreed:- (i) to note the content of the report; and (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.</p> <p>At its meeting of 19 May 2015, the Committee agreed, amongst other things to</p>	<b>Report expected May 2016</b>	Head of Communities and Housing	<b>17/05/2016</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	19/05/15 Article 16  Communities Housing and Infrastructure Committee 27/10/15 Article 15	request a report back on how the letting to care workers scheme was progressing.  At its meeting of 27 October 2015 the committee agreed amongst other things to receive a further report on progress in 6 months time.			
7	Housing & Environment Committee 11/03/14 Article 5	<b><u>Community Engagement Plan – Hazlehead Grove Nursery</u></b> 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.	<b>Update on January Information Bulletin</b>	Head of Public Infrastructure and Environment	<b>27/10/15</b>
8	Enterprise, Strategic Planning and Infrastructure Committee 03/06/14 Article 28	<b><u>Advertising Bus Shelter</u></b> To instruct officers to report back to Committee with details of a preferred bidder for approval in Autumn 2015.	Issuing of the Invitation to Tender (ITT) has been slightly delayed. As a result the evaluation process will not be completed in time to report to January CH&I Committee and accordingly <b>a report is expected March Committee.</b>	Head of Planning and Sustainable Development	<b>27/10/15</b>
9	Petitions Committee 24/04/14 Article 2  Communities, Housing and Infrastructure Committee 28/10/14 Article 20	<b><u>A944 Lang Stracht to Westhill Cycle Route</u></b> (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	<b>Recommended for removal –</b> update was provided in the October bulletin to advise no progress has been made to improving the cycle route via developer contributions as business development has slowed down because of the oil price crisis.	Head of Planning and Sustainable Development	<b>27/10/15</b>

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		contributions from developers were not forthcoming within that time period.			
10	Communities, Housing and Infrastructure 18/03/15 Article 20	<b><u>Bi-Annual Sector Skills Needs Audit</u></b> 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.	Due to the current volatility within the employment arena driven by Brent Crude Oil price, the imminent production of Skills Development Scotland's refreshed regional skills assessment and finalisation of our local economic development strategy it is felt that the final version of the Sector Skill Needs Audit – Action plan should be deferred to allow the impact of the above factors to be considered and where necessary amend the action plan to reflect these changing drivers.- <b>report expected March 2016</b>	Head of Economic and Business Development	<b>27/10/15</b>
11	Housing and Environment Committee 26/08/14 Article 13	<b><u>Haudagain Improvement Scheme</u></b> To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.	<b>Update provided on the October bulletin</b>	Head of Communities and Housing	<b>Ongoing</b>
12	Communities, Housing and Infrastructure 19/05/15 Article 19	<b><u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u></b> At its meeting of 19 May 2015, the Committee resolved to instruct officers to develop the proposed project in detail; to consult with the private owners of flats within the blocks to seek consent for the proposals; and to report back to Committee on the outcomes.	<b>Update on January Information Bulletin</b>	Head of Land and Property Assets	27/10/2015
13	Communities, Housing and Infrastructure 19/05/15 Article 20	<b><u>Seaton Backies One</u></b> At its meeting of 19 May 2015, the Committee resolved to instruct officers to develop the proposed project in detail; to conclude grant application with the funders who had indicated support for the project;	<b>Update on January Information Bulletin</b>	Head of Land and Property Assets	27/10/2015

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		to consult with the private owners of flats within the blocks to seek consent for the proposals; to request that officers continue to look for additional funding opportunities which might enable the project to be rolled out elsewhere; and to report back to Committee on the above as soon as possible.			
14	Finance, Policy and Resources 4/12/14 Article 25  Finance, Policy and Resources 09/06/15 Article 4	<b><u>Housing Support Services Commissioning Plan</u></b> To instruct officers to report to the Finance, Policy and Resources Committee by December 2015 with a Commissioning Plan for the Support, Housing Access and Community Safety Services with new service specifications. Referred to CH&I.  The Committee referred this item to CH&I business statement	<b>A report is on the agenda</b>	Head of Communities and Housing	20/01/16
15	Housing and Environment Committee 30/08/13 Article 14 and 26/08/14 Article 3  Communities, Housing and Infrastructure Committee 19/05/15	<b><u>Houses in Multiple Occupation – New Powers in relation to Over-Provision</u></b> At its meeting of 27 August 2015, the Committee resolved to instruct the Director of Communities, Housing and Infrastructure to carry out a full public consultation on the proposed introduction of a HMO Overprovision Policy for Aberdeen as detailed in Appendix 3 (with the amendment of point 3 to ‘This policy applies city wide’) with consultation on a 15% threshold as proposed by the Head of Communities and Housing and that a further report be submitted to Committee in	<b>A report is expected March</b>	Head of Communities and Housing	20/01/16

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Article 17 &27/08/15 Article 17	January 2016.			
16	<p>Petitions Committee 24/04/15 Article 1</p> <p>Communities Housing and Infrastructure 27/10/15 Article 27</p>	<p><b><u>A Tree For Every Citizen / Deer Management Disclosure Request – Petition</u></b></p> <p>At its meeting of 24 April 2015, the Committee resolved (amongst other things):-</p> <p>(i) in respect of point (1) of the petition, to note that a deer management plan, which would address these queries, would be submitted to the Council’s Communities, Housing and Infrastructure Committee later this year;</p> <p>(ii) to note that the deer management plan would estimate the population as a snapshot and to assess the impact of deer on habitats, deer welfare (from weights, deformities etc) damage to crops, public safety etc and that this would also explain how officers implemented SNH guidelines; and</p> <p>(iii) to request officers to report on deer crossing warning signs to a future meeting of the Communities, Housing and Infrastructure Committee.</p> <p>At its meeting of 27 October 2015 the Committee resolved to agree to the implantation 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.</p>	<b>Recommended for removal as updates will continue to be provided annually.</b>	Head of Public Infrastructure and Environment	01/11/16



	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
17	Communities, Housing and Infrastructure Committee 27/08/15 Article 20	<p><b><u>Council House Rent Policy</u></b> At its meeting of 27 August 2015 the Committee resolved:-</p> <p>(i) to instruct consultation with tenants on a rent increase for 2016/17 based on the existing policy of RPIX +1%. The July 2015 figure for RPIX is 1.1%;</p> <p>(ii) to instruct consultation with tenants on a new rent policy for 2017/18 onwards; and</p> <p>(iii) to instruct a report to a future committee on the views received from the consultation together with a proposal for a new rent increase policy.</p>	<b>A report is expected June 2016.</b>	Head of Communities and Housing	20/01/2016
18	Communities, Housing and Infrastructure Committee 27/08/15 Article 4	<p><b><u>Bay of Nigg Bay Development Framework</u></b> At its meeting of 27 August 2015, the Committee resolved:-</p> <p>(i) to approve the Draft Bay of Nigg Bay Development Framework for public consultation over a 6 week period, which will take place alongside the finalised Environmental Report; and</p> <p>(ii) to instruct the Director of Communities, Housing and Infrastructure to report the results of the public consultation on the Draft Framework and the Environmental Report, including any recommended amendments to a subsequent meeting of this Committee.</p>	<p>Public consultation commenced on 30 September 2015 and runs until 11 November 2015. Three public consultation drop in sessions have also been held.</p> <p><b>A report is on the agenda</b></p>	Head of Planning and Sustainable Development	20/01/2016
19	Communities, Housing and	<b><u>North East of Scotland Road Casualty Reduction</u></b>	<b>Report expected August 2016 – it is an annual collaborative report.</b>	Head of Public Infrastructure	25/08/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Infrastructure Committee 27/08/15 Article 30	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.		and Environment	
20	Communities, Housing and Infrastructure Committee 27/08/15 Article 31	<b><u>Waste Enforcement Review</u></b> At its meeting of 27 August 2015 the Committee resolved, amongst other things:- (i) to agree the implementation of a one year pilot project focussed on the enforcement of waste management regulations in the city centre with two officers from the City Warden service seconded into a dedicated waste enforcement role as outlined in option 2 of the report; and (ii) to instruct officers to report back to committee in six months' time on progress.	<b>Report expected March 2016.</b>	Head of Public Infrastructure and Environment	15/03/2016
21	Communities, Housing and Infrastructure Committee 27/08/15 Article 11	<b><u>Performance Report – Roads / Potholes</u></b> To instruct officers to report back in January on the trialling of new materials to deal with pot holes in the city.	<b>Update on January Information Bulletin</b>	Head of Public Infrastructure and Environment	20/01/2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
22	Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27  Communities, Housing and Infrastructure 19/05/15 Article 25	<b><u>Reduction in Speed Limit A944 to B9119 from 50mph to 40mph</u></b> 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.	<b>Due on completion of new signal controls for AWPR 2016/17</b>	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
23	Petitions Committee 22/09/15 Article 1	<b><u>Crossing Refuge – North Deeside Road, Cults</u></b> At its meeting of 22 September 2015, the committee requested officers to report on the terms of the petition, as well as all traffic management options at the location on North Deeside Road, Aberdeen to a future meeting of the Communities, Housing and Infrastructure Committee.	<b>A report is on the agenda</b>	Head of Public Infrastructure and Environment	20/01/16
24	Communities Housing and Infrastructure Committee 27/10/15 Article 11	<b><u>New Psychoactive Substance</u></b> At its meeting of 27 October 2015, the Committee requested officers to report to a future meeting of the Committee regarding the recent case in Edinburgh where the Council was granted forfeiture orders from the Sheriff Court which resulted in £50,000 of NPS handed over to trading standards officers.	<b>A report is on the agenda</b>	Head of Planning and Sustainable Development	20/01/16
25	Petitions Committee 10/11/15 Article 1	<b><u>Weight Restriction in Sclattie Park</u></b> At its meeting of 10 November 2015, the Committee requested that officers carry out relevant transport survey's in regards to Sclattie Park and Kepplehills Drive and to	<b>Reported expected March</b>	Head of Public Infrastructure and Environment	15/03/15

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
		report to Communities, Housing and Infrastructure Committee in March 2016, with the results and any necessary actions			
<b>Annual Reports</b>					
1	Housing and Environment 29/10/03 Article 10	<b><u>Private Sector Housing – Enforcement Funding</u></b>	To request the Director of Communities, Housing and Infrastructure to bring further annual reports to Committee on future developments (or earlier as required)	Head of Communities and Housing	August 2016
2	Housing and Environment 26/08/14 Article 9	<b><u>Development of an Asset Management Model for the Council's Housing Stock</u></b>	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. <b>Expected March</b>	Head of Land and Property Assets	January 2016
3	Housing and Environment	<b><u>Aberdeen in Bloom</u></b>	To report each year on the Aberdeen in Bloom campaign.	Head of Public Infrastructure and Environment	October 2016
4	Housing and Environment 14/01/14	<b><u>Countryside Ranger Service Five Year Plan</u></b>	To receive an annual report on the Countryside Ranger Service Annual Report. <b>On bulletin</b>	Head of Public Infrastructure and Environment	January 2016
5	Housing and Environment 19/11/09 Article 27	<b><u>Responsible Dog Ownership</u></b>	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. <b>On bulletin</b>	Head of Planning and Sustainable Development	January 2016
6	Housing and Environment 01/03/11 Article 34	<b><u>Air Quality Action Plan</u></b>	To instruct the Director of Communities, Housing and Infrastructure to report annually on progress. <b>On bulletin</b>	Head of Planning and Sustainable Development	January 2016
7	Communities,	<b><u>Sponsorship of Business Awards</u></b>	To request an annual report on the impact of	Head of	January 2016

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
	Housing and Infrastructure 13/01/15 Article 18		the business award sponsorship activity. <b>As the sponsorship of business awards will be part of the budget setting process to be finalised in February 2016 a report may be brought forward in March Committee.</b>	Economic and Business Development	
8	Communities, Housing and Infrastructure 18/03/15 Article 29	<b><u>Environmental Noise Action Plan Update</u></b>	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
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<b><u>Short Term Housing for Key Workers</u></b>	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