

COMMUNITIES, HOUSING AND INFRASTRUCTURE COMMITTEE
COMMITTEE BUSINESS AND ANNUAL REPORTS
Updated 3 March 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	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.	Update was provided on January Information Bulletin. 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.	Head of Planning and Sustainable Development	18/03/15
2	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 for a pay and display scheme to roll out across the city as 'Phase 2' of EBPC.	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. Report expected May 2016	Head of Planning and Sustainable Development	19/05/15

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3	Communities, Housing and Infrastructure 18/03/15 Article 15	<p><u>Community Learning and Development Regulations</u></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>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, and Kingswells Community Centre Management Committee.</p> <p>Officers have arranged a workshop with leased centre committees to help identify issues relating to current leasing and arrangements, and this will also support work towards the asset review. It is unlikely that a report shall be made during 2016.</p>	Head of Communities and Housing	27/10/2015
4	<p>Housing and Environment Committee 26/08/14 Article 11</p> <p>Communities, Housing and Infrastructure Committee 18/03/15 Article 16</p>	<p><u>Review of Voids Processes</u></p> <p>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:-</p> <ul style="list-style-type: none"> (i) to note the content of the report; and (ii) to agree that officers proceed with the detailed action plan, to include <ul style="list-style-type: none"> (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 	Report expected May 2016	Head of Communities and Housing	17/05/2016

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	<p>Communities, Housing and Infrastructure Committee 19/05/15 Article 16</p> <p>Communities Housing and Infrastructure Committee 27/10/15 Article 15</p>	<p>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 request a report back on how the letting to care workers scheme was progressing.</p> <p>At its meeting of 27 October 2015 the committee agreed amongst other things to receive a further report on progress in 6 months time.</p>			
5	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>	A report is on the agenda	Head of Public Infrastructure and Environment	27/10/15
6	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>	Regrettably due to competing demands on the Commercial and Procurement Services, the Invitation to Tender has not been able to be issued for the Bus Shelter Advertising Contract to date. Officers are working with colleagues in procurement to ensure timely issue of the Invitation to Tender within early February 2015. Officers will aim to report back to May CH&I, where this is viable.	Head of Planning and Sustainable Development	27/10/15

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7	<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>	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	27/10/15
8	<p>Communities, Housing and Infrastructure 18/03/15 Article 20</p>	<p><u>Bi-Annual Sector Skills Needs Audit</u></p> <p>At its meeting of 18 March 2015, the Committee resolved, amongst other things:-</p> <p>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.</p>	A report is on the agenda	Head of Economic Development	27/10/15
9	<p>Housing and Environment Committee 26/08/14 Article 13</p>	<p><u>Haudagain Improvement Scheme</u></p> <p>To request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.</p>	Update is provided on the March information bulletin	Head of Communities and Housing	Ongoing
10	<p>Communities, Housing and Infrastructure 19/05/15 Article 19</p>	<p><u>Installation of Feature Lighting to Multi-Storey Blocks at Balnagask</u></p> <p>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</p>	<p>Update was provided on January Information Bulletin</p> <p>Project has been financially remodelled and officers will now be consulting with the private owners of flats within the blocks and seek their consent for the revised proposals.</p>	Head of Land and Property Assets	27/10/2015

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		proposals; and to report back to Committee on the outcomes.			
11	Communities, Housing and Infrastructure 19/05/15 Article 20	<u>Seaton Backies One</u> 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; 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.	Update was provided on January Information Bulletin Works to demolish and remove the washhouse and cellars outbuildings was completed in December 2015. Works are due to commence on site in early January 2016 and be completed by April 2016.	Head of Land and Property Assets	27/10/2015
12	Housing and Environment Committee 30/08/13 Article 14 and 26/08/14 Article 3 Communities, Housing and Infrastructure Committee 19/05/15 Article 17 & 27/08/15 Article 17	<u>Houses in Multiple Occupation – New Powers in relation to Over-Provision</u> 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 January 2016.	A report is on the agenda	Head of Communities and Housing	20/01/16
13	Communities, Housing and Infrastructure	<u>Council House Rent Policy</u> At its meeting of 27 August 2015 the Committee resolved:-	A report is expected August 2016.	Head of Communities and Housing	20/01/2016

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	Committee 27/08/15 Article 20	<ul style="list-style-type: none"> (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 from the consultation together with a proposal for a new rent increase policy. 			
14	Communities, Housing and Infrastructure Committee 27/08/15 Article 30	<p><u>North East of Scotland Road Casualty Reduction</u></p> <p>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.</p>	Report expected August 2016 – it is an annual collaborative report.	Head of Public Infrastructure and Environment	25/08/2016
15	Communities, Housing and Infrastructure Committee 27/08/15 Article 31	<p><u>Waste Enforcement Review</u></p> <p>At its meeting of 27 August 2015 the Committee resolved, amongst other things:-</p> <ul style="list-style-type: none"> (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 	Arrangements for seconding and training staff have taken longer than anticipated. Initial deployment is expected in the next month meaning a report in May will provide greater insight into project progress.	Head of Public Infrastructure and Environment	15/03/2016

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		<p>a dedicated waste enforcement role as outlined in option 2 of the report; and</p> <p>(ii) to instruct officers to report back to committee in six months' time on progress.</p>			
16	<p>Enterprise, Strategic Planning and Infrastructure Committee 29/08/13 Article 27</p> <p>Communities, Housing and Infrastructure 19/05/15 Article 25</p>	<p><u>Reduction in Speed Limit A944 to B9119 from 50mph to 40mph</u></p> <p>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.</p>	<p>Pending further works on the route (installation of the traffic signals at the Crematorium) these works are due to be completed in March/ April and would require to 'bed in' over the following month. Report expected August.</p>	Head of Public Infrastructure and Environment	On completion of new signal controls for AWPR – 2016/17
17	<p>Petitions Committee 10/11/15 Article 1</p>	<p><u>Weight Restriction in Sclattie Park</u></p> <p>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 report to Communities, Housing and Infrastructure Committee in March 2016, with the results and any necessary actions</p>	<p>Report expected May</p> <p>Officers are meeting with the Community Council in late March 2016 and it was felt that consultation with them should take place before the report goes to committee.</p>	Head of Public Infrastructure and Environment	15/03/15
18	<p>Communities Housing and Infrastructure 20/01/16 Article 16</p>	<p><u>A New Disability Group for the City</u></p> <p>At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to report back to a future Committee in order to seek approval of the draft constitution, proposed election process and inaugural meeting arrangements of the new group.</p>	A report is on the agenda	Head of Communities and Housing	17/05/16
19	<p>Communities Housing and Infrastructure</p>	<p><u>Station Gateway</u></p> <p>At its meeting of 20 January 2016, the Committee agreed amongst other things to</p>	<p>Update provided on the information bulletin and report expected May</p>	Head of Planning and Sustainable	15/03/16

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	20/01/16 Article 20	instruct officers to report the results of the public consultation to the March Committee meeting.		Development	
20	Communities Housing and Infrastructure 20/01/16 Article 22	<u>FCH-JU Commercialisation Study</u> At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to present a detailed business case for Aberdeen City Council's participation in the commercialisation project under the proviso that European and external funding sources are secured.		Head of Economic Development	17/05/16
21	Communities Housing and Infrastructure 20/01/16 Article 31	<u>Aberdeen Crematorium and Hall of Remembrance Management Rules</u> At its meeting of 20 January 2016, the Committee agreed amongst other things to instruct officers to report back to committee with the results of the public consultation and the recommendation as to the form the Management Rules should take following the public consultation.		Head of Public Infrastructure and Environment	17/05/16
22	Council 25/02/16 Article 2	<u>Energy Services Company</u> At its meeting of 25 February 2016, the Council agreed to instruct the Director of Communities, Housing and Infrastructure to report back to the August 2016 meeting of the Communities, Housing and Infrastructure Committee having explored options for the development of an Energy Services Company (ESCo) to provide a heat network and to manage the heat and electricity that will be produced from the proposed Energy from Waste facility at Tullos.		Director of Communities, Housing and Infrastructure / Head of Public Infrastructure and Environment	25/08/16
23	Council 25/02/16 Article 2	<u>Delivery of affordable and social housing</u> At its meeting of 25 February 2016, the Council agreed to instruct the Chief		Director of Communities, Housing and Infrastructure	17/05/16

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		Executive to bring forward to the Communities, Housing and Infrastructure Committee proposals for the Council to accelerate the delivery of affordable and social housing within the Aberdeen city boundary utilising all relevant fiscal mechanisms, including asking the Scottish Government to use their devolved powers to help support these opportunities and to report back to Council at its meeting in August 2016.			

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 2016
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. Expected May	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.	Head of Public Infrastructure and Environment	October 2016
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

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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. Update is provided on the March information bulletin.	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. Officers will reassess the opportunities for sponsorship of business awards following the 2016/2017 budget-setting process in late February and will report in the May cycle.	Head of Economic 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. A report is on the agenda	Head of Planning and Sustainable Development	March 2016
9	Communities, Housing and Infrastructure 18/03/15 Article 18	<u>Short Term Housing for Key Workers</u>	Following committee approval in March 2015 to use Smithfield Court for Key Workers, building works were delayed and the tenancies did not start until 3rd August 2015 it would be appropriate to allow the operation of Smithfield Court to run for 12 months in order to evaluate the initiative properly. Therefore a report will be submitted to committee after August 2016"	Head of Communities and Housing	August 2016
10	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,	Head of Public Infrastructure and Environment	October 2016

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			Housing and Infrastructure in 12 months' time. .		
11	Communities Housing and Infrastructure 20/01/16 Article 21	<u>Memorandum of Understanding with Pemba, Mozambique</u>	At its meeting of 20 January 2016 the Committee resolved amongst other things to request officers to report annually to Committee to review outcome achieved as a result of the MOU.	Head of Economic Development	January 2017
12	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