

HOUSING AND ENVIRONMENT COMMITTEE

COMMITTEE BUSINESS

16 February, 2010

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Policy & Strategy Committee 28/04/09 article 16	<p><u>Property Management - Mixed Tenure</u></p> <p>The Committee requested officers to explore the range of potential options suitable for the promotion of property management in mixed tenure properties; to develop and trial various model options for Aberdeen City Council to deliver property management services to mixed tenure properties and report back to committee with the findings in 18 to 24 months; and to utilise £50,000 (£25,000 from Housing Revenue Account (HRA) and £25,000 from Private Sector Housing Grant (PSHG)), in developing and consulting on this service.</p> <p>The Committee also requested that an interim report be brought back in April/May 2010.</p>	<p>A report will be submitted next cycle.</p>	Director of Housing and Environment	April/May 2010 (interim report)	
2.	Policy & Strategy Committee 09/06/09 article 15	<p><u>Control of Commercial Waste Storage</u></p> <p>The Committee approved the policy for future control of commercial waste storage and requested that a</p>	<p>A report will be submitted to the Information Bulletin next cycle.</p>	Director of Enterprise, Planning and Infrastructure	13/04/10	25/05/10

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		progress report be submitted to Committee 3 months after implementation.				
3.	Resources Management Committee 22/04/08 article 34	<u>Public Toilet Review</u> At its meeting of 19/11/09, the Committee resolved:- to instruct the Director of Housing and Environment to report back with a final report on the Public Toilet Review to the Housing and Environment Committee at its meeting on 25 May, 2010.		Head of Resources Development and Delivery	25/05/10	
4.	Resources Management Committee 05/05/09 article 28	<u>Replacement Cremators</u> The Committee resolved to instruct that this become a standing item on the agenda, and therefore for updates to be provided at each cycle by the Director of Housing and Environment	A report is on the agenda at item 9.2.	Head of Service – Interim Lead for Environment	Every cycle	16/02/10
5.	Housing and Environment Committee 26/08/09 article 15	<u>Temporary Accommodation Strategy 2009-12</u> The Committee resolved to request officers to submit updates on the strategy and action plan to the Committee on a six monthly basis with an annual report detailing progress on key issues also to be submitted.	A report is on the agenda at item 8.1.	Director of Housing and Environment	13/04/10	
6.	Housing and Environment Committee 26/08/09	<u>Modernising Public Space CCTV</u> The Committee resolved to instruct officers to submit a further all	A Joint Group with Grampian Police has been established to develop a specification for the procurement of a suitable expert	Director of Housing and Environment	11/01/10	

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	article 16	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.	contractor to carry out an audit and develop costed options for this project. Work on developing the specification is ongoing and has been delayed due to staff sickness and other work priorities including budget options. A further meeting of the Group is being arranged for mid February to discuss a further draft of the specification, taking into account advice from the procurement and legal services. Assuming agreement on the content and structure of the specification is reached, it is intended that the tender be issued in March, responses received within 2/3 weeks, and selection completed as soon as possible thereafter. A verbal update will be provided at the meeting.			
7.	Corporate Policy and Performance 10/09/09 article 9	<u>Achieving Our Potential: Tackling Poverty and Income Inequality in Aberdeen City</u> The Corporate Policy and Performance Committee agree to remit the draft strategy to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty.	A report is on the agenda at item 5.3. Recommended for removal.	Director of Housing and Environment	11/01/09	16/02/10

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8.	Housing and Environment Committee 06/08/09 article 12	<p><u>Bulk Items uplift from HRA Properties</u></p> <p>The Committee resolved to instruct Housing Officers to monitor the effectiveness of the decision and to report back to a future meeting of the Committee in the new financial year including budgetary consideration on the longer term solution, including the consideration of outsourcing the service to a public social partnership.</p>	<p>A report is on the agenda at item 9.10.</p> <p>Recommended for removal.</p>	Director of Housing and Environment	13/04/10	
9.	Housing and Environment Committee 06/08/09 article 17	<p><u>Initiatives Adopted to Improve Rent Collection</u></p> <p>The Committee resolved to request officers to report back to the Committee in three cycles on progress with the New Ways of Working/person focus approached pilot.</p>	<p>Implementation of the “early intervention rent pilot” based in the Logie /Middlefield area had been delayed due to operational and resolve issues. The project has only been effective since November 2010, however promising results are beginning to reveal that the number of tenants with arrears is dropping as a result of early intervention. (e.g. from 66% on Nov 2009 to 40% in Jan 2010). At an early stage of this initiative the number of “notices” of surrounding proceedings have began to drop as have the Court letters.</p> <p>A report is on the agenda at item 6.5.</p> <p>Recommended for removal.</p>	Director of Housing and Environment	16/02/10	April 2010

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10	Housing and Environment Committee 06/08/09 article 19	<p><u>Duthie Park Restoration –Heritage Lottery Funding Bid</u></p> <p>The Committee resolved to instruct the Director of Housing and Environment to provide further progress reports including details on the outcome of the tendering process in the Housing and Environment information bulletin.</p>	<p>A report is on the agenda at item 9.4.</p>	Director of Housing and Environment	11/01/10	
11	Housing and Environment Committee 06/08/09 article 20	<p><u>Shared Services Agenda – Trading Standards</u></p> <p>The Committee resolved to instruct the Director of Housing and Environment Services to submit progress reports for approval, as appropriate.</p>	<p>A draft report was prepared for presentation at the Shared Services Board. However this report requires further discussion by the appropriate Directors from Aberdeenshire and Aberdeen City Councils to ensure that both CMT's approve the report's content. Pete Leonard is meeting Christine Gore on Monday 8 February, 2010 to discuss next steps.</p> <p>Update;- The Shared Service Board meets on the 21st April and will consider</p>	Director of Housing and Environment	11/01/10	25/05/10

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			a reviewed and update business case and report. The decisions of the Shared Service Board will be reported to the Committee at its meeting on 25 th May 2010 to consider and, if appropriate, ratify the Board's decisions.			
12	Housing and Environment Committee 06/08/09 article 25	<u>Implementation of the Approved Recommendations of the Best Value Options Appraisal of the Public Analyst Service</u> The Committee resolved to instruct the Director of Housing and Environment to provide a further progress report in the last cycle of the current financial year.		Director of Housing and Environment	25/05/10	
13	Housing and Environment Committee 19/11/09 article 14	<u>Housing for Varying Needs</u> The Committee resolved:- to request officers to report back the outcome of the review for the planning and resource implications of the provision and support required to the meeting of 13 April, 2010	Update:- The extent of the review means that a report will not be available until 25 May, 2010.	Director of Housing and Environment	13/04/10	27/05/10

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14	Housing and Environment Committee 19/11/09 article 25	<p><u>Birdproofing/ Gulls in the City Centre</u></p> <p>The Committee resolved:- to instruct the Director of Housing and Environment to provide an update regarding the outcome of the bird control measures undertaken citywide following the herring gull nesting season 2010; and (ii) to instruct the Director of Housing and Environment to report on the findings of the Aberdeen Airport Gull Action Group Study 2009 once it had been completed and the details documented</p>		Director of Housing and Environment	28/09/10	
15	Housing and Environment Committee 19/11/09 article 27	<p><u>Responsible Dog Ownership</u></p> <p>The Committee resolved:- to instruct the Director of Housing and Environment to provide an annual update report on responsible dog ownership to the Housing and Environment Committee</p>		Director of Housing and Environment	October 2010	

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16	Housing and Environment Committee 19/11/09 article 30	<p><u>Update report on the progress of the 'Growing Our Own' pilot for Environmental Health Advisors and Trading Standards Officers</u></p> <p>The Committee resolved:- that a further review and report on the progress of the initiative be made to the Housing and Environment Committee during the budget setting process for the 2012/2013 financial year.</p>		Director of Housing and Environment	Late 2010	
17	Housing and Environment Committee 11/01/10 article 13	<p><u>Housing Capital Programme – Review of Outcomes (Shower Cubicles)</u></p> <p>The Committee resolved:- instruct the Head of Service, Housing Asset Management to provide a further report on this matter to the Committee at its meeting on 13 April, 2010.</p>	A verbal report will be provided at the meeting.	Director of Housing and Environment	13/04/10	
18	Housing and Environment Committee 11/01/10 article 14	<p><u>Lift Refurbishment Contract</u></p> <p>The Committee resolved:- to request that officers submit a further update report, including the lift replacement programme to the Committee in due course.</p>		Director of Housing and Environment	25/05/10	

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19	Housing and Environment Committee 11/01/10 article 15	<p><u>Procurement Method for Phase 2 of Housing new Build Programme</u></p> <p>The Committee resolved:- to instruct officers to report back to a future meeting of the Housing & Environment Committee providing an update of the Phase 2 New Build Programme.</p>		Director of Housing and Environment	25/05/10	
20	Housing and Environment Committee 11/01/10 article 16	<p><u>Property Management</u></p> <p>The Committee resolved:- (i) to request officers to submit a report to the Committee at its meeting on 25 May 2010, outlining the options as well as the legal and other implications for changing the current policy to include maintenance responsibility within the title deeds of all future new owners; and (ii) that officers commence informal discussions with Council tenants and owners of former Council houses prior to May 2010, and that the outcome of this be included in the report back to the Committee on 25 May, 2010.</p>		Director of Housing and Environment	25/05/10	

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21	Housing and Environment Committee 11/01/10 article 20	<u>A Tree for Every Citizen</u> The Committee resolved:- to instruct that a final report be presented to this Committee, which would provide a detailed planting project plan.		Head of Service – Interim Lead for Environment	25/05/10	
22	Housing and Environment Committee 11/01/10 article 21	<u>Countryside Ranger Service Five Year Plan</u> The Committee resolved:- to instruct officers to report back to Committee on an annual basis regarding progress.		Head of Service – Interim Lead for Environment	25/05/10	
23	Housing and Environment Committee 11/01/10 article 25	<u>HRA Tied Tenancies</u> The Committee resolved:- to request a report back at the next meeting on the background and current details associated with caretakers who have not yet moved and have no live application in this regard.	A report is on the agenda at item 11.3. Recommended for removal.	Head of Service – Community Safety	16/02/10	April 2010

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24	Housing and Environment Committee 11/01/10 article 26	<p><u>Garden Maintenance Scheme</u> The Committee raised its concern in relation to former tenants who were elderly and unable to properly maintain their properties. Councillor Cooney suggested that the Council look at options including a voluntary gardening group or possibilities around using community service participants to undertake the gardening for these citizens.</p> <p>The Committee resolved:- to request a report back addressing Councillor Cooney's suggestions.</p>		Head of Service – Interim Lead for Environment	25/05/10	
25	Housing and Environment Committee 11/01/10 article 28	<p><u>Modernisation of Housing Service</u> The Committee resolved:- (i) to note the possible options as outlined within the report, and to agree that consultation should begin on the process to deliver a more customer focused generic housing officer style of working, with authority to approve the escalation of cases requiring more intensive assistance to specialist housing support teams; (iv) to request officers to provide a report in six months time on the efficiency of the new service structure.</p>	<p>Officers reported to Committee on 11 Jan 2010 that a report would be submitted to the April, 2010 Committee with the outcome of consultations. This will include the modernisation of the new structures including a structure for consideration and approval.</p> <p>Therefore it would not be possible to provide a report in six months time on the efficiency of the restructure.</p> <p>Update: An update will be included in the Information Bulletin with structural options report presented in May.</p>	Head of Service, Asset Management	13/04/10	25/05/10

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26	Resources Management Committee 07/02/07 article 26	<p><u>St. Fitticks Farmhouse Site, Torry</u></p> <p>The Committee instructed a report back on the outcome of without prejudice discussions, specifically, to report any provisionally agreed terms.</p> <p>Amongst other things, the Committee resolved to request a report back following completion of the SACRP scoping studies to Council or the appropriate Committee of the Council with a remit for regeneration.</p>	<p>This has now been overtaken by the new housing initiatives under the banner of the demonstration projects. With regard to the Marine Study Centre itself, this is one of the seven key deliverables in the SACRP.</p> <p>The development of the planning brief for the wider greenfield area enclosing the St. Fittick Farmhouse site is being assessed and a report will be submitted to the appropriate Committee later this year after initial consideration by the Housing Investment Board.</p> <p>A report on the economic development aspect of this will be reported to E,P&I, thereafter a report will be submitted to the Committee at its meeting on 13 April 2010.</p> <p>A report is on the agenda at item 9.14.</p> <p>Recommended for removal.</p>	Director of Enterprise, Planning and Infrastructure/ Director of Housing and Environment	19/11/09	
27	Housing and Environment Committee 16/02/10 article 9	<p><u>Performance Report – City Wardens</u></p> <p>The Committee resolved:- to request an update an the next</p>	A verbal update will be provided at the meeting.	Director of Housing and Environment	13/04/10	

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		meeting on the progress being made with regard to the recruitment process being undertaken.				
28	Housing and Environment Committee 16/02/10 article 11	<u>Chartered Institute of Housing – Conference</u> The Committee resolved:- to instruct that officers submit a summary report on the conference at a later date.		Director of Housing and Environment	25/05/10	
29	Housing and Environment Committee 16/02/10 article 12	<u>SURF Annual Conference</u> The Committee resolved:- to instruct that officers who attend the conference on behalf of the Council, (1) request that SURF consider Aberdeen for the destination of its next annual conference; and (2) submit a summary report on the conference, to a future meeting of this Committee.		Director of Housing and Environment	25/05/10	
30	Housing and Environment Committee 16/02/10 article 17	<u>St Machar Primary School – Transfer from General Services Account to Housing Revenue Account</u> The Committee resolved:- (iii) to instruct the Director of Housing and Environment to submit a report to the next meeting of 13 April, 2010 with a full explanation as to why the Council's instruction of 2009/10 was not complied with within the appropriate timescale; and	A report is on the agenda at item 6.6 in relation to resolution (iii). Resolution (iii) recommended for removal.	Director of Housing and Environment	13/04/10 (resolution (iii) only)	

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		(iv) to instruct that if the potential arises for transfer to happen at an earlier date, for a report to be submitted to this Committee at the earliest possible opportunity in this regard.				
31	Housing and Environment Committee 16/02/10 article 19	<u>Properties Off Charge</u> The Committee resolved:- to request a report back at the next Committee on any options that could be associated with the properties 49a and 49b Beattie Avenue.	A report is on the agenda at item 11.1. Recommended for removal.	Director of Housing and Environment	13/04/10	
32	Housing and Environment Committee 16/02/10 article 21	<u>Furnishings Contract</u> The Committee resolved:- to instruct the Director of Housing and Environment to submit an information bulletin report to this Committee at a later date on the outcome of the tendering and evaluation process and with details of any exercise of delegated powers to award places on the Framework Agreement.	Update:- It is envisaged that the preferred bidders will be identified by mid May 2010.	Director of Housing and Environment	25/05/10	
33	Housing and Environment Committee 16/02/10 article 22	<u>Incentive to Encourage Tenants to Downsize</u> The Committee resolved:- to instruct officers to report back to the Committee, following three months of the implementation of scheme, providing an update on progress with the implementation and uptake of the scheme as well as		Director of Housing and Environment	24/08/10	

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		the financial implications to that date.				
34	Housing and Environment Committee 16/02/10 article 23	<p><u>Housing Access Centre – Homelessness Options</u></p> <p>The Committee resolved:- (iii) instruct officers to bring forward a report which would include detailed costs, conceptual plans and funding mechanisms in relation to the new build option to provide 35 units at the Victoria House site, to the Housing and Environment Committee at its meeting on 25 May, 2010; and (iv) request officers to report back at every committee cycle to the progress of Croft House, 74-78 Spring Garden, Aberdon House, Victoria House and with options for future alternative uses for these sites</p>	<p>Update:- With regard to resolution (iv), should the Committee approve the recommendations in the reports titled ‘Croft/Aberdon Care Homes’ (referral from Finance and Resources Committee) and ‘Options Appraisal of Sites for Phase 3 New Build Council House Programme’, to be considered on this day, it is recommended that cyclical updates are provided for only Croft House, Aberdon House and Victoria House. Spring Garden will be monitored by Asset Management officers in the Enterprise, Planning and Infrastructure Service.</p>	Director of Housing and Environment	Resolution (iii) 25/05/10 Resolution (iv) every cycle	
35	Housing and Environment Committee 16/02/10 article 24	<p><u>Contractual Arrangements with Aberdeen Cyrenians Limited</u></p> <p>The Committee resolved:- to delegate to the Director of Housing and Environment, in conjunction with the Director of Corporate Governance, the powers to award a contract to the preferred bidder as a result of the current procurement process if it was not possible to report to the Committee at its meeting on 13 April, 2010, on</p>	A verbal update will be provided at the meeting.	Director of Housing and Environment	13/04/10	

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		the proviso that such delegated powers would only be used after consultation with the Convener and Vice Convener of the Committee.				
36	Housing and Environment Committee 16/02/10 article 25	<u>Aberdeen's Animal Policy</u> The Committee resolved:- to instruct the Director of Housing and Environment to report back with a draft updated Animal Policy at the earliest opportunity.		Director of Housing and Environment	28/09/10	
37	Housing and Environment Committee 16/02/10 article 26	<u>Household Waste and Recycling Containers Policy</u> The Committee resolved:- to instruct officers to undertake a full review of enforcement policy and practice relating to all waste issues including:- litter, fly-tipping and issues arising from the policy including side waste; and to present full and costed proposals for the implementation of enforcement policy to the Housing and Environment Committee at its meeting on 24 August 2010.		Director of Housing and Environment	24/08/10	
38	Housing and Environment Committee 16/02/10 article 29	<u>Street Cleanliness Report – Closing the Gap</u> The Committee resolved:- to instruct the Director of Housing and Environment Services to provide a further report on progress at the beginning of the calendar year 2011		Director of Housing and Environment	Early 2011	

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39	Council meeting of 10/02/10 article 19	<p><u>Auchmill Golf Course – Request for Permission to Extend Current Licence to Occupy</u></p> <p>Council resolved:- to instruct the Director of Housing and Environment to report back on progress at the Housing and Environment Committee meeting on 25 May 2010.</p>		Director of Housing and Environment	25/05/10	