

## HOUSING AND ENVIRONMENT COMMITTEE

### COMMITTEE BUSINESS

MAY, 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.	<p>Policy &amp; Strategy Committee 28/04/09 article 16</p> <p>&amp; Housing and Environment Committee 11/01/10 article 16</p>	<p><b><u>Property Management - Mixed Tenure</u></b></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>At its meeting of 11/01/10, the housing and Environment Committee resolved:- The Committee resolved:- (i) to request officers to submit a report to the Committee at its</p>	<p><b>Update:</b> Progress taking longer than expected but consultation is proceeding.</p>	<p>Head of Housing and Community Safety</p>	25/05/10	

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		<p>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</p> <p>(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>				
2.	Policy & Strategy Committee 09/06/09 article 15	<p><b><u>Control of Commercial Waste Storage</u></b></p> <p>The Committee approved the policy for future control of commercial waste storage and requested that a progress report be submitted to Committee 3 months after implementation.</p>	<p><b>Update:-</b> Due to the roll out of the Alternative Waste Collection work, the progress on dealing with the Control of Commercial Waste Storage has been delayed. Once the AWC roll out has settled, resources will be allocated to resolving the Commercial Waste Storage.</p>	Head of Environment Services	13/04/10	25/05/10
3.	Resources Management Committee 22/04/08 article 34	<p><b><u>Public Toilet Review</u></b></p> <p>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</p>	<p><b>An update report is on the agenda at item 8.1.</b></p>	Head of Environment Services	25/05/10	

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		Review to the Housing and Environment Committee at its meeting on 25 May, 2010.				
4.	Resources Management Committee 05/05/09 article 28	<b><u>Replacement Cremators</u></b>  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	<b>A report is on the agenda at item 8.4.</b>	Head of Environment Services	Every cycle	16/02/10
5.	Housing and Environment Committee 26/08/09 article 15  Housing and Environment Committee 13/04/10 article 25	<b><u>Temporary Accommodation Strategy 2009-12</u></b>  At its meeting of 13/04/10 the Committee resolved:- to instruct that officers carry out a full review of the strategy and report to Committee in April, 2011, and present reports to Committee on aspects of the Strategy in the intervening period.		Head of Housing and Community Safety	April 2011	
6.	Housing and Environment Committee 26/08/09 article 16	<b><u>Modernising Public Space CCTV</u></b>  The Committee resolved 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	<b>Update:</b> The project board met on 22 April 2010 to finalise the "Invite to quote" document seeking bids from experienced organisations to carry out a scoping exercise that produces a costed business plan for all viable options to modernise public space CCTV. The invite to quote document will be published 14 May with a closing date of 14 June.	Head of Housing and Community Safety	<b>11/01/10</b>	

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		Committee.	Provided suitable bids are received the scoping phase is expected to start on 21 June and take two months with the final report from consultants due on 20 August, 2010.			
7.	Housing and Environment Committee 06/08/09 article 19	<p><b><u>Duthie Park Restoration –Heritage Lottery Funding Bid</u></b></p> <p>The Committee resolved to instruct the Director of Housing and Environment to provide <b>further progress reports</b> including details on the outcome of the tendering process in the Housing and Environment information bulletin.</p>	A report was submitted last cycle.	Head of Environment Services		
8.	Housing and Environment Committee 06/08/09 article 20	<p><b><u>Shared Services Agenda – Trading Standards</u></b></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>The Shared Service Board meets on the 21/04/10 and will consider a reviewed and update business case and report. The decisions of the Shared Service Board will be</p>	Director of Housing and Environment	<b>11/01/10</b>	25/05/10

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			<p>reported to the Committee at its meeting on 25/05/10 to consider and, if appropriate, ratify the Board's decisions.</p> <p><b>A verbal update will be provided at the meeting.</b></p>			
9.	Housing and Environment Committee 06/08/09 article 25	<p><b><u>Implementation of the Approved Recommendations of the Best Value Options Appraisal of the Public Analyst Service</u></b></p> <p>The Committee resolved to instruct the Director of Housing and Environment to provide a further progress report in the <b>last cycle of the current financial year.</b></p>	<p><b>A report is on the agenda at item 12.1.</b></p> <p><b>Recommended for removal.</b></p>	Head of Environment Services	25/05/10	
10	Housing and Environment Committee 19/11/09 article 14	<p><b><u>Housing for Varying Needs</u></b></p> <p>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</p>	<p>The extent of the review means that a report will not be available until 25 May, 2010.</p> <p><b>An update will be provided in the Information Bulletin. A report will be submitted next cycle.</b></p>	Head of Regeneration and Housing Investment	<b>13/04/10</b>	<b>25/05/10</b>

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11	Housing and Environment Committee 19/11/09 article 25	<p><b><u>Birdproofing/Gulls in the City Centre</u></b></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>		Head of Environment Services	28/09/10	
12	Housing and Environment Committee 19/11/09 article 27	<p><b><u>Responsible Dog Ownership</u></b></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>		Head of Environment Services	26/10/10	

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13	Housing and Environment Committee 19/11/09 article 30	<p><b><u>Update report on the progress of the 'Growing Our Own' pilot for Environmental Health Advisors and Trading Standards Officers</u></b></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>		Head of Environment Services	26/10/10	
14	Housing and Environment Committee 11/01/10 article 14	<p><b><u>Lift Refurbishment Contract</u></b></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>	<p><b>Update:</b> Works completed Smithfield Court, Balmoral Court and Meadow Court. About to commence Mark Bush Court in 2 weeks' time.</p>	Head of Regeneration and Housing Investment	25/05/10	
15	Housing and Environment Committee 11/01/10 article 15	<p><b><u>Procurement Method for Phase 2 of Housing New Build Programme</u></b></p> <p>The Committee resolved:- to instruct officers to report back to a future meeting of the Housing &amp; Environment Committee providing an update of the Phase 2 New Build Programme.</p>	<p><b>An update is contained in the Information Bulletin.</b></p>	Head of Regeneration and Housing Investment	25/05/10	

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16	Housing and Environment Committee 11/01/10 article 20  Housing and Environment Committee 13/04/10 article 38	<b><u>A Tree for Every Citizen</u></b>  At its meeting of 13/04/10, the Committee resolved:- to instruct officers to provide a further update on the first phase of the project and proposals for the second phase to the meeting of 24 August, 2010.	<b>A report is on the agenda at item at item 8.2.</b>  <b>Recommended for removal.</b>	Head of Environment Services	24/08/10	
17	Housing and Environment Committee 11/01/10 article 21	<b><u>Countryside Ranger Service Five Year Plan</u></b>  The Committee resolved:- to instruct officers to report back to Committee on an annual basis regarding progress.	A report will be submitted in August.	Head of Environment Services	<b>25/05/10</b>	24/08/10
18	Housing and Environment Committee 11/01/10 article 26	<b><u>Garden Maintenance Scheme</u></b> 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.  The Committee resolved:- to request a report back addressing Councillor Cooney's suggestions.	<b>A report will be submitted next cycle.</b>	Head of Environment Services	<b>25/05/10</b>	

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19	Housing and Environment Committee 11/01/10 article 28	<p><b><u>Modernisation of Housing Service</u></b></p> <p>The Committee resolved:-</p> <p>(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;</p> <p>(iv) to request officers to provide a report <b>in six months</b> time on the efficiency of the new service structure.</p>	<p><b>Update:</b></p> <p>A report is not available this cycle as the Director and the new Head of Housing and Community Safety require more time to work with colleagues on the scope and detail of the proposals.</p> <p>A detailed and costed paper will be presented to the August Committee describing roles, responsibilities and structure for this service. There will also be similar reports for all other Housing and Environment services at the same committee meeting.</p>	Head of Service, Asset Management	<b>13/04/10</b>	25/05/10
20	Housing and Environment Committee 16/02/10 article 11	<p><b><u>Chartered Institute of Housing – Conference</u></b></p> <p>The Committee resolved:- to instruct that officers submit a summary report on the conference at a later date.</p>	<p><b>A report is on the agenda at item 6.5.</b></p> <p><b>Recommended for removal.</b></p>	Director of Housing and Environment	25/05/10	
21	Housing and Environment Committee 16/02/10 article 12	<p><b><u>SURF Annual Conference</u></b></p> <p>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</p>	<p><b>A report will be submitted next cycle.</b></p>	Director of Housing and Environment	<b>25/05/10</b>	24/08/10

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		summary report on the conference, to a future meeting of this Committee.				
22	Housing and Environment Committee 16/02/10 article 17	<b><u>St Machar Primary School – Transfer from General Services Account to Housing Revenue Account</u></b>  The Committee resolved:- (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.	<b>Update:</b> Awaiting confirmation from Director of Education, Culture and Sport as to when vacant possession will be obtained for Portal Centre which is part of the overall St Machar Primary School site.	Head of Regeneration and Housing Investment		
23	Housing and Environment Committee 16/02/10 article 21	<b><u>Furnishings Contract</u></b>  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.	<b>Update:</b> The tender submissions are currently being evaluated. It is anticipated that preferred bidders will be identified by the middle of May in conjunction with the Director of Corporate Governance following consultation with the Convener and Vice Convener of the Housing & Environment Committee. A bulletin report will then be prepared.	Head of Regeneration and Housing Investment	25/05/10	
24	Housing and Environment Committee 16/02/10 article 22	<b><u>Incentive to Encourage Tenants to Downsize</u></b>  The Committee resolved:- to instruct officers to report back to the Committee, following three		Head of Housing and Community Safety	24/08/10	

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		months of the implementation of scheme, providing an update on progress with the implementation and uptake of the scheme as well as the financial implications to that date.				
25	Housing and Environment Committee 16/02/10 article 23 & Housing and Environment Committee 13/04/10 article tbc	<p><b><u>Housing Access Centre – Homelessness Options</u></b></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.</p> <p>At its meeting of 13/04/10 It was agreed that <b>cyclical updates</b> are provided for only <b>Croft House, Aberdon House and Victoria House</b>. Spring Garden will be monitored by Asset Management officers in the Enterprise, Planning and Infrastructure Service.</p>	A report will be submitted in August.	Head of Regeneration and Housing Investment	Resolution (iii) <b>25/05/10</b>  Resolution (iv) <b>every cycle</b>	24/08/10
26	Housing and Environment Committee 16/02/10 article 24	<p><b><u>Contractual Arrangements with Aberdeen Cyrenians Limited</u></b></p> <p>The Committee resolved:- to delegate to the Director of Housing and Environment, in conjunction with the Director of</p>	<p><b>Update:</b> A letter was issued to the members of the Housing &amp; Environment Committee on 27/04/10 informing that, the “standstill period” has elapsed and that negotiations were taking</p>	Head of Housing and Community Safety	<b>13/04/10</b>	

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		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 the proviso that such delegated powers would only be used after consultation with the Convener and Vice Convener of the Committee.	place with the “preferred bidders” to ensure that a seamless transition, where necessary occurs.  Discussions ongoing with Director of Corporate Governance around the use of the delegated powers.  <b>Recommended for removal.</b>			
27	Housing and Environment Committee 16/02/10 article 25	<b><u>Aberdeen’s Animal Policy</u></b>  The Committee resolved:- to instruct the Director of Housing and Environment to report back with a draft updated Animal Policy at the earliest opportunity.		Head of Environment Services	28/09/10	
28	Housing and Environment Committee 16/02/10 article 26	<b><u>Household Waste and Recycling Containers Policy</u></b>  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.		Head of Environment Services	24/08/10	
29	Housing and Environment Committee	<b><u>Street Cleanliness Report – Closing the Gap</u></b>		Head of Environment Services	Early 2011	

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	16/02/10 article 29	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				
30	Council meeting of 10/02/10 article 19	<b><u>Auchmill Golf Course – Request for Permission to Extend Current Licence to Occupy</u></b>  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.	<b>A report is on the agenda at item 10.1.</b>  <b>Recommended for removal.</b>	Head of Environment Services	25/05/10	
31	Housing and Environment Committee 13/04/10 article 9	<b><u>Aberdon House – Homeless Single Parents</u></b>  The Committee resolved:- to instruct a report back at the next meeting addressing the option of the Council utilising Aberdon House for homeless single parents with one child.	<b>A report is on the agenda at item 7.1.</b>  <b>Recommended for removal.</b>	Head of Housing and Community Safety	25/05/10	
32	Housing and Environment Committee 13/04/10 article 18	<b><u>Future Jobs Fund Bid</u></b>  The Committee resolved:- to instruct officers to provide an update on the progress of the bid at its meeting of 28 September, 2010.		Head of Environment Services	28/09/10	
33	Housing and Environment Committee 13/04/10 article 21	<b><u>Properties Removed From Charge</u></b>  The Committee resolved:- (i) to request a report back exploring the options for	<b>A report is on the agenda in relation to resolution (i) at item 6.3. A report is on the agenda in relation to resolution (ii) at item 6.4.</b>	Head of Housing and Community Safety	25/05/10 (resolution (ii))	

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		former wardens' flats; (ii) to request a progress report be submitted on Woodend House at the next meeting;	<b>Recommended for removal.</b>			
34	Housing and Environment Committee 13/04/10 article 22	<b><u>National Housing Trust Proposal</u></b>  The Committee resolved:- to instruct officers to report to a future meeting of this Committee as further decisions are required.		Head of Regeneration and Housing Investment	26/10/10	
35	Housing and Environment Committee 13/04/10 article 25	<b><u>Community Gardens Policy</u></b>  The Committee resolved:- to instruct the Director of Housing & Environment to report back in 2011 on progress with the implementation of the policy;		Head of Environment Services	April, 2010	
36	Housing and Environment Committee 13/04/10 article 32	<b><u>Grounds Maintenance Service for Sports Grounds, Playing Fields and Housing Amenities Contract Award</u></b>  The Committee resolved:- to request a progress report from the Director of Housing and Environment regarding the contract award be submitted <b>every second cycle</b> .		Head of Environment Services	24/08/10	
37	Housing and Environment Committee 13/04/10 article 35	<b><u>Market Street South, Central Reservation Rosebed Refurbishment</u></b>  The Committee resolved:- to instruct officers to provide an		Head of Environment Services	24/08/10	

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		update on the progress/success of the meeting of 24 August, 2010.				
38	Housing and Environment Committee 13/04/10 article 39	<b><u>Air Quality Action Plan and Air Quality Update</u></b>  The Committee resolved:- (ii) to defer recommendations (a), (b) and (d) until the meeting of 25 May, 2010; (iii) to request that officers address all questions raised by members in the report back on 25 May.	<b>A report is on the agenda at item 8.3.</b>  <b>Recommended for removal.</b>	Head of Environment Services	25/05/10	
39	Housing and Environment Committee 13/04/10 article 40	<b><u>Community Signature Initiative</u></b>  The Committee resolved:- to agree to receive a six monthly progress report at the meeting on 26 October, 2010.		Director of Housing and Environment	26/10/10	
40	Housing and Environment Committee 13/04/10 article 43	<b><u>Site Options and Procurement Method for Phase 3 New Build Council House Programme</u></b>  The Committee resolved:- (c) subject to Scottish Government approval, that members agree in principle that part of the monies from the Council Tax income from second homes and long term empty properties be used to fund the New Build Council House programme and for officers to report back on the detail at next meeting of this Committee;	<b>A report is on the agenda at item 6.1.</b>  <b>Recommended for removal.</b>	Head of Regeneration and Housing Investment	25/05/10 (resolution c)	

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		(f) instruct officers to report back to a future meeting to provide an update on progress within the New Build Council House Programme.				
41	Housing and Environment Committee 13/04/10 article 45	<p><b><u>49 Beattie Avenue</u></b></p> <p>The Committee resolved:- to approve in principle the redevelopment of the Beattie Avenue property for Care in the Community use and instruct the Director of Housing and Environment, in conjunction with the Director of Social Care and Wellbeing, to develop the two options highlighted for the category B listed building for the properties at 49a, 49b and 49c Beattie Avenue, and provide life cycle costs, development costs and recommend the future use of the building at the <b>next meeting of this Committee.</b></p>	<p><b>A report is on the agenda at item 11.1.</b></p> <p><b>Recommended for removal.</b></p>	Head of Regeneration and Housing Investment	25/05/10	
42	Corporate Policy and Performance Committee 29/04/10 article 5	<p><b><u>Financial and Performance Monitoring and Reporting to Committee</u></b></p> <p>The Committee resolved:- (i) that all Service Committees be asked to consider and agree discretionary statutory indicators for 2010/11 which appropriately address the requirements of "New SPIs 1</p>	<p><b>Update:-</b> The performance report on the agenda covers the proposed future reporting arrangements.</p>	Director of Housing and Environment		

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		<p>and 2” , as detailed in the report;</p> <p>(ii) that all Service Committees receive a consolidated Service performance report 4 times per year which monitors, as appropriate:-</p> <ul style="list-style-type: none"> <li>• all Statutory Performance Indicators which fall within the committee’s remit;</li> <li>• other Key Performance Indicators which the Service and / or the Committee deem necessary to manage performance;</li> <li>• specifically, data showing actual and projected expenditure on revenue and capital budgets, as well as delivery of agreed savings;</li> <li>• progress with actions set out in the relevant Service Business Plan; and</li> <li>• the relevant Service Risk Register.</li> </ul>				