

OPERATIONAL DELIVERY COMMITTEE BUSINESS PLANNER

The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.

Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Chief Officer	Directorate	Terms of Reference	If delayed, removed, transferred or withdrawn, enter either D, R, T or W	Explanation if delayed, removed, transferred or withdrawn	
19 April 2018								
Loading Ban in Wellington Circle Lochside Academy	Education & Children's Services Committee - 16/11/17 - The Committee resolved At its meeting on 16 November 2017, the E&CS Committee requested the Head of Public Infrastructure and Environment to report to the Communities, Housing and Infrastructure Committee for approval to undertake the necessary legal process to implement a loading ban in Wellington Circle to ensure traffic restrictions were in place between Lochside Academy and Wellington Road.	This item was included within the small scale traffic management proposals (stage 1) report considered by CH&I in January and will continue to be reported through the wider TRO reports.	Doug Ritchie	Operations and Protective Services	Operations	Purpose 1	Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.	
Various Small Scale Traffic Management Development Associated Proposals Stage 2	To present the stage 2 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1	Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.	
Various Small Scale Traffic Management Development Associated Proposals Stage 3	To present the stage 3 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1	Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.	
Update on the Roll Out of the Zero Waste Projects	To provide Committee with an update on the roll out of the Zero Waste Projects with regard to the completion of the new services and associated infrastructure.	Recommended to be reported by Service Update.	Pam Walker	Operations and Protective Services	Operations	Purpose 1	To be reported by means of service update.	
Road Safety Inspection & Defect Categorisation Policy and Procedure	To seek approval of the Road Safety Inspection & Defect Categorisation Policy and Procedure.		Mike Cheyne	Operations and Protective Services	Operations	GD 7.1	D	Will be reported in May after this has been through CMT for consideration.
Night-time Pedestrianisation of Langstane Place, Justicemill Lane and Windmill Brae	To inform Committee of the feedback received on the recent consultation for the proposed night time pedestrianisation of Langstane Place, Justicemill Lane and Windmill Brae.		Ross Stevenson	Operations and Protective Services	Operations	3 and 4		
Marchburn Park	Audit, Risk and Scrutiny on 23/11/17 noted that the Convener had requested that a report on Marchburn Park be presented to the Communities, Housing and Infrastructure Committee rather than the Audit, Risk and Scrutiny Committee as he had been contacted by residents regarding this matter.		Derek McGowan	Early Interventions and Community Empowerment	Customer	Purpose 1		
Continuing Care	Education & Children's Services Committee 01/06/17 - The Committee requested that a report be submitted to Committee in March 2018 detailing the costs of continuing care during the first full year of implementation of Part 11 of the Children and Young People (Scotland) Act 2014.		Anne Donaldson	Integrated Children's and Family Services	Operations	Purpose 1 and 1.3		
Children & Young People (Scotland) Act 2014	Education & Children's Services Committee 08/09/16 (Article 16) - The Committee instructed the Chief Executive to write to the Deputy First Minister and Cabinet Secretary for Education & Skills asking for a guarantee that the funding provided by the Scottish Government for the implementation of new statutory duties under the Act would be sufficient and for the Chief Executive to report back to Committee on the response.	The response is reported as part of the report on Continuing Care on the agenda.	Anne Donaldson	Integrated Children's and Family Services	Operations	Purpose 1		

Performance Report	To provide Committee an update in regards to the performance.		Martin Murchie	Business Intelligence Unit	Commissioning	Purpose 1		
29 May 2018								
Subsidised Transport and Safe Walking Routes to Lochside Academy - bus services	Education & Children's Services Committee - 16/11/17 - The Committee resolved to instruct the Interim Head of Planning & Sustainable Development to discuss adjustments to the routes of service buses 3/3G, 18 and the new supported public services detailed as were necessary to ensure that Lochside pupils were dropped off & picked up on Wellington Circle (or in the school grounds if appropriate) and report back on the outcome of those discussions; and to instruct the Interim Head of Planning & Sustainable Development to concurrently enter into discussions with bus providers with a view to re-routing services in Torry to ensure that pupils were picked up from safe locations and report back on the outcome of discussions.	These three items will be reported as one report.	Chris Cormack	Strategic Place Planning	Place	Purpose 1	D	Awaiting on details from First Bus and as a result would not make the April Committee.
Subsidised Transport and Safe Walking Routes to Lochside Academy - crossings / road safety	Education & Children's Services Committee - 16/11/17 - The Committee resolved (i) to instruct the Head of Public Infrastructure and Environment to carry out a study and option appraisal and budget analysis for the following measures in respect of safe walking routes to school for pupils residing in Cove and to report to Committee to ensure that these works, if approved, were implemented prior to the opening of Lochside Academy - (a) puffin crossing (est. £30k-£35k) on Cove Road with the location of the crossing determined in consultation with local Cllrs, Parent Councils and the Community Council; (b) puffin crossing (est. £30k-£35k) on Langdykes Road with the location determined in consultation with local Cllrs, Parent Councils and the Community Council; (c) investigation of the adoption of land between Charleston Drive & Crescent & the subsequent upgrading & lighting of the footpath (est. £30k-£35k) - works only not inclusive of the purchase of any land- as a route away from vehicular traffic for pupils to use; (d) resolve drainage issues and delivery of upgraded lighting on South Loirston Road (est. £25k) (streetlighting only); and (e) consider the installation of barriers between the pavement and road on Wellington Road, between Souter-Head Roundabout & the junctions of Charleston Road North & Wellington Circle		Doug Ritchie	Operations and Protective Services	Operations	Purpose 1	D	This was initially down against the April cycle but should have been May.
Lochside Academy Supported Bus Service - Tendering Exercise	FP&R Committee on 1/2/18 agreed to request the Interim Head of Planning and Sustainable Development to provide a brief report to members in June 2018 on the outcome of the tendering exercise for the supported bus service detailing what fares will apply.		Chris Cormack	Place Planning	Place	Purpose 1		
SUDS Section 7	Maintenance of SuDS within the boundaries or curtilage of a private property, such as a residential driveway or a supermarket car park, is the responsibility of the land owner or occupier. The Scottish Environment Protection Agency's (SEPA's) preference is for SuDS constructed outside the boundaries or curtilage of a private property to be adopted by Scottish Water, the local authority or a public body, and as such SEPA seeks a guarantee for the long term maintenance and sustainability of any SuDS implemented.		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		
Various Small Scale Traffic Management Development Associated Proposals Stage 2	To present the stage 2 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.

Various Small Scale Traffic Management Development Associated Proposals Stage 3	To present the stage 3 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.
Bedford Avenue Access	Communities, Housing and Infrastructure 8/11/17 - The Committee agreed to instruct the Head of Public Infrastructure and Environment to investigate the feasibility of creating a left turn exit from Bedford Avenue onto St Machar Drive, with access permitted for cars registered at properties on Powis Crescent, Powis Circle and Bedford Avenue only and report back to Communities, Housing and Infrastructure Committee in March 2018.		Doug Ritchie	Operations and Protective Services	Operations	Purpose 1		
Motion by Councillor McLellan	CH&I on 16/01/18, agreed the following terms of motion:-to note that the island garden and trees at the corner of Don Street and Cheyne Road, within the Old Aberdeen conservation area were removed in July 2017; and instructs the interim Director of Communities, Housing and Infrastructure to carry out an options appraisal for this site in consultation with the Old Aberdeen Community Council, included in the options appraisal should be the costs and detail of finding out the long term solution for the site taking into account the needs of the Great Aberdeen Run and the local community, and thereafter report their findings to the most appropriate committee.		Louisa Ratana-Arporn	Corporate Landlord/Operations and Protective Services	Operations	Purpose 1		
Development of Models for Civic Leadership and Engagement	To consider models for Civic Leadership and Engagement		Derek McGowan	Early Intervention and Community Empowerment	Customer			
Haudagain Improvement Scheme	Housing and Environment Committee on 26/8/14 (Article 13) agreed to request officers to provide regular updates to the Communities, Housing and Infrastructure Committee advising on how the relocation of tenants was progressing.			Early Intervention and Community Empowerment	Customer	Purpose 1		
Effectiveness of Existing Measures of Road Safety Around Schools- NOM Cllr Nicoll	Communities, Housing & Infrastructure 29/08/17 - To instruct the traffic management team and city wardens to report on the effectiveness of existing measures of road safety in the vicinity of schools and the costs currently incurred; to report on alternative options or measures that could be implemented to promote less indiscriminate parking and poor driving practices (including consultation with appropriate officers, Police Scotland and Parent Councils / pupil bodies).	The notice of motion requests that existing measures are evaluated and alternative measures are recommended and that extensive consultation is carried out with Parent Council and pupil bodies. The volume of research and consultation required has meant that a report could not be prepared for this coming committee. A Service Update will be provided to outline how this will be achieved with a report to Committee at a future date detailing the outcomes of the review, any proposed interventions and resource implications.	Vycki Ritson	Operations and Protective Services	Operations	Purpose 1	D	Dealted from 16/01/18 as per update
Property Level Flood Protection Grant Scheme	Communities, Housing and Infrastructure 8/11/17 - The Committee instructed the Head of Public Infrastructure and Environment to monitor take up of the grant and to report back to the committee via the six monthly flood bulletin.	Recommended to be reported by Service Update.	Will Burnish	Capital	Resources	GD 3	R	To be reported by means of service update.

Travel Improvements - Middlefield/Northfield	Finance, Policy and Resources Committee - 20/9/17 (Article 22) The Committee agreed to give approval for the public to be consulted on other potential active travel improvements within this Locality and instruct the Head of Land and Property Assets to report to a future Committee meeting as to the results of this public consultation, along with recommended actions.		Bill Watson	Strategic Place Planning	Place	3		
Roads Winter Maintenance Operations 2016 – 17	To present the outcome of the Roads Winter Maintenance Operations 2016 – 17		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		
Smart Bins and Digitalisation of Waste Containers	To seek approval to conduct a trial on bin fill sensors on communal bins, i.e. to trial fitting sensors in communal bins that tell us when they need emptying and record accurately how often these bins require to be serviced.		Pam Walker	Operations and Protective Services	Operations			
Pet Policy in Council Houses	To seek approval of the Pet Policy in Council Houses in light of new legislation.		Kevin Kelly	Strategic Place Planning	Place	7.1		
Carers Act	To inform Committee on the implementation of the strategy underpinning		David Bliss	Integrated	Operations	GD 7.1		
Revision of Driveway Policy	To report on proposed revisions to the Driveway Regulations and application form to reduce the stringency of driveway requirements where road safety will not be compromised and to make the application process easier for customers.		Mike Cheyne	Operations and Protective Services	Operations	GD 7.1	D	Further consultation required and agreement with Planning.
42 and 44/48 King's Crescent Barrier NOM Cllr Hutchison	Council 23/08/17 referred the terms of the motion to Communities, Housing and Infrastructure Committee. Council instructs the Interim Director of Communities, Housing and Infrastructure:- (i) that no attempt should be made to sell the lane between 42 and 44/48 King's Crescent; (ii) that proceedings to have the barrier removed from the lane should be commenced; and (iii) that a report should be brought forward to the relevant committee on the possibility of this lane being adopted into the public road network or other options to improve the lane to an 'adoptable' standard."		Mark Wilkie	Strategic Place Planning	Place	Purpose 1	D	Delayed from April 2018 due to being allocated to the wrong team.
One Stop Employability Shop	Communities, Housing and Infrastructure on 29 August 2017 - The Committee agreed to receive annual reports on the outcomes achieved within the One Stop Employability Shop.	To be reported by Service Update	Matt Lockley	City Growth	Place	1	R	To be reported by means of service update in August.
Scotland's New Health and Social Care Standards	To provide assurance that the delivery of children's services is compliant with the new Health and Social Care Standard which came into effect of 1 April 2018.		David Bliss	Integrated Children's and Family Services	Customer	Purpose 1		
06 September 2018								
Various Small Scale Traffic Management Development Associated Proposals Stage 2			Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.

Various Small Scale Traffic Management Development Associated Proposals Stage 3			Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.
Toilet Facilities in the City Centre for Disabled and Older People with Medical Conditions	Council 15/03/17 and Communities, Housing and Infrastructure 29/8/17 - The Committee agreed (i) to instruct officers to develop a strategy with local partners and businesses to increase awareness of accessible toilet provision in the City centre and potential for a Community Toilet Scheme focussed on accessible facilities; (ii) to instruct officers to carry out a further in depth review of Radar key user facilities in the city and increase awareness of facilities available; (iii) to instruct officers to carry out an audit on the availability of Changing Places toilets as well as accessible toilets in the City centre; (iv) to instruct officers to work with current partners to develop a database of available accessible toilets within the City centre and their provisions; and (v) to instruct officers to explore the potential of holding a workshop in partnership with Aberdeen Inspire for local businesses, along with local support groups, access panels and the Disability Equity Partnership (DEP) to look at the positive impacts on business by improving accessible toilet provision for the public within the city and how to address any concerns.		Sandra Howard	Early Intervention and Community Empowerment	Customer	Purpose 1		
Private Sector Housing - Enforcement Funding	Housing and Environment Committee 29/10/03 - The Committee request the Director of Communities, Housing and Infrastructure to bring further annual reports to Committee on future developments (or earlier as required).	This has been previously reported by means of Service Update and therefore it is recommended that this practise continues. Recommended to be reported by Service Update.	Andy Pitblado	Operations and Protective Services	Operations	Purpose 1		
Roads Hierarchy	Communities, Housing and Infrastructure 29/08/17 - The Committee requested that officers report back with the next level of detail as described in para 3.6 the first half of 2018, and consider the responses to the recent Strategic Car Parking Review as well as the objectives of the <u>new Quality Partnership</u> .		Joanna Murray	Strategic Place Planning	Place	3 and 5	D	Delayed from April 2018 due to resources
Community Learning and Development - Strategic Plan	Communities, Housing and Infrastructure Committee 24/5/17 - The Committee agreed to instruct the Head of Communities and Housing to submit a report to the Communities, Housing and Infrastructure Committee by September 2018 to ensure that the new Partnership Forums have delivered on the plan and to approve the priorities of CLD Plan 2018-2021. CLD Plan 2018 - 2021 to be approved by committee. Currently consulting with Communities and partners on this.		Linda Clark	Early Intervention and Community Empowerment	Customer	1.1		

Community Food Growing Spaces	Communities, Housing and Infrastructure 29/08/17 - The Committee instructed the interim Head of Planning and Sustainable Development to report back in one year's time with a review of the recommended programme.		Gale Beattie	Strategic Place Planning	Place	Purpose 1		
Unadopted Roads Waste and Recycling Collection Policy	To formalise the policy that sets out criteria for collecting from rural properties.		Pam Walker	Operations and Protective Services	Operations	GD 7.1		
6 November 2018								
North East of Scotland Road Casualty Reduction	Communities, Housing and Infrastructure on 8/11/17 instructed the Head of Public Infrastructure and Environment to report back annually to the CHI Committee on the activities set out in the NE Road Casualty Reduction Strategy.		Doug Ritchie	Operations and Protective Services	Operations	1		
Public Bodies Duties Climate Change 2017/18	to approve the mandatory Public Bodies Duties Climate Change report submission to the Scottish Government to ensure compliance with the requirements of Part 4 of the Climate Change (Scotland) Act 2019.		Olu Fatokun	Strategic Place Planning	Place			
Foster Care Fees and Allowances	To seek approval of the Foster Care fees and allowances.		Isabel McDonnell	Integrated Children's and Family Services	Operations	Purpose 1		
Various Small Scale Traffic Management Development Associated Proposals Stage 2	To present the stage 2 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.
Various Small Scale Traffic Management Development Associated Proposals Stage 3	To present the stage 3 Small Scale Traffic Management Development Associated Proposals where objections have been received - if no objections won't be reported		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		Will only be reported if objections to the TRO are received otherwise it will be approved by officers under Delegated Powers.
Aberdeen in Bloom	Housing and Environment - The Committee agreed to receive a report each year on the Aberdeen in Bloom campaign.	Recommended to be reported by Service Update.	Steven shaw	Operations and Protective Services	Operations	Purpose 1	R	To be reported by means of service update.
Formal Joint Working Partnership of North Scotland Trading Standards Services	Communities, Housing and Infrastructure, at its meeting on 29 August 2017, the committee authorised officers to continue discussions on collaborative working and to request a report back when joint working arrangements had been drafted for committee approval.	Report will be submitted following the conclusion of detailed discussions on collaborative working	Grame Paton	Operations & Protective Services	Operations	3		
Management of Gaps in the Public Transport Network	FP&R Committee on 20.09.2017 agreed to request the Interim Head of Planning and Sustainable Development to report to the Communities Housing and Infrastructure Committee in May 2018 with regards to the position of operating services under s22 Community Bus Permit and to update on the performance of all supported bus services.	The UK Government has heard evidence at the Transport Select Committee. The Minister of Transport has stated that the consultation on legislation will be out before Christmas and run for 12 weeks. At the moment with regards to section 22 permits, a decision is not expected until April 2018.	Chris Cormack	Strategic Place Planning	Place	1		
Safety Review of Broad Street Partial Pedestrianisation	Council on 5/3/18 agreed Instruct the Chief Officer for Strategic Place Planning to conduct a road safety review of the scheme, with relevant stakeholders including Disability Equity Partnership, Bus Companies and the Aberdeen Cycle Forum, (six months after opening) and report back with any recommendations at the earliest opportunity to the next available Committee.			Strategic Place Planning	Place	Purpose 1		
Roads Winter Service Plan 2018 – 19	To present the Roads Winter Service Plan 2018 – 19 for approval.		Mike Cheyne	Operations and Protective Services	Operations	Purpose 1		

17 January 2019								
Countryside Ranger Service Five Year Plan	Housing and Environment Committee on 14/01/14 - The Committee agreed to receive an annual report on the Countryside Ranger Service.	Recommended to be reported by Service Update.		Operations and Protective Services	Operations	1	R	To be reported by means of service update.
Responsible Dog Ownership	Housing and Environment Committee on 14/01/14 - The Committee agreed 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.	Recommended to be reported by Service Update.	Hazel Stevnsen	Early Interventions and Community Empowerment	Customer	1	R	To be reported by means of service update.
Motorcycles In Bus Lanes	At its meeting on 21 November 2017, the Petitions Committee referred the following petition to the Communities, Housing and Infrastructure Committee for consideration. "We the undersigned petition the council to allow motorcycles to use the city bus lanes at all times." The Committee requested that works would consist of an assessment of other cities schemes and the findings would be reported back to a relevant committee and requested that the report include appropriate consultation with other road user groups.	To be reported January 2019	Joanna Murray	Strategic Place Planning	Place	3 and 5		
Enforcement of the Private Rented Housing Sector	Finance, Policy and Resources Committee 1/12/17 agreed that following the appointment of the Administration Assistant (Enforcement) to instruct officers to report back to Committee in 9 months providing an update on enforcement of the private rented housing sector.		Ally Thain	Operations and Protective Services	Operations	Purpose		
Waste Policy Review	To seek approval of the new Waste Policy.		Pam Walker	Operations and Protective Services	Operations	GD 7.1		
14 March 2019								
April 2019 Onwards								
Cycle Path for Ferryhill School Children	At its meeting on 14 June 2017, the Petitions committee referred the matter to the CH&I Committee which at its meeting on 29 August 2017 instructed officers to undertake a feasibility study to look at options on improving cycling within the area. At its meeting on 8 November 2017, the Committee instructed the Director of Communities, Housing and Infrastructure to report back to the appropriate committee with the anticipated levels of active travel associated with the school, how any	To be reported in 2019 Following the production of the Ferryhill School Travel Plan	Amye Simpson	Strategic Place Planning	Place	5		
South College Street/Queen Elizabeth Bridge Junction	Communities, Housing and Infrastructure Committee - 8/11/17 - The Committee agreed to instruct the interim Director of Communities, Housing and Infrastructure to report back to this Committee on a preferred option for South College Street/Queen Elizabeth Bridge junction. The report will also seek approval of a new roads hierarchy	To be reported August 2019	Ken Neil	Operations and Protective Services	Operations	5		
Small Financial Assistance Grants and Gala Funding	To consider any requests not approved under delegated powers.	To be reported as and when required.	TBC	Finance	Resources	GD3		
Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	May-19		Governance	Governance	GD 7.4		
Review of Broad Street Partial Pedestrianisation	Council on 5/3/18 agreed to instruct the Chief Officer for Strategic Place Planning to conduct a full review of the Broad Street partial pedestrianisation, (one year after opening) on the effectiveness of the scheme, the implications on the City centre network, the CCMP and reporting back with recommendations taking into consideration recommendation (b) to the relevant committee at the earliest opportunity.			Strategic Place Planning	Place	Purpose 1		

<p>Motion by Councillors Boulton and Delaney - Suitable Bus Laybys on the Hazlehead to Westhill Road</p>	<p>The Communities, Housing and Infrastructure Committee on 27 August 2015, resolved (i) to agree that any future development within this area should be conditioned to incorporate public transport facilities where feasible; (ii) to agree that due to the ongoing works at the Five Mile Garage in connection with the AWPR, along with the proposed expansion to the Prime Four development, no work should be carried out on introducing bus stops/laybys or pedestrian crossings on the A944 until such a time as the proposed expansion to the Prime Four development is agreed and after the AWPR becomes operational; (iii) to instruct officers to continue discussions with the developers in order to ensure that contributions are secured from future phases of the Prime Four development to allow the necessary infrastructure improvements to be introduced at no cost to Aberdeen City Council; and (iv) to instruct officers to update the committee in 12 months' time.</p>	<p>Due to continued lack of new development in the area of the Prime 4 site there have been no developer's contributions to take this proposal forward at this time.</p>	<p>Doug Ritchie</p>	<p>Operations and Protective Services</p>	<p>Operations</p>	<p>Purpose 1</p>	<p>No date specified for reporting back as this will depend on any new development in the area of the Prime Four site.</p>
--	--	--	---------------------	---	-------------------	------------------	---