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1	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.									
2	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Decision or Purpose of Report	Update		Chief Officer	Directorate	Terms of Reference	If delayed, removed, transferred or withdrawn, enter either D, R, T or W	Explanation if delayed, removed, transferred or withdrawn	
3	29 May 2018									
4	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. On agenda	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.	
5	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.	
6	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			
7	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	No report required.	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.	
8	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	On agenda	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.	

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9	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.	On agenda	Doug Ritchie	Operations and Protective Services	Operations	Purpose 1			
10	Road Safety Inspection & Defect Categorisation Policy and Procedure	To seek approval of the Road Safety Inspection & Defect Categorisation Policy and Procedure.		Doug Ritchie	Operations and Protective Services	Operations	GD 7.1	D	To be reported at a later date following approval from CMT.	
11	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.	Agreed at Committee in April 18 that an update report would be provided every cycle.		Early Intervention and Community Empowerment	Customer	Purpose 1			
12	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.		Will Burnish	Capital	Resources	GD 3	R	To be reported by means of service update.	
13	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	T	This will be reported to the City Growth & Resources Committee of 19 June 2018	
14	Roads Winter Maintenance Operations 2017-18	To present the outcome of the Roads Winter Maintenance Operations 2017-18	On agenda	Mike Cheyne	Operations and Protective Services	Operations	Purpose 1			
15	Carers Act	To inform Committee on the implementation of the strategy underpinning the legislation.	On agenda	David Bliss	Integrated Children's and Family Services	Operations	GD 7.1			
16	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.	On agenda	Mike Cheyne	Operations and Protective Services	Operations	GD 7.1			

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17	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."	On agenda	Mark Wilkie	Strategic Place Planning	Place	Purpose 1			
18	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.		Matt Lockley	City Growth	Place	1	R	To be reported by means of service update in August.	
19	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.	On agenda	David Bliss	Integrated Children's and Family Services	Customer	Purpose 1			
20	Performance Report	To provide Committee an update in regards to the performance.	On agenda	Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1			
21	06 September 2018									
22	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.	
23	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.	
24	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		Vycki Ritson	Operations and Protective Services	Operations	Purpose 1	D	Subject to ongoing discussions	

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25	Development of Models for Civic Leadership and Engagement	To consider models for Civic Leadership and Engagement		Derek McGowan	Early Intervention and Community Empowerment	Customer		R	Following the decision at Full Council on 5 March to 'endorse the values and principles of civic leadership and engagement as set out in Appendix L' there was not a further requirement to report to Committee. This has therefore been removed from the planner. Any future proposals regarding civic leadership and engagement will be presented to the appropriate committee for consideration.	
26	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.	Agreed at Committee in April that an update would be provided in due course.	Sandra Howard	Early Intervention and Community Empowerment	Customer	Purpose 1			
27	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. A Service Update will be provided to outline how this will be achieved.	Vycki Ritson	Operations and Protective Services	Operations	Purpose 1	D	Delayed from May to allow further consultation to be carried out including option appraisal.	

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28	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).		Ally Thain	Operations and Protective Services	Operations	Purpose 1	R	This has been previously reported by means of Service Update and therefore it is recommended that this practise continues.	
29	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.		Doug Ritchie	Operations and Protective Services	Operations	Purpose 1	D	Delayed from May. Awaiting information from the Scottish Government and Scottish Water to understand the funding implications and how section 7 is to be funded.	
30	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 new Quality Partnership.		Joanna Murray	Strategic Place Planning	Place	3 and 5	D	Delayed due to staff vacancies. Review being undertaken of resource across all roads and transportation teams.	
31	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		Delayed from May. Required to go through CMT.	
32	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			
33	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		D	Delayed from May due to recruitment constraints within the service. The initiative is linked to funding through Smarter Cities which is being explored.	
34	Windmill Brae	to request that a report be brought back to Committee on an update in regards to Windmill Brae.		Ross Stevenson	Operations and Protective Services	Operations	3 and 4			
35	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			
36	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			
37	6 November 2018									

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38	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			
39	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				
40	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			
41	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.	
42	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.	
43	Aberdeen in Bloom	Housing and Environment - The Committee agreed to receive a report each year on the Aberdeen in Bloom campaign.		Steven Shaw	Operations and Protective Services	Operations	Purpose 1	R	To be reported by means of service update.	
44	Out of Authority Placements	Audit, Risk & Scrutiny agreed at its meeting on 8 May 18, to to instruct the Lead Service Manager to present a report to the Operational Delivery Committee presenting the outcome of the impact of the Inclusion Review on out of authority placements.		Anne Donaldson	Integrated Children's and Family Services	Operations				
45	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.	Graeme Paton	Operations & Protective Services	Operations	3			

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46	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.	Consultation on Community Bus Permits closed on 4 th May 2018. ACC responded to the consultation through the partnership Association of Transport Co-ordinating Officers UK. The UK Govt will be reviewing feedback from consultation prior to issuing further draft regulations. It looks likely the Council would still be in a position to run services under a s22 permit, with some adjustments to the current position.	Chris Cormack	Strategic Place Planning	Place	1			
47	Safety Review of Broad Street Partial Pedestrianisation	Council on 5/3/18 agreed to 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			
48	Marchburn Park	To instruct the Chief Officer (Early Intervention and Community Empowerment) to bring a report to committee within 6 months providing an update in respect of items 3.11, 3.18, 4.2, 5.1 and 5.2 of this report; and		Derek McGowan	Early Intervention and Community Empowerment	Customer	Purpose 1			
49	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1			
50	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			
51	17 January 2019									
52	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.			Operations and Protective Services	Operations	Purpose1	R	To be reported by means of service update.	
53	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.		Hazel Stevnsen	Early Interventions and Community Empowerment	Customer	Purpose 1	R	To be reported by means of service update	

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54	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			
55	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			
56	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1			
57	Waste Policy Review	To seek approval of the new Waste Policy.		Pam Walker	Operations and Protective Services	Operations	GD 7.1			
58	14 March 2019									
59	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1			
60	April 2019 Onwards									
61	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 future actions should be progressed, what resources will be needed and how these can be sourced following the production of the school's travel plan.	To be reported in 2019 following the production of the Ferryhill School Travel Plan	Amye Simpson	Strategic Place Planning	Place	5			
62	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			
63	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	To be reported in May 2019	Lynsey McBain	Governance	Governance	GD 7.4			
64	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			

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2	Child Poverty	A local authority and each relevant Health Board must, as soon as reasonably practicable after the end of each reporting year, jointly prepare and publish local child poverty action report	To be reported after 1 April 2019	Derek McGowan	Early Intervention and Community Empowerment	Operations				
65	Motion by Councillors Boulton and Delaney - Suitable Bus Laybys on the Hazlehead to Westhill Road	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.	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.	Doug Ritchie	Operations and Protective Services	Operations	Purpose 1		No date specified for reporting back as this will depend on any new development in the area of the Prime Four site.	
66	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1			
67	Cycle Paths on Union Street	to request that a report be brought back to Committee in regards to the feasibility of cycle paths on Union Street, subject to consultation from the City Centre Masterplan, and to include information on a potential dedicated segregated cycle lane.		Joanna Murray	Strategic Place Planning	Place				
68										
69										
70										
71	To be reported by Service Update every cycle									
72	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.	Agreed at Committee in April 18 that an update report would be provided every cycle.		Early Intervention and Community Empowerment	Customer	Purpose 1			