

	A	B	C	D	E	F	G	H	I
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	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			06 September 2018	DATE	DATE	DATE			
4	Road Safety Inspection & Defect Categorisation Policy and Procedure	To seek approval of the Road Safety Inspection & Defect Categorisation Policy and Procedure.	On agenda	Doug Ritchie	Operations and Protective Services	Operations	GD 7.1	D	Originally expected in May - now September after being through CMT.
5	Various Small Scale Traffic Management Development Associated Proposals Stage 3		On agenda	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
6	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.	On agenda	Vycki Ritson	Operations and Protective Services	Operations	Purpose 1	D	Subject to ongoing discussions
7	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. ON AGENDA	Vycki Ritson	Operations and Protective Services	Operations	Purpose 1	D	Delayed from May to allow further consultation to be carried out including option appraisal.
8	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	Service update received and published.

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9	Alive @ 5 - Off Street Parking Arrangements	To seek approval to vary the operational hours of four off-street car parks in line with the "Alive @ 5" scheme.	On agenda	Ross Stevenson	Operations and Protective Services	Operations	3		
10	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	On agenda	Derek McGowan	Early Intervention and Community Empowerment	Customer	Purpose 1		
11	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. Service update to be provided. Still awaiting a Service Update.	Sandra Howard	Early Intervention and Community Empowerment	Customer	Purpose 1	R	To be reported by means of Service Update.
12	Performance Report	To present Committee with the status of key performance measures relating to the Operations Directorate (non-Education).	On agenda	Louise Fox	Business Intelligence Unit	Commissioning	1		
13	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	T	Transferred to the Capital Programme Committee
14	Cemeteries and Burial Grounds Management Rules	The report seeks approval to make new Management Rules for the Cemeteries and Burial Grounds within the remit of Aberdeen City Council as the existing Management Rules have expired.	On agenda	Graham Keith	Operations and Protective Services	Operations	3 and 4		
15	Fleet and Transport MOT Issues	At Audit, Risk and Scrutiny Committee on 8 May 2018, it was agreed to "instruct the Chief Operating Officer to report back to Audit Risk and Scrutiny Committee within two committee cycles, following the completion of the investigation and following consideration of the matter being concluded by the Operational Delivery Committee.	On agenda	Willie Whyte	Operations and Protective Services	Operations	1		

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16	Roads Winter Service Plan 2018 – 19	To present the Roads Winter Service Plan 2018 – 19 for approval. Operational Delivery Committee 29/5/18 - The Committee resolved to instruct the Chief Operating Officer to review the footway treatment regime, reporting back to committee as part of the 2018-19 Roads Winter Operational Plan	On agenda	Doug Ritchie	Operations and Protective Services	Operations	Purpose 1		
17	Notice of Motion - Councillor Yuill	Referred from Council on 2 July 2018. That this Council: 1. Notes with concern that speeding remains a problem on some roads in communities across Aberdeen. 2. Welcomes the ongoing action taken by the police to tackle this problem but recognises that limited police resources restrict the amount of police time that can be devoted to this. 3. Notes that "Community Speedwatch" initiatives, where members of the public are trained by the police to use speed guns, elsewhere in Scotland and across the UK have played a part in reducing speeds and changing driver behaviour. 4. Instructs the Chief Officer - Operations and Protective Services to discuss with Police Scotland how "Community Speedwatch" could be introduced in Aberdeen."							
18	Notice of Motion - Councillor Delaney	Referred from Council on 2 July 2018. "That Council: 1. Acknowledges the challenges faced in maintaining its infrastructure to an acceptable standard as a result of year on year underfunding by successive Scottish Governments. 2. Acknowledges the need to explore new technologies in order to discharge its functions in a more cost effective and environmentally friendly manner. 3. Commits to investigating ways to reduce plastic waste and looking for innovative ways to reuse residual plastic waste. 4. Acknowledges the reduced cost and apparent increased longevity of so called "plastic roads" whereby recycled plastic pellets are incorporated into an asphalt mixture to fill potholes and to resurface roads. 5. Welcomes the successful resurfacing of the A7 in Carlisle and notes the trials of this product in Dumfries & Galloway and Enfield. 6. Instructs the Chief Operating Officer to investigate the feasibility of trialling "plastic roads" in Aberdeen and to report back to the appropriate committee(s)."							
19	6 November 2018 DATE DATE DATE								
20	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		

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21	Windmill Brae	Operational Delivery Committee 19/04/18 - 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	D	Delayed due to the complexity of some of the responses received as part of the statutory consultation, and as a result of how the scheme links to the City Centre Master Plan. Service Update will be issued in the meantime.
22	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	D	Delayed from May & September as was required to go through CMT.
23	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.
24	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.			NESTRANS		3 and 5	D	Delayed pending a review of transportation project priorities and resources, across all transportation teams. This review is scheduled for September on foot of a recently completed assessment of existing projects and workstreams.
25	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.	Service Update received and published on 29 August to on the 2015-18 Plan. A summary of progress for the 2018-21 will also be included in the Service Update. As there is currently ongoing consultation regarding 2018-21 Plan, the Plan will be presented to committee in November for consideration and approval.	Linda Clark	Early Intervention and Community Empowerment	Customer	1.1		

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26	Waste Policies Review	To seek agreement on revised waste policies dealing with excess waste, contamination and assisted uplifts.		Kris Hultman	Operations and Protective Services	Operations	3		
27	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			
28	Risk Register	To present the risk register.		Derek McGown	Governance	Governance	GD 7.4		
29	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	T	This falls under the remit of Council and will transfer to Council.
30	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		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.
31	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		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.
32	Out of Authority Placements	Audit, Risk & Scrutiny agreed at its meeting on 8 May 2018, 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			
33	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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34	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.	DfT's final response on Community Bus Permits due late Autumn for consideration of operating services on s22 permits. Likely recommendation to continue with services being contracted out as this is lower cost than in-house delivery.	Chris Cormack	Strategic Place Planning	Place	1		
35	Roads Infrastructure - Current Skills Shortages	At the Operational Delivery Committee on 29 May it was agreed " to request that a report be brought back to identify any skills shortages within the roads and infrastructure service and to look at ways of retaining staff"		Alan Robertson	Operations and Protective Services	Operations	Purpose 1		
36	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
37	17 January 2019 DATE DATE DATE								
38	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.
39	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 Stevenson	Early Interventions and Community Empowerment	Customer	Purpose 1	R	To be reported by means of service update
40	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.		Joanna Murray	Strategic Place Planning	Place	3 and 5		
41	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		
42	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
43	14 March 2019 DATE DATE DATE								

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44	Carers Strategy	Operational Delivery Committee 29/5/18 - To instruct officers to bring back to a future meeting of the Committee in early 2019, an update on the implementation of the strategy and the subsequent development of services for young carers		Graeme Simpson	Integrated Children's and Family Services	Operations	7.1		
45	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		
46	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
47	April 2019 Onwards			DATE	DATE			DATE	
48	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		
49	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 2018. The initiative is linked to funding through Smarter Cities which is being explored. Funding currently being explored in order to carry out a trial.
50	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		
51	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		

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52	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		
53	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			
54	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.
55	Performance Report	To provide Committee an update in regards to the performance every cycle.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
56	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			
57	Unadopted Roads Waste and Recycling Collection Policy	At the Zero Waste Management Sub Committee in June 2017, it was agreed to revise the policy in August 2019.		Pam Walker	Operations and Protective Services	Operations	GD 7.1		
58	To be reported by Service Update								
59	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		
60	Property Level Flood Protection Grant Scheme	agreed in May 2018 that this would be removed once Service Update circulated.		Will Burnish	Capital	Resources	GD3		
61	One Stop Employability Shop	Will be deleted after service update received.		Matt Lockley	City Growth	Place	1		

