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1	<b>CITY GROWTH AND RESOURCES COMMITTEE BUSINESS PLANNER</b> 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	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>18 September 2018</b>								
4	Unrecoverable Debt	This report advises numbers and values of Council tax, business rates and housing benefit overpayments made unrecoverable during 2017/18 as required in terms of Financial Regulations 5.3.4.	On Agenda	Wayne Connell	Customer	Customer	1.2		
5	VisitAberdeenshire Destination Aberdeen & Aberdeenshire Tourism Strategy 2018 - 2023	To note the new tourism strategy for the city and region	On Agenda	Richard Sweetnam	City Growth	Place	2.2 & 2.3	D	This was originally due in June, however officers awaited the VisitAberdeenshire new tourism strategy and completed action plan before reporting to Committee.
6	Strategic Car Parking Review	To advise of the outcome of the Strategic Car Parking Review and to make recommendations for future actions.		Joanna Murray/David Dunne	Strategic Place Planning	Place	2.2, 2.3, 3.1, 3.2, 3.3	R	The report is recommended for removal. It will be considered in context of the Roads Hierarchy Study, the Low Emissions Zone project and a number of other ongoing transport related projects, all of which are interrelated.
7	Capacities of Junctions Associated with the AWPR/B-T - NOM Cllr Boulton	Council 15/03/17 - The Council accepted the terms of the motion as follows "To instruct the Chief Executive to liaise formally with the AWPR/B-T funding partners to provide a report to the Communities, Housing and Infrastructure Committee before the end of 2017 in respect of the capacities of the junctions associated with the AWPR/B-T within the Aberdeen City boundary. This information is essential in determining if there are sufficient capacities for existing traffic and for future development within the Aberdeen City boundary."	Now due at November Meeting	John Wilson	Strategic Place Planning	Place	2.2	D	This was originally due to be reported at the June meeting. Following consultation with the AWPR/B-T Technical Advisor, leading up towards the September committee, the AWPR/B-T Managing Agent advised that in light of the Technical Advisor's prioritisation of workload, the technical report is not complete.

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8	Aberdeen City Local Housing Strategy 2018 - 2023	To present the Local Housing Strategy for approval.	On Agenda	Mel Booth	Strategic Place Planning	Place	Purpose 4 & 5	D	This was due to be reported at the June Committee, however officers were still waiting for the peer review feedback from the Scottish Government.
9	Annual Report on Economic Panel	To present the annual review as per the Committee's TOR.	Now due at November 2018 Meeting	Richard Sweetnam	City Growth	Place	2.1	D	Delayed to November Meeting. The annual report is being drafted and prepared by the Panel supported by officers. It is likely that the Panel will launch its report after the City Growth & Resources Committee of 18 September. Therefore officers will bring their report to the Committee at the next available opportunity.















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27	Creative Funding Grants Programme	Seek approval to not award grants of £10,000 or less under the Scheme of delegation and to seek approval for awards over £10,000	On Agenda	Mark Bremner	City Growth	Place	1.3.7		
28	External Funding & Partnerships	This purpose of this report is to seek approval to enter into grant agreements for external funding opportunities through the Interreg North West Europe (NWE) programme which develop key Regional Economic Strategy priorities.	On Agenda	Laura Paterson	City Growth	Place	Purpose 1		
29	Alive at 5 – Off-Street Parking Proposals	To seek approval from committee to vary the off-street parking payment structure of four off-street car parks in line with the "Alive @5" scheme, resulting in an estimated reduction in parking income.	Also reported to the Operational Delivery Committee 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	1.2,1.3 & 2.2		
30	Finance for Business	To report on the Council's engagement with the Business Loans Scotland initiative and to seek approval for the criteria and process for the Cooperative Business Development Fund.	On Agenda	Matt Lockley/ Andrew Stephen	City Growth	Place	2.3		
31	Middlefield Regeneration	CH&I on 16/1/18 agreed to instruct the Head of Land and Property Assets to openly market the site in accordance with Aberdeen City Council's aspirations and report back with the outcome to a future and appropriate Committee in due course.	This was originally going to be reported in November 2018, however a report is ready to be presented earlier to the September meeting	Neil Strachan/ Martin Smith	Corporate Landlord	Resources	3.3		
32	Disposal of the former Cordyce School site	To advise members of the outcome of the marketing exercise and recommend appropriate offer to accept.		Neil Strachan	Corporate Landlord	Resources	3.3		
33	Disposal of Land, Devil's Den, Woodside	To advise members of the request to amend the disposal price from the preferred bidder and seek their approval to the amended terms of the transaction. The disposal was originally reported to the Property Sub Committee on 26 May 2015.	On Agenda	Neil Strachan	Corporate Landlord	Resources	3.3		

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34	Site at King Street/Beach Esplanade (OP85)	For Committee to consider recommendations for the new ground lease	This was originally going to be reported in November 2018, however a report is ready to be presented earlier to the September meeting - A Service Update was circulated on 19 June 2018 - On Agenda	Louisa Ratana Arporn	Corporate Landlord	Resources	1.5 and 3.3		
35	Christmas Village 2017 Feedback	Under the Service Level Agreement and debate at the June 2018 City Growth & Resources Committee, annual feedback to be provided by Aberdeen Inspired, the organiser of the Christmas Village.	On Agenda	Dawn Schultz	City Growth	Place	2.3 & 3.2		
36	Option for the Old AECC	To provide Committee with an update on the plans for the old AECC site when the venue moves to the new site next year. To seek approval for the potential disposal of part of the site.		Neil Strachan	Corporate Landlord	Resources	3.3		
37	Community Asset Transfer – Seaton Huts and Depot	To seek Committee's approval to the proposed Community Asset Transfer of the above property.	On Agenda	Neil Strachan	Corporate Landlord	Resources	3.3		
38	Wellington Road Multimodal Corridor Study	To advise Members of the outcomes of the Wellington Road Multimodal Corridor Study Scottish Transport Appraisal Guidance (STAG) Part 1 Report, and to gain approval to proceed to STAG 2 Appraisal.	On Agenda	Will Hekelaar	Strategic Place Planning	Place	2.2		
39	Conditions and Suitability Programme	To present the rolling programme to define projects to upgrade the condition and suitability of current estate.	On Agenda	Alastair Reid	Corporate Landlord	Resources	Purpose 4		
40	New Schools Development Programme 2018	to seek approval for the submission of planning applications for each site, detailed discussion with landowners to transfer or purchase title as required and to allocate funding from Capital Funding/ Developers Contributions to undertake detailed design works for each of the projects	Also reported to the Capital Programme Committee on 12 September 2018 and Strategic Commissioning Committee on 13 September 2018	Stephen Booth	Corporate Landlord	Resources	1.2		
41			<b>31 October 2018 (Special)</b>						

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42	Council Financial Performance - Quarter 2, 2018/19	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.3		
43			27 November 2018						
44	City Events 2019/20	To present the events programme for approval.		Dawn Schultz	City Growth	Place	Purpose 6		
45	Joint Initiative for Vehicle Emissions (Jive 2) Report	To seek approval to deploy a further ten H2 buses. At the meeting on 19 June 2018, the Committee agreed to receive a Service Update on the present situation with Jive 2.	A Service Update was circulated.	Yasa Ratnayake/ Laura Paterson	City Growth	Place	Remit 1.3.4	R	The Jive 2 project has not secured external funding and has not gone through ACC's Governance process and is recommended to be removed
46	Energy Plan for Aberdeen	CH&I Committee on 16/1/18 agreed to instruct the Interim Director of Communities, Housing and Infrastructure to report back to CH&I Committee when the energy plan is complete.			Strategic Place Planning	Place	Purpose 6 and Committee Decision		
47	Fairtrade Resolution	Reporting the biennial review of the Fairtrade Resolution and seeking approval of the Resolution		Sinclair Laing	Strategic Place Planning	Place	GD 7.1		
48	Asset Management Plan (including school estate and housing stock)	To present the asset management plan (including school estate and housing stock) for approval.			Corporate Landlord	Resources	3.1		
49	Credit Review Rating Annual Report	To present the outcome of the annual review of credit rating by Moody's.	Now due at February 2019 meeting	Sandra Buthlay	Finance	Resources	1.3	D	Confirmation of the date for the annual assessment meeting with Moody's is in progress with the indications at present being an early November date which will result in this report being delayed.





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2									
57	Service Income Policy	To seek approval of the Service Income Policy.		Carol Smith	Finance	Resources	GD 7.1	D	This was due to be reported to the September meeting, however it was delayed to November committee to allow any relevant findings from the Debtors System internal audit to be incorporated into the policy.
58	Corporate Debt Policy	To seek approval of the Corporate Debt Policy		Carol Smith	Finance	Resources	GD 7.1	D	This report was originally due to be presented to the meeting in February 2019 but will now be reported to the meeting in November 2018 instead.
59	External Transportation Links to Aberdeen South Harbour Pre-Appraisal and STAG Part 1 Study	This report will advise Members of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Pre and STAG Part 1 Appraisal that have been submitted by Peter Brett Associates consultants for External Links to Aberdeen South Harbour.		Nathan Thangaraj	Strategic Place Planning	Place	2.3		
60	A96 Collective Travel Study	To inform committee of proposed projects and measures		Kevin Pert	Strategic Place Planning	Place	2.3		
61	Extending Employability Provision	To seek approval for an extension to the Progress through Positive Partnerships programme and associated funding requirements until December 2022		Matt Lockley	City Growth	Place	2.3		
62	External Funding Plan	To seek approval of the external funding plan; to note the success of the funding team for 17/18 and to note the implications of Brexit on future funding opportunities		Susan Fraser	City Growth	Place	Purpose 1		



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2	City Centre Masterplan Project EN10: Union Terrace Gardens - Outline Design, Business Case, Development Costs and Procurement Strategy	Council on 15/3/17 agreed to instruct the Head of Economic Development to submit a report to the first available FP&R Committee with recommendations on the preferred contractor from the procurement exercise and the final costs of the scheme. At its meeting of 20 Sept 2017, the FP&R Committee agreed to transfer this item to the Council Business Statement	Multiple committee report to be submitted to Capital Programme Committee, Strategic Commissioning Committee will and City Growth and Resources Committee. The report will (1) seek approval of the detailed design of the project and business case from the Capital Programme Committee; (2) seek approval of the preferred contractor from the Strategic Commissioning Committee; and (3) seek approval of the final costs to be met from within the budget approved by Council on 15 March 2017 from the City Growth and Resources Committee.	Richard Sweetnam/ Andrew Win	City Growth	Place	Council Decision	D	Was originally to be reported to September 2018 meeting, however due to the level of bidder interest in the construction tender, we are required to extend the tender period to allow the bidders to finalise their responses. This means that the final costs and preferred contractor won't be known until mid-October. Therefore, a multiple committee report will be presented to CPC on 14 November, SCC on 20 November and CG&R on 27 November 2018.
65	Travel Policy	To present the revised travel policy for approval.	The report will also be considered by the Staff Governance Committee at their meetin in November.	Carol Smith	Finance	Resources	Purpose 1		
66									
67	Balnagask Motte Regeneration	CH&I on 16/1/18 agreed to (i) to withdraw the report from today's agenda; and (ii) to instruct the Head of Land and Property Assets to further review the legal and financial implications of the report prior to it being re-submitted to Committee for decision making.		Bill Watson	Corporate Landlord	Resources	Remit 1.1	D	A report was originally due at the June meeting as further information had been provided by the legal team in respect of various transfers of ownership between different Services, further work is required to fully interpret this information.
68			07 February 2019						





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2	Credit Review Rating Annual Report	To present the outcome of the annual review of credit rating by Moody's.		Sandra Buthlay	Finance	Resources	1.3	D	The report was originally due to be submitted for the meeting in November 2018, however confirmation of the date for the annual assessment meeting with Moody's is in progress with the indications at present being an early November date which will result in this report being delayed.
76			<b>25 April 2019</b>						
77									
78	Council Financial Performance, Quarter 4, 2018/19	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.3		
79	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Mark Masson	Governance	Governance	GD 7.4		
80	Aberdeen Cross City Transport Connections STAG Part 2 Study	This report will advise Members of the outcomes of the Scottish Transport Appraisal Guidance (STAG) Part 2 Appraisal that have been submitted by Peter Brett Associates consultants for Aberdeen Cross City		Nathan Thangaraj	Strategic Place Planning	Place	2.3		
81	Granite City Growing – Aberdeen Growing Food Together	To advise committee about the requirement to have and implement a Food Growing Strategy under the requirements of the Community Empowerment (Scotland) Act 2015.		Sandy Highton/Amy Gray	Strategic Place Planning	Place	2.2		
82	Consultative Draft Sustainable Urban Mobility Plan (SUMP)	To advise Members of progress to date on developing a SUMP for Aberdeen and gain approval for a draft SUMP to be published for public and stakeholder consultation.		Will Hekelaar	Strategic Place Planning	Place	Purpose 5 and Remit 2.2		
83	Bridge of Dee West – Walking/Cycling Improvements	Approval to begin detailed design		Kevin Pert	Strategic Place Planning	Place	2.2		
84			<b>May 2019 onwards</b>						

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85	Following the Public Pound	To present the reviewed following the public pound policy.	To be reported September 2019	Sandra Buthlay	Resources	Finance	1.3.7		
86	Community Planning Aberdeen - Local Outcome Improvement Plan Annual Report	To present the LOIP annual report.	To be reported to the Strategic Commissioning Committee	Michelle Cochlan	Strategic Place Planning		Purpose 6	R	The CP annual report is being reported to SCC in relation to its Terms of Reference and will be the practice moving forward.
87	Building Performance Policy	CH&I Committee 2017 agreed to instruct officers within Communities, Housing and Infrastructure to undertake scrutiny of policy compliance and report back to committee with an annual review and progress report in 12 months, envisaged to be May 2018.	A Service Update was circulated on 30 August 2018.	David Dunne	Strategic Place Planning	Place		D	Deferred from September 2018 Meeting as this policy could only be applied to projects at concept stage, projects have not advanced enough to assess the policy's effectiveness. Work is ongoing with services to assess any changes which may be required to the policy.
88			DATE TBC						
89	Developing an Energy Plan for Aberdeen	Communities, Housing and Infrastructure Committee on 16/1/18 instructed the interim Director of Communities, Housing and Infrastructure to report back to CH&I Committee when the plan is complete.		Mai Muhammad	Corporate Landlord	Resources	2.2		

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2	Policy that Specifies the Existing Granite Set and Lock Block Streets - NOM Former Cllr Corall	Council 15/03/17 referred the terms of the motion to Communities, Housing and Infrastructure Committee. "agrees to instruct the Interim Director of Communities, Housing and Infrastructure to develop a policy that specifies: a. the location of existing granite sett and lock block streets; b. which ones should be maintained; and c. what maintenance procedure should be used; and gives a commitment that any future repair work will be carried out sympathetically and appropriately."	A report to approve a procedure for carrying out temporary repairs to granite setts/cobbles is likely to be submitted to Operational Delivery Committee in Nov 2018. A second report which will not only look at the permanent repairs required to historical cobbles/setts, but also look at lockblock areas and areas where specialist paving has been used will be more complex which will consider the areas within the city where these types of material exist, conservation areas, how these areas can be repaired and costs of such schemes. This is a larger piece of work and will come forward in 2019, following the lockblock trial being considered, later this year, within the Kingswells area.	Doug Ritchie	Operations and Protective Services	Operations	2.2 and GD 7.1		
90	Impact on Aberdeen of Scottish Government Funding	Council on 5/3/18 agreed As part of our commitment to Civic Leadership and Urban Governance instruct the Chief Executive to bring a report to the City Growth and Resources Committee working with partners to include our ALEOs, Aberdeen and Grampian Chamber of Commerce, Aberdeen Burgesses Federation of Small Businesses, Opportunity North East, and Scottish Enterprise to assess the impact on Aberdeen of Scottish Government funding in comparison to the funding received by other local authorities and identify how the council can encourage the Scottish Government to provide a better financial settlement for Aberdeen.		Richard Sweetnam	City Growth	Place	1.2		
91									
92			<b>AD HOC REPORTS (CYCLE DEPENDENT ON REQUIREMENT TO REPORT)</b>						

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93	Pension Fund Guarantee Requests	To consider any pension fund guarantee requests received		Lesley Fullerton	Finance	Resources	1.3.4		
94	Unit 24 Howemoss Drive, Kirkhill Industrial Estate Dyce	Proposed purchase of Industrial Investment property by City Council		Stephen Booth	Corporate Landlord	Resources	3.3		
95	Willowbank House (Aberdeen Business Centre) - Option Appraisal and Future Use	Willowbank House (Aberdeen Business Centre) is a City Council-owned investment property, under the management of the Head of Land & Property Assets. The report discusses its present condition, its market appeal, and sets out various options for the future of this property asset.		Stephen Booth	Corporate Landlord	Resources	3.3		
96	Business Case for the Acquisition of ex-Council Properties in Buildings where the Council is the Majority Owner	Council on 6/3/18 agreed to instruct the Director of Resources to report back to the relevant future committee with a business case for the acquisition of ex-Council properties in buildings where the Council is the majority owner and the income stream generated would cover the cost of acquisition as well as any other properties that were previously Council owned.		Stephen Booth	Corporate Landlord	Resources			
97	Small Financial Assistance Grants and Gala Funding	To consider any requests not approved under delegated powers.	To be reported as and when required.	Karen Black	Finance	Resources	GD3		
98	Schoolhill Public Realm Enhancement	The Strategic Commissioning Committee on 7/6/18 agreed amongst other things to delegate authority to the Chief Officer – Place to bring forward a comprehensive public realm enhancement design for the wider Schoolhill area as future stages of works and report to appropriate committees.		Gale Beattie	Place	Place			
99	<b>All of the below will recommended to be reported by means of a service update report, and should any decisions on any of the below be required then a report would be submitted to Committee at the appropriate time.</b>								
100	Denburn Car Park Site	Property Sub Committee - 17/11/15 - The Sub Committee agreed to instruct the Head of Land and Property Assets to open discussions with NHS Grampian (The Scottish Ministers) over the future of the Denburn car park site and report back to a future meeting of this Committee.	Discussions continue with NHS Grampian regarding the site, however meaningful progress can only be made once the NHS operational use of the site comes to an end.	Stephen Booth	Corporate Landlord	Resources	3.3		

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101	Former Bon Accord Baths Disposal	Property Sub Committee -02/09/15 - It was agreed to instruct the Head of Land and Property Assets to enter into dialogue with Bon Accord Heritage and report back to this Sub Committee at a future meeting, by 24 May 2016 at the latest, with further detail in relation to their proposals, delivery strategy and timing.	A Service Update was circulated on 23 January 2018.	Stephen Booth	Corporate Landlord	Resources	3.3		
102	Ferryhill Engine Shed Lease	Property Sub Committee - 02/09/15 - It was agreed to note that the Head of Land and Property Assets will report to the Property Sub Committee on 29 March 2016, with details of what the Trust has provided and a recommendation on a way forward.		Stephen Booth	Corporate Landlord	Resources	3.3	R	The FP&R Committee of 1 February 2018 approved a report recommending a 50 year lease of the site. There will be no future reports on this.
103	87-93 Union Street and 1-6 Market Street	Finance, Policy and Resources 9/3/17 - The Committee agreed to request the Head of Land and Property Assets to report the outcome of discussions to a future meeting.	Discussions continue on other options for the site with the owners and is therefore dependent on their development plans.	Stephen Booth	Corporate Landlord	Resources	3.3		