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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	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3				6 November 2018	DATE	DATE	DATE		
4	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.			Laura Snee	Operations and Protective Services	Operations	1	It is proposed that this matter instead be reported as a service update
5	Commemorative Plaque - Caroline Phillips	To ask the Committee to approve the erection of a plaque to Caroline Phillips, local suffragette and journalist at 41 ½ Union Street.	On agenda		Helen Fothergill	City Growth	Place	Purpose 1	
6	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 to January to allow further consultation
7	Fleet and MOT Issues	AR&SC 8 May - instruct the Chief Operating Officer to report back to the 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		Mark Reilly	Operations and Protective Services	Operations	6.2	R
8	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 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. On agenda		Linda Clark	Early Intervention and Community Empowerment	Customer	1.1	
9	Waste Policies Review	To seek agreement on revised waste policies dealing with excess waste, contamination and assisted uplifts.	On agenda		Kris Hultman	Operations and Protective Services	Operations	3	
10	Parking and Bus Lane Adjudicators for Scotland	to seek approval for the response to the consultaiton	On agenda		Mark Wilson	Integrated Children's and Family Services	Customer	3	

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11	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 2009.		Olu Fatokun	Strategic Place Planning	Place		T	This has been transferred to the City Growth and Resources Committee for approval
12	Risk Register (Customer Experience, External Communications, Digital and Technology, Early Intervention and Community Empowerment, Operations and Protective Services)	To present the risk register.	On agenda	Ronnie McKean	Governance	Governance	GD 7.4		
13	Formal Joint Working Partnership of North Scotland Trading Standards Services	Communities, Housing and Infrastructure on 29 August 2017 authorised officers to continue discussions with a view to agreeing detailed collaborative working arrangements which would be the subject of a further report to Committee seeking approval of the same.		Graeme Paton	Operations & Protective Services	Operations	3		Service update will be provided
14	Procedure / Policy for carrying out temporary repairs to granite setts/cobbled roads.	To advise the committee of the new Policy / Procedure for carrying out temporary repairs to granite setts and cobbled roads when repairs are identified through our inspection policy or where specific locations fail to meet our agreed intervention levels.	On agenda	Doug Ritchie	Operations & Protective Services	Operations	1 and 3		
15	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	R	It is proposed that this matter instead be reported as a service update
16	Performance Report	To provide Committee an update in regards to the performance.	On agenda	Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
17	17 January 2019								
18	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.		TBC	Operations and Protective Services	Operations	Purpose 1	R	To be reported by means of service update.
19	Various Small Scale Traffic Management and Development Associated Proposals			Doug Ritchie	Operations & 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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20	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
21	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 info from the Scot Govt and Scottish Water to understand the funding implications and how section 7 is to be funded. 3 years ACC have been pursuing written confirmation in the form of a letter rather than verbal/email/FAQ received to date detailing the proposed funding arrangement for Section 7 agreements and whether or not Local Authorities will get increased grant funding based on what we perceive as the transfer of maintenance liabilities from Scottish Water to local authorities. Once letter received ACC will be able to report to ctte.
22	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

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23	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	D	Awaiting a final response from Department of Transport.
24	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		
25	Foster Care Fees and Allowances	To seek approval of the Foster Care fees and allowances.		Isabel McDonnell	Integrated Children's and Family Services	Operations	2		
26	Notice of Motion by Councillor Delaney - plastic road	At Operational Delivery committee on 6 September, it was agreed "to instruct the Chief Operating Officer to investigate the feasibility of trialling "plastic roads" in Aberdeen and to report back to the appropriate committee(s). May be the case that it is reported to another committee.		Angus MacIver	Operations and Protective Services	Operations	3 and 5		
27	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		
28	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
29	14 March 2019								
30	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		Billy Nicol/Sonja Lowit	Integrated Children's and Family Services	Operations	7.1		
31	Alive @ 5	At the Operational Delivery Committee on 6 September, it was agreed to instructs the Chief Officer for Operations and Protective Services to review the progress of the trial and report back to Operational Delivery Committee on 14 March 2019.		Mark Reilly/Ross Stevenson	Operations and Protective Services	Operations	3		
32	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.		TBC	Strategic Place Planning	Place	Purpose 1		

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33	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.
34	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
35	April 2019 Onwards								
36	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		
37	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.
38	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		
39	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		
40	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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41	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			
42	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.
43	Performance Report	To provide Committee an update in regards to the performance every cycle.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
44	Hydrogen Buses and Facilities in Aberdeen			Gale Beattie/David Dunne	Strategic Place Planning	Place			
45	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			
46	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		
47	To be reported by Service Update								
48	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		
49	Property Level Flood Protection Grant Scheme	agreed in May 2018 that this would be removed once Service Update circulated.		Will Burnish	Capital	Resources	GD3		
50	One Stop Employability Shop	Will be deleted after service update received.		Matt Lockley	City Growth	Place	1		
51	Crematorium Management Compliance Report	Report every second committee to update members. Procedures and PI's update	To be reported every second cycle by means of Service Update	Steven Shaw	Operations and Protective Services	Operations	3.1		This report was previously under the Public Protection Committee but will now report to Operational Delivery.

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2	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.