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1	<b>OPERATIONAL DELIVERY 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>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>14 March 2019</b>								
4	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	Integrated Children's and Family Services	Operations	7.1		
5	Detrunking of the A90/A96 following the opening of AWPR			Doug Ritchie	Operations and Protective Services	Operations	1 & 3		
6	Gray Street and Salisbury Terrace			Graeme McKenzie	Operations & Protective Services	Operations	Purpose 1	D	Delayed from January due to ongoing consultation with objectors.
7	Lochside Academy - flooding issues around safe routes to school	At the Education Operational Delivery Committee on 17 January 2019, an item was referred to be considered by this committee on the flooding issues at Lochside Academy		Gordon Spence/ Gale Beattie	Strategic Place Planning/ Corporate Landlord	Place/ Resources			

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8	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.		Alan Robertson	Operations and Protective Services	Operations	Purpose 1	T	Delayed from May. Had been awaiting info from the Scot Govt and Scottish Water to understand the funding implications and how section 7 is to be funded. local authorities.
9	Alexander Ogston Plaque	To seek permission to erect a plaque in the name of Alexander Ogston.		Jenny Brown	City Growth and Resources	Place	Purpose 1	T	Due to the committee changes at Council on 4/3/19 this will now be reported to City Growth and Resources.
10	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.		Jack Penman	Operations and Protective Services	Operations	3		

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11	Council Tenants Arrears	At Full Council on 17 December 2018, it was agreed "to instruct the Director of Customer Services to report to the ODC on 14 March 2019 detailing how many Council tenants are in arrears, stating the reasons and whether additional support is necessary in order to prevent those individuals from falling further into financial insecurity."		Derek McGowan	Early Intervention and Community Empowerment	Customer			
12	Performance Report	To provide Committee an update in regards to the performance.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
13	<b>16-May-19</b>								
14	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		
15	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	<b>D</b>	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
16	Proposed Road Sign Policy	To clarify the situation regarding requests for directional signs.		Jack Penman	Operations & Protective Services	Operations	1		

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17	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.	UK Government have still not released the outcome of their Review and Consultation. The High Court have also recently approved a Judicial Review into the Community Bus Permits, which will potentially result in further impact. Officer will report in May to update on all matters.	Chris Cormack	Strategic Place Planning	Place	1	D	Awaiting a final response from Department of Transport.
18	Various Small Scale Traffic Management Stage 3	At ODC on 17 January 2019, it was agreed to instruct the Chief Operating Officer to delay proposals for Westerton Road Prohibition of Waiting, for two committee cycles, to allow officers to carry out further traffic volume and speed surveys now that the AWPR has opened and report these results to the May meeting of Operational Delivery Committee.		Tolu Olowoleru	Operations and Protective Services	Operations	1		
19	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/ David Dunne	Strategic Place Planning	Place	3 and 5	D	The report has been delayed from January and rescheduled to allow officers to gather feedback from other local authorities.
20	Policy that Specifies the Existing Granite Sett 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."		Angus Maclver/ Paul Davies	Operations and Protective Services	Operations			

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21	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
22	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		
23	Review of Broad Street Partial Pedestrianisation including safety review.	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. Combined with this report is the safety review and the instruction from Council on 5/3/18 was to instruct the Chief Officer Strategic Place Planning to conduct a full review of the Broad Street pedestrianisation (one year after opening) on the effectiveness of the scheme, the implications on the City Centre network and the CCMP and report back with recommendations taking into account rec (b) to the relevant committee at the earliest opportunity.	This report will now combine both of the aspects of the Broad Street review. The partial pedestrianisation and the safety review.	Tara Gavan	Strategic Place Planning	Place	Purpose 1		
24	Performance Report	To provide Committee an update in regards to the performance every cycle.		Louise Fox	Business Intelligence Unit	Commissioning	Purpose 1		
25	Hydrogen Buses and Facilities in Aberdeen	At Council on 10 September 2018, it was agreed that a report come to the first Operational Delivery Committee following consultation with an outline strategic appraisal on how the Council intends to increase charging and refuelling infrastructure across the city including potential funding sources available and estimated cost implications.”		Gale Beattie/David Dunne	Strategic Place Planning	Place			
26	Scottish Road Works Commissioner Annual Performance	Annual report on performance from the Scottish Road Works Commissioner.		Angus MacIver/ Kevin Abercrombie	Operations and Protective Services	Operations	Purpose 1		
27	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	GD 5		

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28	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			
29	<b>17-Sep-19</b>								
30	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		Ken Neil	Operations and Protective Services	Operations	5		
31	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		
32									
33									
34	<b>12-Nov-19</b>								
35									
36	<b>Reports for 2020 and beyond</b>								
37	Autism Strategy and Action Plan	At the ODC on 17 January 2019, it was agreed that annual reports would be submitted on the progress of implementation of the Action Plan.		Jenny Rae	Health and Social Care Partnership		GD 7.1		
38	Use of Plastic Based Materials in Roads Construction	At ODC on 17 January 2019, it was agreed to instruct the Chief Operating Officer to bring back a report to this committee when there is sufficient evidence on the benefits of conducting a trial of this product in Aberdeen.		Paul Davies	Operations and Protective Services	Operations	3 and 5		

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39	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	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.	Vycki Ritson	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.
40	<b>To be reported by Service Update</b>								
41									
42	Haudagain Improvement Scheme		<b>Agreed at Committee in April 18 that an update report would be provided every cycle.</b>	Neil Carnegie	Early Intervention and Community Empowerment	Customer	Purpose 1		
43	Property Level Flood Protection Grant Scheme	Agreed in May 2018 that this would be removed once Service Update circulated.		Alan Robertson	Capital	Resources	GD3		
44	One Stop Employability Shop	Will be deleted after service update received.		Matt Lockley	City Growth	Place	1		
45	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		<b>To be reported by means of service update</b>
46	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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47	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		To be reported by means of service update.
48	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.	<b>Service Update</b>	Steven Shaw	Operations and Protective Services	Operations	Purpose 1		<b>To be reported by means of service update.</b>