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1	CITY GROWTH AND RESOURCES 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	Report Author	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			25 April 2019						
4	Council Financial Performance, Quarter 4, 2018/19	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.2		
5	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Mark Masson	Governance	Governance	GD 7.5	D	The reporting period has been confirmed as 6 March 2018 to 29 April 2019, therefore in order to include details from the April 2019 meeting a report will now be submitted to the meeting on 6 June 2019.
6	Community Asset Transfer Sub Committee	To seek the re-establishment of the Community Asset Transfer Sub Committee		Stephanie Dunsmuir	Governance	Governance	Purpose 5		
7	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 Transport Connections.		Ken Neil	Strategic Place Planning	Place	2.3	D	The consultant's report has now been received and officers are working with partners to review the outcomes and determine next steps. This report will now be reported in June 2019.

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16	Changing Places – Opportunities within Condition & Suitability Programme	City Growth and Resources Committee on 18 September 2018 agreed to instruct the Chief Officer, Corporate Landlord to investigate the potential financial and practical implications of upgrading these facilities to include adult changing facilities to 'changing places' standard, that would be accessible to the public during normal opening hours for these premises and bring back a brief report within two cycles of the committee.		Alastair Reid	Corporate Landlord	Resources	Purpose 5		
17	Schoolhill Public Realm Enhancement and Living Wall	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. The Council on 5 March agreed to instruct the Chief Officer - City Growth to determine if any external funding can be secured for Phase 2 Public Realm Works and a Living Wall at Flourmill Lane and to report back to the relevant Committee.		Stuart Bews/Susan Cameron	City Growth	Place		D	Delayed in light of the Council decision on 5 March 2019. A report outlining the outcome of whether external funding can be secured is likely to be presented to the Committee in September 2019.
18	Performance of Junctions Associated with the AWPR/B-T	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."	The Technical Advisor for the AWPR/B-T had informed the Chief Officer – Capital that the junction traffic modelling report was still incomplete. The delay in finalising the report is due to a number of factors but primary reasons for the delay are awaiting technical clarifications from a third party, and the prioritisation of other project matters directly related to the sectional opening of the remaining sections of the scheme including the River Don Crossing. The Technical Advisor is reviewing his resources to confirm when the report will be complete.	John Wilson/Barry Beattie	Strategic Place Planning	Place	2.3		

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19	Aberdeen City Region Hydrogen Strategy	Communities, Housing and Infrastructure on 16/1/18 instructed a review of all Council policies within fleet, transport, energy, economic and environment to support the adoption of hydrogen.	The review of Council policy was still being undertaken and officers expected this to be completed and presented to the April committee.	Andrew Win	City Growth	Place	1.2.6 & 1.2.8		
20	Disposal of the former Cordyce School site	To advise members of the outcome of the marketing exercise and recommend appropriate offer to accept.	A report was originally due in September 2018. A verbal update was provided in private session at the meeting in November 2018.	Neil Strachan	Corporate Landlord	Resources	3.4		
21	External Funding for Transportation projects	To advise Elected Members of the external funding opportunities for transportation projects, to approve participation in these projects and the use of match-funding for some projects.		Amye Robinson	Strategic Place Planning	Place	Purpose 2		
22	Bus Lane Enforcement Programme Update & Future Planning 2019/20	To provide an update on the status of the Bus Lane Enforcement programme and future plans.		Amye Robinson	Strategic Place Planning	Place	1.2		
23	Roads and Transport Related Budget Programme 2019 – 20	This report brings together the proposed roads and transportation programme from the approved Capital Budgets for 2019 / 2020.		Doug Ritchie	Operations and Protective Services	Operations	Purpose 1 & 3		
24	Trade and European Partnerships Travel Plan 2019/20	To seek approval for the International Trade Travel Plan for 2019-20 and associated expenditure.		Matt Lockley	City Growth	Place	2.3		
25	Alexander Ogston Plaque	To seek permission to erect a plaque in the name of Alexander Ogston.	Transferred from Operational Delivery Committee planner following changes to terms of reference agreed at Council on 4 March 2019	Jenny Brown	City Growth	Place	Purpose 6		
26	Workplans and Business Cases - Capital	To present the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 2		
27			06 June 2019						

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32	Marywell to A956 Wellington Road	To inform committee of recommendations of Options Appraisal Report and obtain approval to progress with a detailed design of the preferred route. This scheme is 100% external funding from start to finish (i.e. current Options Appraisal Report to proposed 19/20 design and thereafter 20/21 construction).		Kevin Pert	Strategic Place Planning	Place	2.2		
33	Procurement Workplans and Business Cases	To present the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 2		
34	Revised Policy for Bookings and Lettings in Education Buildings	To seek committee approval for the implementation of a revised policy for the administration of bookings and lettings within education buildings, to coincide with the introduction of a new online lets booking system		Andrew Jones	Corporate Landlord	Resources	Purpose 4 and 2.2		
35	South College Street - Corridor Improvement - Business Case	CH&I Committee 8/11/17 - The Committee agreed to instruct the interim Head of Planning and Sustainable Development to update the business case, detailed design and cost estimate of the currently approved scheme (Option 1) and report back these details within twelve months. Transferred form Capital Programme Committee as a result of the changes to the Terms of Reference agreed by Council.	"The Business Case for South College Street has been delayed due to the prioritisation of other schemes. The Chief Officer – Capital will bring an updated Business Case to the 21 May 2019 Committee."	Alan McKay	Strategic Place Planning	Place	1.1		
36	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 Corporate Landlord. The report discusses its present condition, its market appeal, and sets out various options for the future of this property asset.		Jim Argo	Corporate Landlord	Resources	3.4		

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37	Auchmill Golf Club – Property Management Issues	The City Council own the site of Auchmill Golf Course and lease it to the Management Committee of Auchmill Golf Club on two separate leases, one of the Golf Course, the other of the site of the Golf Clubhouse. The Club request that the City Council consider property management issues pertaining to those leases. The report discusses the request and makes recommendations.		Jim Argo	Corporate Landlord	Resources	3.1		
38	Station Road, Cults – Knight Property Group – Proposed Lease Amendment	The above site is owned by the City Council (Property Account) and leased to Knight Property Group. It's developed with a small Industrial/ Office Business Park. The site tenant requests that the lease terms and conditions be amended. The report discusses the request and makes recommendations.		Jim Argo/Peter Lowe	Corporate Landlord	Resources	3.1		
39			31 July 2019 (Special)						
40	Council Financial Performance, Quarter 1, 2019/20	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.2		
41			26 September 2019						
42	Following the Public Pound	To present the reviewed following the public pound policy.		Sandra Buthlay	Resources	Finance	1.3.7		
43	Granite City Growing; Aberdeen's Food Growing Strategy	Advise committee of the duty to prepare a food growing strategy under the Community Empowerment (Scotland) Act 2015. Present and seek approval for the draft strategy (Granite City Growing), and associated Environmental Report, to go for public consultation. Update committee on the progress of the community food-growing programme.		Sandy Gustar	Strategic Place Planning	Place	2.2		

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44	Developer Obligation Review - Community Asset Plans	Communities, Housing and Infrastructure on 8/11/17 - The Committee instructed the interim Head of Planning and Sustainable Development to prepare Community Asset Plans on a secondary school catchment basis and to return to committee at the next available opportunity to seek approval(s) of these plans.	A service update was circulated on 30 January 2019 and a report will be presented to the Committee in September 2019, thereafter service updates will be provided on a bi-annual basis during the development of community asset plans.	David Dunne	Strategic Place Planning	Place	2.2		
45	A90 Murcar North Cycleway	To seek approval from members to construct cycleway between A90 Ellon Road (Murcar roundabout) and Blackdog	This was originally due to be reported at the meeting in February 2019. This has been delayed due to confirming land ownership and will be reported in September 2019. This is fully funded by AWPR NMU mitigation monies.	Claire Royce	Operations and Protective Services	Operations	2.2		
46	Procurement Workplans and Business Cases	To present the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 2		

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50	Visit Aberdeenshire - 2020/21 Financial Position	Council on 5 March 2019 agreed to instruct the Chief Officer - City Growth to investigate the feasibility of Visit Aberdeenshire being financially self-sufficient for the financial year 2020/21 and report back to the relevant Committee;		Richard Sweetnam	City Growth	Place			
51			30 October 2019 (Special)						
52	Council Financial Performance, Quarter 2, 2019/20	To present the Council's financial position for the quarter.		Lesley Fullerton	Finance	Resources	1.2		
53			26 November 2019						
54	Procurement Workplans and Business Cases	To present the procurement workplans for review and to seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 2		
55	Review of School Estate	Council on 6/3/18 agreed to instruct the Chief Officer – Corporate Landlord to bring a review of the School Estate report within the next 9 months to the Education Operational Delivery Committee, thereafter to forward the report to the Capital Programme Committee. Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.		Stephen Booth	Corporate Landlord	Resources			
56	Community Transfer - Leased Community Centres	Council on 5 March 2019 agreed to instruct the Chief Officer - Early Intervention and Community Empowerment to progress Community transfer discussions with Management Committees of leased Community Centres and report back to the relevant committee.		Derek McGowan	Early Intervention and Community Empowerment	Customer			
57			DATE TBC						

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61	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.	Delayed 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. A service update was circulated on 30 August 2018.	David Dunne	Strategic Place Planning	Place			
62	Energy Plan for Aberdeen	CH&I Committee on 16 January 2018 agreed to instruct the Interim Director of Communities, Housing and Infrastructure to report back to CH&I Committee when the energy plan is complete.	The report was initially on the Planner for the November 2018 meeting. The Energy Plan will be developed in the context of other ongoing energy projects. A report will be submitted after April 2019		Strategic Place Planning	Place	Purpose 6 and Committee Decision		
63	Heat Network Torry - Phase 1	The Capital Programme Committee on 19/3/19 agreed to note that the business case was not included in the report before Council on 4 March and that this item would transfer to the City Growth and Resources Committee and that the Director of Resources would determine which committee cycle the report would be presented to that Committee.		Bill Watson	Capital	Resources			
64	Schools Business Cases	Capital Programme Committee 12/09/18 - to instruct the Chief Officer Corporate Landlord to submit full business cases for each of the aforementioned proposals to this Committee during 2019 for approval (Countesswells, Milltimber, Tillydrone and Torry). Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.		Stephen Booth	Corporate Landlord	Resources			

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2	Various Business Cases	<p>Council on 6/3/18 agreed to instruct the Chief Officer – Corporate Landlord to bring an up to date business case and progress report to the Capital Programme Committee on the following:</p> <ul style="list-style-type: none"> o the proposed Tillydrone new Primary School; o Torry Primary School Hub; o Milltimber Primary School; and o Berryden Corridor (all stages) <p>Transferred from the Capital Programme Committee Planner in line with the changes to the Terms of Reference agreed by Council.</p>	Capital Programme Committee 12/09/18 - A report was submitted to the Committee relating to four Primary Schools which addresses some of the original remit. The Berryden Corridor report will be submitted at a later date.	Stephen Booth	Corporate Landlord	Resources			
67	CCTV and Traffic Management Services - Marischal College Relocation	The Council on 5 March 2019 agreed to instruct the Chief Officer - Corporate Landlord to work with Police Scotland and the private sector to relocate the CCTV and Traffic Management to the same location within Marischal College and to explore further synergies of co-locating services within Marischal College with business cases to be presented to the relevant Committee as required		Stephen Booth	Corporate Landlord	Resources			
68	Mortuary Provision	The Council on 5 March 2019 agreed to instruct the Director of Resources to bring back a business case outlining the options available to the relevant Committee in respect of a permanent Mortuary provision and take steps to help ensure that any new provision should work towards the facilities being provided in Health Board (NHS) facilities		Steve Whyte		Resources			
69									
70			AD HOC REPORTS (CYCLE DEPENDENT ON REQUIREMENT TO REPORT)						

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71	Unit 24 Howemoss Drive, Kirkhill Industrial Estate Dyce	Proposed purchase of Industrial Investment property by City Council		Jim Argo	Corporate Landlord	Resources	3.4	R	Unit 24, Howemoss Drive was a building that we proposed to purchase in November 2017 to relocate one of our tenant's. However at the request of the tenant's, the proposal was aborted.
72	All of the below have been recommended/agreed 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 added to the planner and submitted to Committee at the appropriate time.								
73	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.	Link to planning application submitted by the owner:- https://publicaccess.aberdeencity.gov.uk/online-applications/applicationDetails.do?keyVal=PNCEIJBZLCA00&activeTab=summary	Stephen Booth	Corporate Landlord	Resources	3.4	R	A planning application has been submitted for the site by the owner. Discussions continue with officers across the Council. It is recommended that the project be removed from the planner at this stage and be re-introduced if their should be a further request from the Council.
74	Economic Policy Panel	The City Growth and Resources Committee on 27 November 2018 agreed to note the recommendations of the policy panel in appendix 1 and to approve the officers proposed response to recommendations, with a Service Update being provided by the Chief Officer - City Growth, by the 25th April 2019 to members of the City Growth and Resources Committee noting progress on each recommendation.	Service Update to be Circulated by 25 April 2019.	Richard Sweetnam/ Jamie Coventry	City Growth	Place	2.1		