

ABERDEENSHIRE COUNCIL

COMMUNITIES COMMITTEE

WOODHILL HOUSE, ABERDEEN, 07 SEPTEMBER, 2017

Present: Councillors A Stirling (Chair), I Walker (Vice Chair), A Allan, D Beagrie, S Calder, E Durno, P Gibb, A Hassan, M Ingleby (as substitute for D Mair), G Reid (as substitute for D Robertson), G Reynolds, A Ross, H Smith (as substitute for Councillor A Kille) and S Wallace.

Apologies: Councillors A Kille, D Mair and D Robertson.

Officers: Director of Infrastructure Services, Head of Housing, Head of Lifelong Learning and Leisure, Head of Service (Property & Facilities Management), Corporate Finance Manager, Housing Manager (Options & Homelessness), Housing Manager (Strategy), Service Development Officer (Homelessness), Hard FM Team Manager (Housing), Stock Improvement & Maintenance Manager (Housing), Business Services Manager (Shared), Chief Superintendent C Thomson, Police Scotland, Chief Inspector M Main, Police Scotland, Group Manager (Aberdeenshire and Moray), Scottish Fire and Rescue Service, G Riddel, Station Manager, Scottish Fire and Rescue Service, Principal Solicitor (Governance) (Mrs L Cowie), Principal Committee Officer and Committee Officer (Mrs S Rawlins).

1. SEDERUNT AND DECLARATION OF MEMBERS' INTERESTS

The Chair asked members if they had any interests to declare in terms of the Councillors' Code of Conduct. No interests were declared.

2A. PUBLIC SECTOR EQUALITY DUTY

In making decisions on the following items of business, the Committee **agreed**, in terms of Section 149 of the Equality Act 2010:-

- (1) to have due regard to the need to:-
 - (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
 - (c) foster good relations between those who share a protected characteristic and persons who do not share it.
- (2) Where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.

2B. RESOLUTION

The Committee **agreed**, in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of Items 19, 20, 21 and 22, so as to avoid disclosure of exempt information of the classes described in the undernoted paragraph of Part 1 of Schedule 7A of the Act.

Item No	Paragraph No of Schedule 7A
19	8
20	9
21	8
22	8 & 10

3. MINUTE OF THE COMMUNITIES COMMITTEE OF 15 JUNE, 2017

There was circulated for approval the Minute of Meeting of the Communities Committee of 15 June, 2017.

With regard to Item 5, Nominations to Outside Bodies, the Committee **agreed**:-

- (1) to note that in respect of Aberdeenshire Sports Council, Councillor Hassan was the nomination from the Administration, and
- (2) to note that in respect of Aberdeenshire Voluntary Action, Councillor Allan was the nomination from the opposition as substitute.

Thereafter the Minute was **noted** and **approved** as appropriate.

4. MINUTES OF SPECIAL MEETING OF THE COMMUNITIES COMMITTEE OF 28 JUNE, 2017

There was circulated for approval the Minute of the Special Meeting of the Communities Committee of 28 June, 2017, subject to paragraph three being amended to include "affordability and borrowing" in the list of questions from Members.

Thereafter the Minute was **noted** and **approved** as appropriate.

5. PROGRESS WITH ACTIONS FROM PREVIOUS COMMUNITIES COMMITTEE MEETINGS

There was circulated a report, which updated members on progress made with actions agreed at the previous meetings of the Communities Committee, held on 15 and 28 June, 2017.

After consideration the Committee **agreed**:-

- (1) to note the content of the report and appendix;
- (2) that a progress with actions report be presented to each meeting of the Committee, and
- (3) in respect of the Supplementary Work Plan for Social Care Goods item, that the briefing note on Scotland Excel Procurement be circulated as soon as possible.

6. SCOTTISH FIRE AND RESCUE SERVICE ABERDEENSHIRE PERFORMANCE REPORT: 1 APRIL, 2017 TO 30 JUNE, 2017

There was circulated a report by the Director of Business Services which provided information on how the Scottish Fire and Rescue Service was performing against key performance measures and associated targets, as set out in the Aberdeenshire Fire and Rescue Plan 2014 to 2017, approved at the meeting of the Policy and Resources Committee on 3 April, 2014.

The appendix contained a summary of performance for the reporting period 1 April, 2017 to 30 June, 2017.

The report highlighted that the performance monitoring report would provide a regular opportunity for members to maintain scrutiny of significant Fire and Rescue activities in order to achieve good outcomes for the residents of Aberdeenshire.

The Committee **agreed** to:-

- (1) acknowledge attached performance report relating to year to date performance for 1 April, 2017 to 30 June, 2017 for Aberdeenshire area of the Scottish Fire and Rescue Service;
- (2) acknowledge the national and operational matters arising, together with key resource issues, as detailed within the appendix to the report, and
- (3) a revised quarterly reporting mechanism, with strategic key performance indicators being reported six monthly and thematic reports being presented on alternate quarters.

7. SCOTTISH FIRE AND RESCUE SERVICE DRAFT ABERDEENSHIRE LOCAL FIRE AND RESCUE PLAN 2017 - 2020

There was circulated a report by the Director of Business Services on the Scottish Fire and Rescue Service draft Aberdeenshire Local Fire and Rescue Plan.

The report explained that the Police and Fire Reform (Scotland) Act 2012 placed a duty on the Scottish Fire and Rescue Service to produce a Local Fire and Rescue Plan for the local authority area.

The report further explained that, the draft plan covered a 3 year period from 2017 to 2020 which aligned to a previous report submitted and approved at by the Communities Committee on 23 February, 2017. A robust consultation and engagement process was currently underway by the Local Senior Officer involving key internal and external stakeholders which included a series of presentations to all Area Committee, use of the Aberdeenshire Citizens Panel and consultation and engagement with local individuals and groups. The consultation closed on 12 September 2017.

The Committee **agreed**:-

- (1) to acknowledge the Draft Local Fire and Rescue Plan for Aberdeenshire 2017-2020, and
- (2) that submit any further comments on the draft plan by 12 September 2017 direct to the Scottish Fire and Rescue Service.

8. CONSULTATION ON ABERDEENSHIRE SCOTTISH FIRE AND RESCUE SERVICE ABERDEENSHIRE DRAFT LOCAL FIRE AND RESCUE PLAN

There was circulated a report dated 15 August, 2017, by the Director of Business Services requesting approval of the Council's formal response to the consultation on the Scottish Fire and Rescue Service Aberdeenshire Draft Local Fire and Rescue Plans 2017-2020, as detailed in the Appendix to the report.

The report explained that the Police and Fire Reform (Scotland) Act 2012 placed a duty on the Scottish Fire and Rescue Service to produce a Local Fire and Rescue Plan for the local authority area.

The report further explained that, as a key stakeholder, Aberdeenshire Council's views were sought in order to allow the Aberdeenshire Fire and Rescue Service to critically assess performance and continually develop and improve local service provision.

The Committee **agreed** to approve the Aberdeenshire Council response, contained in the Appendix to the report, on the draft Aberdeenshire Local Fire & Rescue Plans for 2017-20, ahead of formal submission to the Scottish Fire and Rescue Service.

9. POLICE SCOTLAND – PERFORMANCE MONITORING AND OPERATIONAL UPDATE

There was circulated a report dated 25 August, 2017, by the Director of Business Services on how the Police Service was performing against key performance measures and associated targets, as set out in the Aberdeenshire Police Plan.

The report explained that the performance monitoring report provided a regular opportunity for members to maintain scrutiny of significant Police activities, in order to achieve good outcomes for the residents of Aberdeenshire.

Thereafter, the Committee **agreed**:-

- (1) to acknowledge the performance monitoring information relating to the Aberdeenshire component of the North East Division of Police Scotland;
- (2) that the Divisional Commander continue to report to the Communities Committee quarterly on performance measures against service objectives;
- (3) to a revised quarterly reporting mechanism, with strategic key performance indicators being reported six monthly and thematic reports being presented on alternate quarters, and
- (4) that a working group be established to consider and report back on Police attendance at Community Council meetings. The Working Group to comprise Councillor Walker (as Chair), one member of the opposition, Chief Inspector Main and the Director of Business Services.

10. FINANCIAL MONITORING FOR YEAR ENDED 31 MARCH, 2017

There was circulated a report dated 24 August, 2017, by the Director of Business Services on financial monitoring for the period ended 30 June, 2017.

The report explained that the Council's Scheme of Governance aligned Service budget responsibility with Policy Committee responsibility. The report therefore covered the 2017/18 forecast position for the period ended 30 June, 2017, for both revenue and capital budget monitoring.

With regard to revenue budget monitoring, the report explained that the Communities revenue budget for 2017/2018 for net revenue expenditure was £113,743,000. This covered Leisure – Active Aberdeenshire and Leisure Sports and Leisure Management – Client, as well as the Sports and Leisure Management Trading Account; Housing General Fund; Community Planning; and the Council's contribution to the Integration Joint Board.

The financial position was detailed in Appendix 1 to the report, along with accompanying narrative which detailed major variances, as outlined in Appendix 2. Appendix 3 outlined budget virements which were proposed for approval.

In respect of capital budget monitoring, the Communities revised capital budget for year 2017/2018 is currently £5,865,000. This figure altered during the year, as and when changes to the profile of capital expenditure from one year to another were agreed and adjusted. Reasons for major variances were detailed within the report.

The Committee **agreed:-**

- (1) to acknowledge the revenue and capital budget monitoring as at, 2017, as detailed in the report;
- (2) to approve the virement set out in Appendix 3 to the report and to note the revenue budget adjustments, some of which would be reported to Full Council for approval;
- (3) that a briefing note is provided to the Committee with regard to the detail behind Product Development in Tourism;
- (4) that the Director of Infrastructure Services schedule a series of workshops in March 2018 to facilitate a review of budgets, business plans and service plans, and report back on the format and timing of the workshops, and
- (5) that Members of the Committee be notified on any impact on service delivery as a result of the proposals to bring the budget back inline.

11. ATTENDANCE AT CONFERENCE

There was circulated a report dated 13 July, 2017, by the Director of Infrastructure Services requesting that the committee nominate a Member to attend a Scotland Policy conference on Priorities for Housing Policy in Scotland on 7 December, 2017.

The report went on to explain that the conference provided an opportunity for delegates to consider the next steps for the delivery of new homes within the context of potential changes to the planning system, the target of delivering 50,000 affordable homes between 2016 and 2021 and the introduction of the Housing Infrastructure Fund. The conference takes place following publication of the Scottish Government's National Planning Framework (NPF) 3 Monitoring Report and with the planning bill expected in late 2017.

The Committee **agreed:-**

- (1) to nominate Councillor Walker to attend the conference, and
- (2) that the Director of Business Services report to a future meeting on the policy for Member attendance at conferences.

12. HOUSING SERVICE QUARTERLY PERFORMANCE

There was circulated a report dated 08 August, 2017, by the Director of Infrastructure Services on how the Service had performed against key performance measures and associated targets as set out in the Plan for the period April to June, 2017.

The report included a summary of performance during this quarter. Information was provided with regard to the three key service objectives, namely: to ensure access to good quality, affordable housing; to ensure our service meets the outcome of the Scottish Social Housing Charter; and reducing fuel poverty.

The Committee **agreed** to:-

- (1) acknowledge the positive performance achieved from April to June, 2017,
- (2) acknowledge those measures where performance was below expectations in the period from April to June, 2017,
- (3) acknowledge the publication of the complete April to June, 2017 Performance report, along with a reporting rationale document for all indicators, and
- (4) that the Committee receive a report on rent arrears and the impact of the introduction of Universal Credit.

13. LOCAL HOUSING STRATEGY 2016/17 ANNUAL REPORT

With reference to the Minute of Meeting of the Social Work and Housing Committee of 8 November 2012 (Item 2) when the Local Housing Strategy for 2012 to 2017 had been approved, there was circulated a report dated 7 August, 2017, by the Director of Infrastructure Services on how the Service had performed against key performance measures and associated targets as set out in the Local Housing Strategy, for 2016/17. The strategy contained nine strategic outcome statements where performance was managed through a monitoring evaluation and framework action plan.

The report detailed progress during 2016/17 in meeting the nine outcomes set out in the strategy.

The Committee **agreed**:-

- (1) approve the annual report,
- (2) that the annual report be circulated to Area Committees for comment, and
- (3) that a workshop be held for Members of the Committee in October 2017 to discuss priorities for the new Local Housing Strategy for 2017 to 2022.

14. ABERDEENSHIRE COUNCIL CARE AND REPAIR UPDATE 2016/17

There was circulated a report dated 7 August, 2017, by the Director of Infrastructure Services which provided an update on the Aberdeenshire Council Care and Repair Service.

The report explained the function and criterion around the Care and Repair Service which offered owner-occupiers and tenants of private landlords who live within Aberdeenshire, advice and assistance with repairs, improvements and adaptations. The report then detailed the performance of the service for the year 2016/17 in two areas, namely, Disabled Adaptation Grants and Small Repairs Service. The report went on to explain what had taken place in relation to Charitable Fundraising, Income Maximisation and Information and Advice through Scheme of Assistance. The report concluded with a summary of Client Outcomes and Satisfaction followed by Service Improvements and details of the Monitoring and Evaluation framework.

The Committee **agreed** to:-

- (1) acknowledge the positive performance achieved from April 2016 to March, 2017,
- (2) that the update report be shared with area committees,

- (3) that the report be submitted to the Integration Joint Board to consider how Health and Social Care could contribute to the Care and Repair Service, and
- (4) that a briefing note be provided to Members explaining the reason for the drop in the number of repairs.

15. HOUSING FIRST PILOT SCHEME

There was circulated a report dated 09 August, 2017, by the Housing Manager (Options and Homelessness) which provided an update on the Housing First Pilot scheme designed to address "multiple exclusion homelessness".

The report went on to give information, collected in Fife, linking health and homelessness data which had shown the impact insecure accommodation had on hospital attendees and explained how this information and the outcome of a similar study by North Lanarkshire Council would be utilised together with the outcome of a Scotland wide study currently being undertaken would be used to address these issues in Aberdeenshire.

The Committee **agreed** to:-

- (1) acknowledge the current position with the Housing First pilot,
- (2) receive a further report after 9 months with an update on the pilot, and
- (3) a briefing note being provided to Members of IJB to ensure they were aware of the project and to ensure the Chief Officer was keeping the locality managers informed.

16. VOIDS UPDATE

There was circulated a report dated 9 August, 2017, by the Director of Infrastructure Services which provided an update on housing void properties across Aberdeenshire as at 30 June 2017, including the numbers within each of the nine categories used to monitor long term void properties.

The Committee **agreed** to:-

- (1) acknowledge the different categories and reasons for housing void properties;
- (2) confirm that Internal Wall Insulation work should be carried out at void where required;
- (3) a void target of 39.7 days for normal re-lets;
- (4) more area focussed reports being presented to Area Committees to ensure that area specific difficulties can be scrutinised, and
- (5) a more focussed advert being placed in tenants' newsletters to advertise the availability of more difficult to let properties.

17. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME MONITORING – 2017/18

There was circulated a report by the Director of Infrastructure Services on the Housing Revenue Account Capital Programme monitoring 2017/18.

The report explained that the Housing Revenue Account Capital Programme for 2017/2018 was approved at the meeting of the Communities Committee on 30 March, 2017, with a budget allocation of £34,794,000. Regular monitoring reports had been presented to the Communities Committee and the forecast expenditure for the year amounted to £36,339,000. Actual expenditure to 30 June, 2107was £4,316,000, being £1,545,000 higher than anticipated. The increased budget was required to take account of project which had not been completed in 2016/17 and had slipped in to 2017/18.

The Committee **agreed**:-

- (1) to acknowledge the revised Housing Revenue Account capital programme for 2017/18;
- (2) to acknowledge the Housing Revenue Account capital programme forecast for 2017/18 as at 30 June 2017;
- (3) to acknowledge the forecast borrowing requirement to finance the Capital programme and resultant Housing Business Plan implications, and
- (4) that the Head of Housing deliver informal sessions on the Housing Revenue Account Capital Programme to Area Committees.

18. HOUSING REVENUE ACCOUNT REVENUE BUDGET MONITORING – 2017/2018

There was circulated a report dated 26 July, 2017, by the Director of Infrastructure Services, which advised the Committee of the Housing Revenue Account revenue budget monitoring to 30 June, 2017.

The report explained that the Housing Revenue Account budget for monitoring purposes for 2017/2018 was approved by Council on 9 February, 2017. It was agreed that any net surplus on the Housing Revenue Account would be used to fund the Housing Revenue Account Capital Programme. Regular monitoring reports had been presented to the Communities Committee, throughout the year, forecasting the final outturn against the approved budget.

The forecast outturn was summarised in Appendix 1 to the report.

The Committee **agreed** to acknowledge:-

- (1) the Housing Revenue Account revenue budget monitoring position at 30 June 2017, and
- (2) the forecast capital funded from current revenue which would offset some of the borrowing required to fund the Housing Revenue Account capital programme.

19. HARD FACILITIES MANAGEMENT

With reference to the Minute of Meeting of the Policy and Resources Committee of 17 November, 2016 (Item 39) when it had been agreed to award the Hard Facilities Management (HardFM) Contract to FES FM Ltd, there was circulated a report dated 14 August, 2017, by the Director of Business Services on the implementation of the contract.

The report detailed the progress on the implementation, with Appendix B providing monthly key performance measures.

After due consideration, the Committee **agreed** to request that updates be provided, via briefing notes, to keep Members informed of progress towards 100% compliance

20. UPDATED NEW BUILD HOUSING DEVELOPMENT PROGRAMME – PHASE 6

With reference to the Minute of Meeting of the Social Work and Housing Committee of 6 November 2014 (Item 6) when it had been agreed to approve an initial programme for Phase 6 of the Council's new build affordable housing developments, there was circulated a report dated 7 August, 2017, by the Director of Infrastructure Services outlining progress on the Updated New Build Housing Development Programme – Phase 6.

The report sought approval to add a further development to Phase 6 of the proposed project applications for the Housing Infrastructure Fund for two additional projects at Peterhead and Oldmeldrum.

The Committee **agreed** to:-

- (1) approve the addition of Scalloway Park, Fraserburgh to the Phase 6 Councils New Build Housing development programme, and
- (2) support the proposed project applications for the Housing infrastructure Fund for two additional projects at Peterhead and Oldmeldrum.

21. SUPPLEMENTARY WORK PLAN FOR JOINT EQUIPMENT SERVICE

With reference to the Minute of Meeting of the Committee of 30 March, 2017 (Item 16) when it had been agreed to approve the Social Care Service Work Plan for the financial year 2017/18, there was circulated a report dated 22 August, 2017, by the Chief Officer, Aberdeenshire Health and Social Care Partnership containing a Supplementary Work Plan seeking the addition of two items as detailed in Appendix 1 to the Social Care Services Work Plan which had been identified as falling within the remit of the Committee. The Integration Joint Board directed Aberdeenshire Council to procure this service on their behalf.

The report explained that, under the new Scheme of Governance which aligned service budget responsibility with Policy Committees, each Director was responsible for reporting to the relevant Committee prior to the beginning of the financial year with a proposed Work Plan for all the procurements falling within the jurisdiction of the Committee with a contract value of £50,000 or more. The Committee was requested to approve the addition of two items on the Work Plan which had been identified as falling within the remit of this Committee as detailed in Section 3 of the report.

After due consideration, the Committee **agreed** to:-

- (1) approve the addition of the two items to the Social Care Services Work Plan 2017/18 as approved by Committee on 30th March 2017,
- (2) approve the Business Cases, in Appendix 2, for the items on the Supplementary Work Plan for the Stairlifts contract and the Aids for Daily Living Framework Agreement, and
- (3) acknowledge that the procurement exercise will result in a Framework Agreement for the Aids for Daily Living and that call off contracts under the terms of the Framework will be awarded by the Chief officer in accordance with Financial Regulations.

21. ELECTRIC HEATING UPGRADE

With reference to the Minute of Meeting of the Social Work and Housing Committee of 2 April, 2015 (Item 7) when a 3 year capital programme (2015 to 2017) for Housing had been approved which included heating upgrades, there was circulated a report dated 4 July, 2017, by the Director of Business Services seeking approval of the tender for the Electric Heating Upgrade Project.

The report explain the reason for delays in delivery of the project and that as prior approval had been given, it had not been contained in the Housing Service Annual Work Plan approved by the Communities Committee on 20 March, 2017.

As the appointed contractor was no longer able to carry out the work, the report sought t Committee approval for the award of the contract.

After due consideration, the Committee **agreed** to:-

- (1) acknowledge the project costs of £487,569,50, inclusive of associated costs, and
- (2) authorise acceptance of the lowest tender submitted by RB Wilson (Electrical) Ltd, l the amount of £437,569.50, after correction and value engineering adjustment.