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To: Councillor Young, Convener; Councillor Allan, Vice Convener; and Councillors Cameron, Crockett, Dickson, Donnelly, Jackie Dunbar, Graham, Laing, Malone, McCaig, Milne, Noble, Reynolds and Yuill.

Town House,
ABERDEEN 13 June, 2012

FINANCE AND RESOURCES COMMITTEE

Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in the Council Chamber - Town House on **THURSDAY, 21 JUNE 2012 at 2pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

1 DETERMINATION OF EXEMPT ITEMS OF BUSINESS

2 MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

2.1 Minute of Previous Meeting of 15 March, 2012 - for information
(Pages 1 - 20)

2.2 Committee Business Statement (Pages 21 - 34)

2.3 Motions List (Pages 35 - 36)

3 REFERRALS

3.1 Sub Committees and Working Groups - referred from the Statutory meeting of Council of 16 May, 2012 (Pages 37 - 40)

- 3.2 Community Centres - referred from the Education, Culture and Sport Committee of 7 June 2012 (Pages 41 - 62)

4 MOTIONS

- 4.1 Response to Motion - Hazlehead Residential Area - Consultation on Sale or Lease of Amenity Areas (Pages 63 - 66)

Members: Please note that this report relates to item 1 of the Motions List, Motion by Councillor Jennifer Stewart “That this Council consults with occupiers in the terraced dwellings in Hazlehead Road, Hazlehead Gardens, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place and Provost Graham Avenue to find out if they can acquire or lease appropriate proportions of the adjacent Council-owned land as individual defensible garden areas and that officers then report back on their findings”.

5 CORPORATE GOVERNANCE SERVICE ISSUES

No reports.

6 FINANCE

- 6.1 Revenue Budget - Monitoring Report (Pages 67 - 74)
- 6.2 Common Good - Monitoring Report - **report to follow**
- 6.3 Capital Monitoring - Non Housing Capital Programme (Pages 75 - 82)
- 6.4 Treasury Management Policy and Strategy (Pages 83 - 86)
- 6.5 Applications for Financial Assistance (Pages 87 - 94)
- 6.6 Grampian Japan Trust (Pages 95 - 98)
- 6.7 Aberdeen City Heritage Trust (Pages 99 - 102)
- 6.8 Request for Donation of Surplus Vehicles (Pages 103 - 106)
- 6.9 *Members Laptops and Printed Agendas (Pages 107 - 110)

7 PROPERTY

7.1 Financial Protocol for Surplus and Vacant Properties (Pages 111 - 114)

7.2 Non Scheme Municipal Houses (Pages 115 - 118)

8 PROCUREMENT

8.1 Request for Authority to Procure on Debt Collection Services (Pages 119 - 122)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

9 REFERRALS

9.1 Bon Accord Indoor Bowling Centre - referred from the Education, Culture and Sport Committee of 7 June 2012 (Pages 123 - 128)

Members: Please note that the recommendations contained within the report were approved at the meeting of the Education, Culture and Sport Committee.

9.2 Art Gallery Redevelopment - referred from the Education, Culture and Sport Committee of 7 June, 2012 (Pages 129 - 142)

10 PROCUREMENT

10.1 Request for Authority to Procure an Employee Counselling Service and Occupational Health Service (Pages 143 - 146)

10.2 Authority to Procure for Management Training (Pages 147 - 150)

11 PROPERTY

11.1 Review of Property Account Miscellaneous Ground Leases (Pages 151 - 162)

11.2 Vacant and Surplus Assets (Pages 163 - 186)

11.3 Cotton Street Site - Request to Purchase (Pages 187 - 192)

11.4 15-17 Belmont Street (Pages 193 - 198)

- 11.5 101 George Street (Pages 199 - 208)
- 11.6 Land Acquisition - Mill of Dyce (Pages 209 - 218)
- 11.7 Loirston Development Sites - **report to follow**

Please note that reports marked with an * have implications for agreed Priority Based Budget (PBB) options.

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FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 15 March, 2011 – minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor Yuill, Convener; Councillor Noble, Vice Convener; and Councillors Corall, Crockett, Cormack (as substitute for Councillor Dean), Farquharson, Fletcher, Graham, Kiddie, Laing, Malone, McCaig, John Stewart, Wendy Stuart (as substitute for Councillor Dunbar) and West.

The agenda and reports associated with this minute can be located at the following link:

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MId=2279&Ver=4>

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

1. The Convener proposed that the Committee consider those reports identified on the agenda as being for determination in private, with the press and public excluded.

The Committee resolved:

- (i) in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 8.1 of the agenda (article 27 of this minute) onwards so as to avoid disclosure of information of the class described in the following paragraphs of Schedule 7(A) to the Act: article 27 (paragraphs 6 and 9), article 28 (paragraph 4), article 29 (paragraphs 4, 6, 8 and 9), article 30 (paragraphs 4 and 6), article 31 (paragraphs 6 and 9), article 32 (paragraphs 6 and 9), article 33 (paragraph 6), article 34 (paragraph 6), article 35 (paragraph 6), article 36 (paragraph 6), article 37 (paragraph 6), article 38 (paragraph 6), article 39 (paragraphs 6 and 9), article 40 (paragraphs 6 and 9), article 41 (paragraphs 6 and 9), article 42 (paragraph 9), article 43 (paragraph 9), article 44 (paragraphs 6 and 9), article 45 (paragraph 8), and article 46 (paragraph 8); and
- (ii) to request that in future, every effort be made to keep reports in the public domain, and where possible, that an exempt appendix be presented to the Committee, as an alternative to the whole report being placed in the exempt section.

REQUESTS FOR DEPUTATION

2. The Committee had before it two requests for deputation as follows –
- Dr Jon Tyler (Chair, Ferryhill Railway Heritage Trust) in relation to item 9.13 of the agenda (Ferryhill Engine Shed); and
 - Unison – in relation to item 10.3 of the agenda (Alternative Delivery Model – Corporate Governance).

The Committee resolved:

to agree (1) to hear the deputation from Dr Tyler prior to consideration of the substantive report; and (2) to hear the deputation from Unison as the first item of exempt business on this day.

MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 6 December, 2011.

The Committee resolved:

to approve the minute as a correct record.

MINUTE OF MEETING OF THE LORD PROVOST SUB COMMITTEE OF 13 OCTOBER, 2011

4. The Committee had before it the minute of meeting of the Lord Provost Sub Committee of 13 October, 2011.

The Committee resolved:

to note the minute.

MINUTE OF MEETING OF THE LORD PROVOST SUB COMMITTEE OF 15 DECEMBER, 2011

5. The Committee had before it the minute of meeting of the Lord Provost Sub Committee of 15 December, 2011.

The Committee resolved:

to note the minute.

COMMITTEE BUSINESS STATEMENT

6. The Committee had before it a statement of pending and outstanding committee business, as prepared by the Head of Legal and Democratic Services.

In relation to item 1 of the list (Leaking of Report – St Nicholas House), the Legal Manager (Commercial and Advice) advised that the Head of Legal and Democratic Services had received a response from the Commissioner who had stated that it would not be in the public interest to pursue the complaint.

Councillor Graham, seconded by Councillor Crockett, moved as a procedural motion:

that a full report be brought back to a future meeting of this Committee in relation to item 1 of the business statement (Leaking of Report – St Nicholas House).

On a division, there voted: for the procedural motion (4) – Councillors Crockett, Farquharson, Graham and Laing; against the procedural motion (11) – the

Convener; the Vice Convener; and Councillors Corall, Cormack, Fletcher, Kiddie, Malone, McCaig, John Stewart, Wendy Stuart and West.

The Committee resolved:

- (i) to not approve the procedural motion;
- (ii) to delete items 12 (General Fund Budget), 17 (Review of Corporate accommodation), and 19 (Pitmedden Road) from the business statement; and
- (iii) to otherwise note the updates as contained within the business statement.

MOTIONS LIST

7. The Committee had before it the outstanding motions list, as prepared by the Head of Legal and Democratic Services.

The Committee resolved:

- (i) to remove item 2 from the list (Motion by Councillor Donnelly – Diamond Jubilee); and
- (ii) to note the updates as contained within the motions list.

FERRYHILL ENGINE SHED (EPI/12/066) – DEPUTATION

8. With reference to article 2 of this minute, the Convener invited Mr David Hutcheons, Dr Jon Tyler and Mr Wyndham Williams of the Ferryhill Railway Heritage Trust to address the Committee.

Dr Tyler explained that the Ferryhill Railway Heritage Trust had worked very hard to improve the building, summarised existing funding received and aspirations for further support, and explained that in this regard, if the existing lease were allowed to remain, that would satisfy the requirements of the Heritage Lottery Fund which required a particular length of lease to be in place. Dr Tyler then spoke of the potential for the location as a heritage centre and its implications for tourism.

Members asked a number of questions of Dr Tyler, and the Convener thanked the members of the Trust for their input.

The Committee resolved:

to note that the report relative to the deputation would be considered at a later point on this day (article 43 of this minute refers).

DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009 – EPI/12/019

9. Reference was made to article 44 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 31 January, 2012, at which time members agreed, amongst other things, to refer the report before them to this Committee for consideration of allocating funding in 2012/2013 for the implementation of the on street disabled parking places. The Committee had before it on this day, the report as presented to the Enterprise, Planning and Infrastructure Committee.

The Convener advised that provision had been made in the Service budget, as agreed at the Budget meeting of Council of 9 February, 2012 (article 5 refers), and therefore there was no requirement for this Committee to provide further funding.

The Committee resolved:

to note the update.

REVENUE BUDGET 2010/11 – MONITORING REPORT – CORPORATE GOVERNANCE SERVICE (CG/12/025)

10. With reference to article 12 of the minute of its previous meeting of 6 December, 2011, the Committee had before it a report by the Head of Finance which provided information on the current year's revenue budget to date for the Corporate Governance Service, and advised of any areas of risk and management action being taken in this regard.

The Committee resolved:

- (i) to note the information on management action and risks contained within the report; and
- (ii) to instruct that officers continue to review budget performance and report on Service strategies.

ICT INVESTMENT PROGRAMME (CG/12/030)

11. The Committee had before it a report by the Director of Corporate Governance which presented information on the provisional ICT investment programme included in the approved revenue budget for 2012/13.

The Committee resolved:

- (i) to approve the programme as detailed at appendix A to the report;
- (ii) to authorise the estimated expenditure in respect of each item;
- (iii) to instruct the appropriate officers to implement the programme as detailed in the report;
- (iv) to delegate powers to the Head of Customer Service and Performance, in consultation with the Corporate Asset Group and the Convener and Vice Convener of this Committee to amend the programme should priorities change during the year; and
- (v) to delegate power to appropriate officers to award contracts on receipt of a valid tender submission, where appropriate, subject to necessary funding in the approved revenue budget.

DESKTOP AND APPLICATIONS SOFTWARE – PROPOSED UPGRADE (CG/12/031)

12. The Committee had before it a report by the Director of Corporate Governance which sought approval to upgrade existing desktop and applications software (including email, Office and Windows) to a Microsoft enterprise agreement under the government PSA-09 framework agreement.

The Committee resolved:

- (i) to instruct officers to enter into a 5 year enterprise subscription agreement under the government framework PSA-09, which will enable the Council to upgrade to current versions of Microsoft Office, Windows, email (Exchange/Outlook), and collaborative working tools at a cost of £289,772 in year one, and £360,809 annually thereafter;
- (ii) to approve the estimated expenditure of £1,839,984 including implementation costs of approximately £107,476;
- (iii) to agree to commit the funds required for implementation (£107,476), and ongoing operational costs outlined above from existing ICT rolling programmes and operational budgets;
- (iv) to instruct officers to extend the current Novell enterprise agreement at a cost of £273,000 for 12 months to ensure business continuity during the implementation of the proposed replacement system; and
- (v) to agree to invoke Standing Order 1(6)(a) (Contracts and Procurement), and thereby exempt the extension of the current Novell agreement from the requirements of Standing Order 4 (Contracts and Procurement), which would require a compliant European Union tendering exercise to be undertaken.

REVENUE BUDGET – MONITORING REPORT (CG/12/039)

13. With reference to article 15 of the minute of its previous meeting of 6 December, 2011 the Committee had before it a report by the Head of Finance which presented the revenue position for the Council for 2011/12 and advised as to any areas of risk that had been highlighted by the Directors.

The Committee resolved:

- (i) to note the content of the report;
- (ii) to approve the business case in relation to the development and upgrading of the Council's financial monitoring and reporting systems;
- (iii) to approve an exemption under Standing Order 1(6)(a) in order to authorise the purchase of the upgrade without a competitive tendering exercise being undertaken; and
- (iv) to approve the cost of the upgrade of £169, 951.

NON HOUSING CAPITAL PROGRAMME – MONITORING REPORT (EPI/12/063)

14. With reference to article 16 of the minute of its previous meeting of 6 December, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the progress across all Services on projects within the 2010/11 Non Housing Capital Programme and advised as to the ongoing work in relation to future years' programmes.

The Committee resolved:

- (i) to note the current position;
- (ii) to homologate the action taken by the Corporate Asset Group to let the contract for Kincorth Community Centre which forms part of the 2012/12 Condition and Suitability Programme (item 294), with the resultant carry forward of £310,000;
- (iii) to approve carry forward to financial year 2012/13 for the following projects:

- Item 244 – Duthie Park and Winter Gardens – cost net of Heritage Lottery Funding (£650,000)
 - Item 751 – Replacement of Education Management Information System (£167,000); and
- (iv) in relation to item 750 – ICT connectivity, to authorise officers to carry forward £33,195 to complete the project should it not be completed during this financial year.

COMMON GOOD BUDGET– MONITORING REPORT (CG/12/026)

15. With reference to article 17 of the minute of its previous meeting of 6 December, 2011, the Committee had before it a report by the Head of Finance which presented information on the income and expenditure of the Common Good budget for the period to 31 January, 2012, and outlined the forecast position of the cash balances.

The Committee resolved:

- (i) to note the near actual income and expenditure position as at 31 January, 2012 and the forecast outturn for the year; and
- (ii) to note the forecast cash balances as at 31 March, 2012 of £6,200,000 based on current estimates, which was within the recommended levels indicated by the Head of Finance.

TREASURY MANAGEMENT POLICY AND STRATEGY (CG/12/024)

16. With reference to article 18 of the minute of its previous meeting of 6 December, 2011, the Committee had before it a report by the Head of Finance which outlined the treasury management policy and strategy for 2012/13 to 2014/15.

The Committee resolved:

to refer the report to the meeting of Council of 4 April, 2012 for its consideration, and to recommend that Council –

- (i) approves the Council's treasury management policy statement for 2012/13 to 2014/15;
- (ii) approves the Council's borrowing and investment strategy for 2012/13 to 2014/15; and
- (iii) notes the Council's prudential indicators for 2012/13 to 2014/15, as detailed at appendix 4 of the report.

APPLICATIONS FOR FINANCIAL ASSISTANCE (CG/12/006)

17. The Committee had before it a report by the Head of Finance which presented an application for financial assistance from the Bon Accord Bowling Association.

The Committee resolved:

to approve £440 towards coach hire, in support of the annual bowling competition between Aberdeen and Dundee for the Meff-Spence Trophy.

FINANCIAL ASSISTANCE – APPLICATION PROCESS UPDATE (CG/12/040)

18. Reference was made to article 20 of the minute of meeting of this Committee of 11 March, 2010 at which time members instructed officers to report back detailing ways in which the applications system could be streamlined, particularly in relation to reporting to committee. The Committee had before it on this day, a report by the Head of Finance which updated members in this regard.

The Committee resolved:

- (i) to note the progress in moving towards a more streamlined process for financial assistance and grant applications; and
- (ii) to request that a final report be brought back on the process when it is implemented.

YOUTH ACTIVITIES SMALL GRANTS FUND 2010/11 (ECS/12/013)

19. With reference to article 21 of the minute of its previous meeting of 6 December, 2011, the Committee had before it a report by the Director of Education, Culture and Sport which presented the decisions of the Youth Activities Grant Funding Group for the latest round of funding for the financial year 2011/12, which had a closing date of 17 January, 2011.

The Committee resolved:

- (i) to note the grants awarded as detailed in the appendix to the report; and
- (ii) to instruct that a further report be submitted in order that members can consider whether the power to award this funding should transfer exclusively to the Youth Council.

HOUSING CAPITAL EXPENDITURE BUDGET 2012/13 (H&E/12/020)

20. With reference to article 2 of the Budget meeting of Council of 9 February, 2012, the Committee had before it a report by the Director of Housing and Environment which requested that officers be authorised to procure the works agreed as part of the Housing Capital Budget.

The Committee resolved:

- (i) to approve the sums shown against each heading of the Housing Capital Expenditure budget set out in appendix A of this report and for these sums to be approved as estimated expenditure in terms of Standing Order 1(3) (Contracts and Procurement); and
- (ii) to authorise the Director of Housing and Environment to carry out the appropriate procedures to procure these works.

INTERNATIONAL PARTNERSHIPS AND TWINNING APPLICATIONS (EPI/12/083)

21. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the international twinning budget 2012/12.

The Committee resolved:

- (i) to award £4,800 towards the participation of the Grampian Police Pipe Band in the 'Fete de la Rosiere' (25 – 28 May, 2012 in Clermont-Ferrand);
- (ii) to award £3,110 towards the visit of a group of staff and pupils from Kincorth Academy to allow them to continue and build on their existing twin city partnership link with School 71 in Gomel (15 – 24 June, 2012); and
- (iii) to award £3,000 towards the Civic Visit by Regensburg, Clermont-Ferrand and Gomel to Aberdeen to meet the Lord Provost (21 – 23 March, 2012).

DECLARATION OF INTEREST

Councillor Noble declared an interest in the subject matter of the following article by virtue of his position on the Aberdeen Heat and Power Board but did not withdraw from the meeting as Aberdeen Heat and Power was established wholly or mainly for the purpose of providing services to the local authority (as per paragraph 5.18(2)(i)(d)(i) of the Councillors' Code of Conduct).

NATIONAL ELECTRICITY AND GAS CONTRACTS FOR 2013 AND 2014 (CG/12/017)

22. The Committee had before it a report by the Director of Corporate Governance which recommended that the Council should sign up to the renewal process for the national electricity and gas contracts.

The Committee resolved:

to approve the signing of an addendum to the agency agreement which will contractually commit the Council to entering into these renewed national electricity and gas contracts, starting in 2013 and 2014 respectively.

CORPORATE MOBILE TELEPHONY CONTRACT (CG/12/042)

23. The Committee had before it a report by the Director of Corporate Governance which requested an extension to the current call off contract for mobile telecom devices with Vodafone.

The Committee resolved:

to approve an extension to the call off contract under the existing framework agreement for mobile telecom devices with Vodafone, for a period of 28 months, in order to secure savings of up to £150,000 per annum.

CONDITION AND SUITABILITY PROGRAMME (CG/12/059)

24. With reference to article 28 of the minute of its meeting of 21 April, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the provisional Condition and Suitability Programme included in the non housing capital budget 2012/13.

The Committee resolved:

- (i) to approve the schemes listed at appendix A to the report;
- (ii) to instruct officers to implement the detailed programme;
- (iii) to delegate powers to the Head of Asset Management and Operations, in consultation with the Convener and Vice Convener of this Committee, to amend the programme should priorities change due to unforeseen circumstances during the year; and
- (iv) to grant approval to appropriate officers to award contracts on receipt of a valid tender submission, subject to necessary funding being available in the approved non housing capital budget.

HOUSING AND RELATED CONSULTANCY SERVICES (H&E/12/021)

25. With reference to article 5 of the minute of the Budget meeting of Council of 9 February, 2012, the Committee had before it a report by the Director of Housing and Environment which sought approval for officers to appoint a consultant to provide a range of services, which were outlined.

The Committee resolved:

to instruct officers to tender for the four year consultancy service as detailed within the report.

DECLARATION OF INTEREST

Councillor Noble declared an interest in the subject matter of the following article by virtue of his position on the Aberdeen Heat and Power Board but did not withdraw from the meeting as Aberdeen Heat and Power was established wholly or mainly for the purpose of providing services to the local authority (as per paragraph 5.18(2)(i)(d)(i) of the Councillors' Code of Conduct).

STRUCTURAL AND HEATING UPGRADES AT BRIMMOND, GRAMPAN AND MORVEN COURTS IN TORRY (H&E/12/022)

26. The Committee had before it a report by the Director of Housing and Environment which sought approval to carry out over cladding, window replacement and heating upgrade works at Brimmond, Grampian and Morven Courts in Torry.

The Committee resolved:

- (i) to instruct that a procurement process for over cladding and window replacement works at Brimmond, Grampian and Morven Courts be undertaken at an estimated expenditure as detailed in the exempt appendix to the report (article 45 of this minute refers);
- (ii) that Aberdeen Heat and Power be awarded the contract to install a district heating system for the above blocks at an estimated expenditure of £1,002,048; and
- (iii) that Aberdeen Heat and Power be awarded a long term Maintenance Agreement in respect of the district heating system at an estimated expenditure of £8112 per annum.

In accordance with the decision recorded under article 1 of this minute, the following items were considered with the press and public excluded.

ALTERNATIVE DELIVERY PROJECT – CORPORATE GOVERNANCE SERVICE (CG/12/029)

27. Reference was made to article 5 of the minute of the Budget meeting of Council at which time the Director had been instructed to report back to this Committee detailing progress to date on the Corporate Governance Service Alternative Delivery Model (ADM), and whether this project should be progressed. The Committee had before it on this day, a report by the Director of Corporate Governance which set out the current position in relation to the Corporate Governance Service ADM, and presented a way forward, in the form of the proposed 'Internal Corporate Governance Transformation Project'.

With reference to article 2 of this minute, the Convener invited Karen Davidson, Secretary of Unison, to address the Committee.

Mrs Davidson (1) welcomed the recommendation to end the Alternative Delivery Model project; (2) queried as to why it was suggested within the report that a preferred option would be presented to Committee regarding the external support required, rather than an options appraisal of what external support may be required and sound justification for this; (3) raised concerns at the proposed Internal Corporate Governance Transformation Project being based on a commitment to external support; and (4) suggested that no new project should be initiated until a point whereby members had all of the relevant information before them.

Members asked a number of questions of Mrs Davidson, and the Convener thanked her for her contribution.

The report recommended –
that the Committee –

- (a) authorises the Director of Corporate Governance to reorientate the ADM project to the Internal Corporate Governance Transformation Project, predicated on a commitment to investment and external support which will be the subject of a future business case to be brought back to committee;
- (b) authorises the Director of Corporate Governance to terminate the existing procurement process without a contract award; and
- (c) approves the saving of £782,000 for 2012/13 from the Corporate Governance Service to be met from vacancy management to ensure a balanced budget.

Councillor John Stewart, seconded by Councillor Malone, moved –

that the Committee instructs that a detailed options appraisal be produced for members, to include all benefits and risks of the ADM project and the internal transformation proposals, particularly addressing (1) financial benefit

to the Council; (2) impact on jobs; (3) implications for workload of staff; (4) investment in Council infrastructure and systems; and (5) broader benefit to the city, before any decision is taken on this matter.

Councillor Noble, seconded by Councillor Crockett, moved as an amendment –

that the Committee –

- (1) instructs the Director of Corporate Governance to terminate the procurement process without a contract award;
- (2) approves the saving of £782,000 for 2012/13 from the Corporate Governance Service to be met from vacancy management to ensure a balanced budget; and
- (3) instructs the Director of Corporate Governance to consult with the relevant Trades Unions and the wider workforce seeking their views on the future direction of the service, and report back to this committee with options for how future years' savings can be achieved in absence of the ADM project.

On a division, there voted: for the motion (6) – the Convener; and Councillors Cormack, Farquharson, Fletcher, Malone and John Stewart; for the amendment (9) – the Vice Convener; and Councillors Corall, Crockett, Graham, Kiddie, Laing, McCaig, Wendy Stuart and West.

The Committee resolved:

to approve the successful amendment.

In terms of Standing Order 36(3) Councillor Malone intimated that she wished the matter dealt with in the preceding article to be referred to Council for final decision. She was supported by the Convener and Councillors Cormack, Farquharson, Fletcher and John Stewart in this respect.

ABERDEEN BUSINESS ENTERPRISE SCHEME LOANS – MONITORING REPORT (CG/12/007)

28. The Committee had before it a report by the Head of Finance which advised of the current position of outstanding Aberdeen Business Enterprise Scheme loans provided by the Council.

The Committee resolved:

- (i) to note the current list of outstanding loans, and that efforts would be made to pursue these where necessary; and
- (ii) to instruct that no further action be taken to pursue the loan identified to be written off at appendix 1 to the report, and approve the write off of the outstanding balance in respect of this loan.

SATROSPHERE LIMITED (ECS/12/015)

29. With reference to article 33 of the minute of its meeting of 17 June, 2011, the Committee had before it a report by the Director of Education, Sport and Culture which provided an update on the financial status of Satrosphere Limited.

The Legal Manager (Commercial and Advice) advised that the State Aid implications had changed from that detailed in the report, and undertook to update members in this regard in due course.

The Committee resolved:

- (i) to note the financial and performance update as contained within the report, including the reduction on overdraft levels, and therefore the level of potential exposure to the Council, delivered in the past 12 months;
- (ii) subject to completion of the actions highlighted at section 4.3 of the report, to approve the renewal of the current bank guarantee arrangement at a reduced level of £142,000 until 31 March, 2013, based on the company's 2012/13 business plan and commitment to work towards a reduction in the overdraft requirement by a further 5% by this date;
- (iii) to instruct that an update on Satrosphere's 2011/12 year end financial position be provided to this committee in six months; and
- (iv) to request that future reports be succinct.

GRAMPIAN JAPAN TRUST LOAN REQUEST (CG/12/041)

30. The Committee had before it a report by the Head of Finance which provided details of a request for a secured loan that had been received from Grampian Japan Trust.

The Committee resolved:

- (i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;
- (ii) subject to the above, to approve a secured loan for a period of 12 months of up to £15,000 to Grampian Japan Trust subject to (1) the Head of Legal and Democratic Services being satisfied that the Council has adequate security over the property known as Thomas Glover House; and (2) the Head of Finance being satisfied that there is no financial risk to the Council, and evidence of proper financial stewardship of the Trust; and
- (iii) to instruct the Director of Education, Culture and Sport to report back to this Committee providing details of the final outcome of the above.

PROPERTY – VACANT AND SURPLUS ASSETS (EPI/12/080)

31. With reference to article 30 of the minute of the previous meeting of this Committee of 6 December, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided members with an update on activities in relation to properties which had been declared surplus to the Council's requirements or were currently vacant awaiting a decision on future use.

The report recommended:

that the Committee –

- (a) notes the position in relation to all the vacant and surplus assets, as identified in appendices A, B and C of this report;
- (b) notes that following circulation of the Pittodrie Community Centre to internal services and external partners, the Social Care and Wellbeing Service had noted an interest in the property and this was being taken forward in accordance with the surplus property procedure; further to this, title investigations had identified that the land on which the property had been constructed lay on the Housing Revenue Account and, as such, a request was being made to the next Housing and Environment Committee to declare the site surplus to the Housing Revenue Account for either sale on the open market or transfer to the General Services Account;
- (c) agrees that the Hillylands Centre remains under consideration by the Education, Culture and Sport Service; and notes (i) that the future of this property will be reported next cycle; and (ii) that a request for the property has also been received from the Social Care and Wellbeing Service in the event that the property is declared surplus by the Education, Culture and Sport Service;
- (d) notes that missives have not been concluded for the former Dominies Hostel, Dominies Road, following initial investigations indicating suspect ground conditions, with potentially significant remediation costs, and that it is recommended that negotiations continue with the preferred developer to identify if any viable development could be advanced on the site whilst further investigations are undertaken, with a report to be submitted to a future meeting of this Committee;
- (e) notes that a closing date was set for properties at 19/25 Inverurie Road with the successful bid of £93,000 being approved within levels of delegated powers;
- (f) approves the transfer of the former St Machar School to the Housing Revenue Account for a revised figure of £420,000;
- (g) notes that Council officers had withdrawn from negotiations with the preferred bidder for the proposed development site at North Denmore Road and therefore authorises the Head of Asset Management and Operations to instruct and submit a planning application in principle for the site, for a mixed use neighbourhood centre, prior to a further marketing exercise being undertaken;
- (h) notes that an area of ground, within the amenity land to the south of the Kingswells Park and Ride facilities, would be sold under delegated powers to Scottish and Southern Electricity;
- (i) notes that missives would shortly be concluded for the former Mile End School and had been concluded for 105 Urquhart Road, suspensive on planning and satisfactory site investigations;
- (j) notes that the marketing campaign for St Nicholas House would be formally launched in March 2012;
- (k) notes that the marketing campaign for Pinewood/ Hazledene sites (held on the Common Good Account) would be formally launched in March, 2012;
- (l) notes that the Proposed Aberdeen Local Development Plan was approved by the Council on 25 January, 2012 formally adopted on 29 February, and, in particular, that a number of significant Council owned sites were zoned for future development;
- (m) authorises the Head of Asset Management and Operations and the Head of Legal and Democratic Service to enter into detailed discussions with the other ownership interests at the 'Devil's Den' site, Woodside, with a view to entering into a development agreement/ LLP structure with the other

- landowners, with the detail and conclusion of these discussions being presented to the next Committee for consideration;
- (n) notes the concluded sales for the following properties since the previous meeting of 6 December, 2011:
- Cornhill Primary School Lodge (General Services Account - £156K)
 - Grove Lodge, Mugiemoss (General Services Account - £112K)
 - 20A Loirston Road, Cove (General Services Account - £191K)
 - 1 Seaview Road, Bridge Of Don (General Services Account - £218K)
 - 30 Springfield Avenue (General Services Account - £315k)
 - 74 Urquhart Road (General Services Account - £45K);
- (o) notes the concluded leases of properties held on the tenanted non residential portfolio since the previous meeting of 6 December, 2011:
- 2 Great Northern Road, Aberdeen
 - 471 Holburn Street, Aberdeen
 - 89 Skene Square, Aberdeen
 - 475 Holburn Street, Aberdeen
 - 398 George Street, Aberdeen
 - Units 7 and 8 Woodlands Road, Dyce
 - Car Park Space 1 Bon Accord Lane
 - Unit 21 Kirkhill Place, Dyce
 - Units 10 and 11 Kirkhill Place, Dyce
 - Storage Unit 3, Granitehill Enterprise Centre
 - 32/34 Marchburn Drive
 - Unit 1, Granitehill Enterprise Centre
 - Office 14 Aberdeen Business Centre
 - Rosehill Avenue

The Convener, seconded by the Vice Convener, moved:
that the report's recommendations be approved.

Councillor Laing, seconded by Councillor Graham, moved as an amendment:

that recommendations (a) – (e) and (g) – (o) be approved; and that a decision of recommendation (f) be deferred until the revised valuation had been reported back to the Housing and Environment Committee for its agreement, and a further report on the matter presented to this Committee thereafter.

On a division, there voted: for the motion (11) – the Convener; the Vice Convener; and Councillors Corall, Cormack, Farquharson, Fletcher, Kiddie, Malone, McCaig,

Wendy Stuart and West; for the amendment (3) – Councillors Crockett, Graham and Laing; declined to vote (1) – Councillor John Stewart.

The Committee resolved:

to approve the successful motion.

PROPERTY SALES (EPI/12/075)

32. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members on marketing activities undertaken in relation to four properties surplus to the requirements of the Council.

The Committee resolved:

- (i) to accept the offer submitted by Cockburns on behalf of Mr David Charles Smith in relation to the property at 26 Netherhills Avenue, Bucksburn;
- (ii) to accept the offer submitted by James and George Collie on behalf of Mr Arron and Mrs Sarah Finnie in relation to property at 12 Devanha Gardens West;
- (iii) to accept the offer submitted by Andersonbain on behalf of Mr and Mrs Bruce in relation to the property at 29 Redmoss Avenue, Nigg;
- (iv) to accept the offer submitted by McGrigors on behalf of Cala Management Limited in relation to Hilton Nursery and Clinic, Hilton Avenue; and
- (v) to instruct the Head of Legal and Democratic Services to conclude missives for the sale of these properties, incorporating various qualifications as necessary to protect the Council's interests.

REVIEW OF COMMON GOOD GROUND LEASES (EPI/12/065)

33. With reference to article 25 of the minute of meeting of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the ground leases held within the Common Good property investment portfolio.

The Committee resolved:

for the reasons outlined in this report, to agree that the Common Good Account retains ownership of the Ground Leases within the property investment portfolio with a view to maximising rental income and premium receipts for the Common Good Account.

REVIEW OF COMMON GOOD MISCELLANEOUS LEASED PROPERTIES (EPI/12/082)

34. With reference to article 25 of the minute of meeting of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the miscellaneous leased properties held within the Common Good property investment portfolio.

The Committee resolved:

- (i) notwithstanding the current disposal criteria of the Common Good Account and subject to the overall ongoing option appraisal of all properties detailed,

- that the Common Good Account retain ownership of the properties detailed within the attached appendix to the report, with the exception of the garage sites located within Hilton and Footdee; and
- (ii) to instruct officers to report back to a future meeting of this committee on the management options, costs, etc. in relation to the garage sites located within Hilton and Footdee.

REVIEW OF PROPERTY ACCOUNT/COMMON GOOD PUBLIC HOUSES (EPI/12/072)

35. With reference to article 25 of the minute of meeting of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the Council's public house lease investment portfolio, including public houses held on the Common Good Account.

The Committee resolved:

- (i) to instruct that in the short term, the Council retains ownership of the public house lease investment portfolio with a view to maximising rental income and premium receipts; and
- (ii) to instruct that in the medium term, the Head Of Asset Management and Operations assesses the options again with a view to establishing whether any changes in economic factors are affecting the Council's property interests.

REVIEW OF COMMERCIAL OFFICE PROPERTIES (EPI/12/068)

36. With reference to article 25 of the minute of meeting of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the Council's office properties investment portfolio.

The Committee resolved:

- (i) to approve the retention of all office in the short term;
- (ii) to instruct the Head of Asset Management and Operations to undertake an appraisal on 11/13 and 15/17 Belmont Street, reporting back to this Committee in due course; and
- (iii) to instruct the Head of Asset Management and Operations to review and report on possible options for the future of 1 Queens Gardens, prior to the current lease expiring in April, 2014.

PITMEDDEN ROAD, DYCE – DYCE SPORTS AND LEISURE DEVELOPMENT TRUST (EPI/12/073)

37. With reference to article 36 of the minute of its meeting of 29 September, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members as to the latest position in relation to the future use of a sixteen acre site at Pitmedden Road, Dyce.

The Committee resolved:

- (i) to note the planning designation of the site as detailed within the report;
- (ii) to agree under the circumstances to suspend Standing Order 22(1) and to rescind the decision of this Committee's meeting of 29 September, 2011 in regard to the decision "...to instruct that officers negotiate a new lease of up to five years with the Dyce Sports and Leisure Development Trust, if they wish it, and to report back in this regard";
- (iii) to instruct the Head of Asset Management and Operations to negotiate short term leases of the site to those sports teams and other organisations who presently use it; and
- (iv) to instruct the Head of Legal and Democratic Services to formally conclude such leases on terms and conditions as are necessary to protect the Council's interests.

JESSIEFIELD FARM – PROPOSED ASSIGNATION OF LEASE (EPI/11/328)

38. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented two requests from the tenant of Jessiefield Farm, and presented an officer recommendation as to the way forward.

The Committee resolved:

- (i) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with the tenant for the partial renunciation by agreement of the area of land required, and ensure that any compensation payable, in terms of the Agricultural Acts, is paid to the tenant, by Equiworld Club Limited;
- (ii) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with Equiworld Club Limited in relation to the granting of a new limited duration tenancy lease for an initial period of fifty years of the area of land, in order to facilitate the building of an equestrian centre; and
- (iii) to instruct the Head of Asset Management and Operations to report back to an appropriate future meeting of this Committee on the provisionally agreed Heads of Terms for (i), and (ii) above.

FORMER WOODLANDS SPECIAL SCHOOL – SURRENDER OF GROUND LEASE (EPI/12/071)

39. Reference was made to article 26 of the minute of meeting of this Committee of 28 January, 2010 at which time the Head of Asset Management and Operations was instructed to enter into negotiations with the landlord of the former Woodlands Special School site with a view to agreeing an appropriate exit strategy for the Council. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which provided an update on negotiations in this regard.

The Committee resolved:

to instruct the Head of Asset Management and Operations and the Head of Legal and Democratic Services to finalise the surrender of the ground lease between the Council and Stewart Milne Homes, on the terms noted in this report, incorporating such other provisions as are considered necessary to protect the Council's interest.

FORMER SUMMERHILL ACADEMY, PROPOSED DEMOLITION – STANDING ORDER 1(6)(B) (EPI/12/070)

40. Reference was made to article 19 of the minute of meeting of this Committee of 29 September, 2011 at which time members approved demolition costs for the former Summerhill Academy of up to £500,000. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which advised that Standing Order 1(6)(b) (Contracts and Procurement) had been implemented, with the agreement of the Chief Executive, the Head of Finance, the Head of Legal and Democratic Services and the Head of Procurement, in order that the approved costs could be revised to a maximum of £750,000. Additional costs had been identified in the pre demolition survey and related to the presence of asbestos in the building, particularly within the concrete floor slabs. It was noted that the costs for the demolition were being met by the site purchaser at this time, and it would only be in the event that a planning consent was not available by summer 2014 that the Council would be liable to reimburse the purchaser for the costs.

The Committee resolved:

to note the implementation of Standing Order 1(6)(b) (Contracts and Procurement) as detailed within the report.

SALE OF GROUND – WESTBURN CRESCENT (EPI/12/079)

41. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of an approach by NHS Grampian in relation to a proposed joint sale of an area of ground at Westburn Crescent.

The Committee resolved:

- (i) to instruct that the site is declared surplus to the operational requirements of the Council;
- (ii) to instruct the Head of Legal and Democratic Services to make an application for a Declarator from the Sheriff to sell the site, if required, given the site is held on a Common Good title; and
- (iii) assuming a Declarator were to be granted, to instruct the Head of Legal and Democratic Services to conclude the sale of the site to Kirkwood Homes Limited incorporating appropriate qualifications as are necessary to protect the Council's interest.

QUEEN'S LINKS LEISURE PARK (EPI/12/067)

42. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of a request to amend a ground lease of a site at Queen's Links, in order that a second 'drive thru' licensed restaurant could be developed.

The Committee resolved:

that in the event that a second 'drive thru' licensed restaurant on site were to be granted the appropriate planning permission:

- (i) to approve, in principle, the amendment of the ground lease to permit the erection and operation of a second 'drive thru' licensed restaurant on site; and
- (ii) to instruct the Head of Asset Management and Operations to provisionally negotiate an appropriate grassum payment to be paid by the tenant/ developer, in return for the Council's consent to amend the terms of the ground lease in this way, and to report to a future meeting of this Committee for potential approval of those provisional negotiations.

FERRYHILL ENGINE SHED (EPI/12/066)

43. With reference to article 8 of this minute, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided a synopsis of the situation in relation to a site and building at Ferryhill which was leased to Ferryhill Railway Heritage Trust.

The Committee resolved:

- (i) to instruct officers to discuss a business and development plan with the Ferryhill Railway Heritage Trust;
- (ii) to instruct officers to report back to this Committee on progress in six months; and
- (iii) to note that a Notice to Quit had been served, and to therefore agree that a short term lease be granted to the Ferryhill Railway Heritage Trust.

DECLARATION OF INTEREST

Councillor Crockett declared an interest in the following item of business due to his previous involvement in Glencraft, and withdrew from the meeting prior to consideration of the report.

PREMISES AT 132 WELLINGTON ROAD (EPI/12/078)

44. With reference to article 25 of the minute of meeting of Council of 14 December, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which updated members on the discussions in relation to Glencraft Aberdeen Limited, particularly concerning the company's occupation of premises at 132 Wellington Road.

The Committee resolved:

- (i) to note that a satisfactory business plan had been provided and that the one year lease at a rent of £160,000 as approved by Council on 14 December, 2011 would come to fruition; and
- (ii) to decline the approach by a third party to take a partial assignation of the southern most third of the site.

DECLARATION OF INTEREST

Councillor Noble declared an interest in the subject matter of the following article by virtue of his position on the Aberdeen Heat and

Power Board but did not withdraw from the meeting as Aberdeen Heat and Power was established wholly or mainly for the purpose of providing services to the local authority (as per paragraph 5.18(2)(i)(d)(i) of the Councillors' Code of Conduct).

STRUCTURAL AND HEATING UPGRADES AT BRIMMOND, GRAMPIAN AND MORVEN COURTS IN TORRY (H&E/12/022)

45. With reference to article 26 of this minute, the Committee had before it an appendix containing exempt information pertaining to the report which had been considered at an earlier point in the meeting in relation to structural and heating upgrades at Brimmond, Grampian and Morven Courts in Torry.

The Committee resolved:

to note that the matter had been dealt with at article 26 of this minute.

ACCORD CARD CATERING SYSTEM UPGRADE (CG/12/008)

46. The Committee had before it a report by the Director of Corporate Governance which requested an exemption in terms of Standing Order 1(6)(b) (Contracts and Procurement) in order to award directly a contract for an upgrade of the existing cashless catering system use in all secondary schools.

The Committee resolved:

to approve an exemption under Standing Order 1(6)(a) (Contracts and Procurement) for the upgrade of the cashless catering system (CHIPS) due to the special circumstances outlined in the report.

- **COUNCILLOR IAN YUILL, Convener.**

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

JUNE, 2012

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision.

No.	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Finance and Resources Committee 12/11/09 article 35, 11/03/10 article 34, 11/05/10 article 48, 17/06/10 article 41, 28/08/10 article 4; 01/02/11 article 8	<u>Leaking of Report - St Nicholas House Site</u> At its meeting of 01/02/11 the Committee resolved: to note the update provided by the Head of Legal and Democratic Services, and to therefore refer the relevant Councillors to the Standards Commission on the grounds of disrespect by members towards the Monitoring Officer.	At the last meeting, the Legal Manager (Commercial and Advice) advised that the Head of Legal and Democratic Services had received a response from the Commissioner who had stated that it would not be in the public interest to pursue the complaint. Recommended for removal.	Head of Legal and Democratic Services	19/06/12	15/03/12
2.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34 Audit and Risk	<u>CAB – Debt Advice Service</u> At its meeting of 11/03/10 the Committee resolved: to request a report back at each meeting of this Committee on all matters detailed within the report and in particular until a Service Level Agreement is in place between the Council and the CAB. <u>Internal Audit - Summary of Audit</u>	A report will be presented when an SLA has been established.	Head of Finance	19/06/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	29/03/11 article 12	<p><u>Findings - Report by Pricewaterhouse Coopers</u></p> <p>The Committee resolved: to instruct officers to report on the following bodies to their relative Service Committee explaining why no Service Level Agreement was currently in place and to instruct the Service to establish a Service Level Agreement within a strict timeframe:</p> <ul style="list-style-type: none"> • Citizens' Advice Bureau. 				
3.	Finance and Resources Committee 11/03/10 article 11	<p><u>Common Good Budget</u></p> <p>The Committee resolved: to seek a review of Council funding for all trusts in order to assess Best Value.</p>	Review by internal audit is in its final stages and will be presented to the June meeting of the Audit and Risk Committee.	Head of Finance	28/09/10	04/10/12
4.	Finance and Resources Committee 11/03/10 article 20	<p><u>Applications for Financial Assistance 2009/10 – Grant Application System</u></p> <p>The Committee resolved: to instruct officers to bring forward a report detailing ways in which the grant application system can be streamlined especially with regard to reporting to Committee.</p> <p>The Committee resolved: (i) to note the progress in moving towards a more streamlined process for</p>		Head of Finance		
	Finance and Resources Committee					

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	15/03/10 article 18	financial assistance and grant applications; and (ii) to request that a final report be brought back on the process when it is implemented.				
5.	Finance and Resources Committee 11/05/10 article 42	<u>Station House Media Unit</u> The Committee resolved: that appropriate officers be instructed to report again to the Committee on the future management, maintenance and operation of the adjacent car parking area which is not to be included within the subjects leased.	<u>Update:</u> It was originally intended to submit a Report to this Committee and the Enterprise Planning and Infrastructure Committee on the feasibility of opening this site as a public car park (including charging mechanisms and refurbishment costs). This work is still being progressed and will be reported after the summer recess.	Head of Asset Management and Operations	15/03/12	04/10/12
6.	Finance and Resources Committee 17/06/10 article 19	<u>Annual Housing and Council Tax Benefit Report</u> The Committee resolved: to instruct that an annual report be submitted to this Committee in June each year, which should detail the previous financial year's Housing and Council Tax Benefit Service. It was agreed at the meeting of 16 June, 2011 that this report would be presented to Committee in September each year.		Head of Finance	04/10/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
7.	Finance and Resources 28/09/10 article 24	<p><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></p> <p>The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.</p>		Head of Asset Management and Operations	As and when required	
8.	Finance and Resources 28/09/10 article 25	<p><u>Property Asset Management Plan</u></p> <p>The Committee resolved: that also in respect of the TNRP review, the Head of Asset Management and Operations be instructed, in conjunction with the Head of Finance, to prepare a schedule of property reviews with a view to completing within eighteen months and to report on those reviews, to appropriate meetings of this Committee.</p>	<p>Update: Reports on Licensed Premises, Commercial Offices, Common Good Ground Leases, and Common Good Miscellaneous Properties are on today's agenda.</p> <p>The final TNRP Reviews (including Common Good Farms) are scheduled to be reported to the next meeting of this Committee</p>	Head of Asset Management and Operations	04/10/12	
9.	Finance and Resources 02/12/10 article 43	<p><u>Review of Business Centres</u></p> <p>The Committee resolved: to instruct officers to investigate local demand for a business centre, and identify an alternative site in the event of Granitethill closing.</p>	<p>An update was included in the information bulletin last cycle. Officers will continue to keep the issues under review, reporting at the appropriate time.</p> <p>It is recommended that this item be removed meantime.</p>	Head of Asset Management and Operations		04/10/12

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
10	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<u>Accord Card – Citizen Roll Out</u> The Committee resolved: to instruct that a progress report be submitted to this Committee every second cycle.	An update was included in the information bulletin last cycle.	Head of Customer Service and Performance		04/10/12
11	Finance and Resources 01/02/11 article 39 Finance and Resources 29/09/11 article 8	<u>Joint Customer Contract Centre</u> The Committee resolved: to instruct that the joint project team report back to this Committee on 16 June, 2011 with a recommendation as to whether to proceed with the development of the Joint Customer Contact Centre. The Committee resolved: to instruct officers to report back to this Committee when the outcomes of the Ofcom review and ADM project are known to enable a decision to be made on whether or not to continue the use of 0845 numbers for the related services included in this report.	A report was included in the information bulletin at the meeting of 16/06/11.	Head of Customer Service and Performance	16/06/11	04/10/12
12	Finance and Resources 21/04/11 article 4	<u>3Rs Project</u> The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to appropriate meetings of this Committee.		Head of Asset Management and Operations	As and when required	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
13	Finance and Resources 21/04/11 article 30	<u>Review of Advance Factories</u> The Committee resolved: to instruct that in order to prevent further deterioration, and to optimise rental income, that further investigations be undertaken by the Head of Asset Management and Operations (including a costed programme of repairs) and that this be reported back to this Committee in due course.	Update: Detailed work is currently underway to determine possible funding solutions to the identified costs of upgrading these properties. A report is scheduled to be submitted to the next meeting of his Committee.	Head of Asset Management and Operations	19/06/12	04/10/12
14	Finance and Resources 21/04/11 article 35	<u>Cotton Street Site – SCARF</u> The Committee resolved: to agree that the offer of purchase should be reconsidered in one year, at the appropriate meeting of this Committee at a value prevalent at that time.	A report is on the agenda. Recommended for removal.	Head of Asset Management and Operations	19/06/12	
15	Education, Culture and Sport 24/03/11 article 5	<u>2010/11 Budget Monitoring</u> The Education, Culture and Sport Committee resolved: in relation to the issue of property rates, (a) to request that a letter be sent to the Scottish Government highlighting the anomaly in the public sector taxing another part of the public sector; calling for a review of the situation; and asking for a continuation of the tapering relief; and (b) to request that a report be	A verbal update will be provided by the Head of Finance at the meeting. Recommended for removal.	Head of Finance	15/03/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		submitted to a future meeting of the Finance and Resources Committee on the matter.				
16	Finance and Resources 29/09/11 article 33	<u>Whitemyres Stores – Corporate Storage</u> The Committee resolved: to instruct that a report be presented to this Committee detailing a corporate approach to records management.	A report will be presented at the next meeting.	Head of Legal and Democratic Services	19/06/12	04/10/12
17	Council 25/01/12 article 6	<u>City Garden Project</u> Council resolved: (iii) to require that the Finance and Resources Committee scrutinise and approve the final terms of the development agreement before it is signed by all relevant parties. (iv) to instruct officers to submit a detailed business case (based on the document attached as Appendix 2 to this report), as the basis for negotiating a final Tax Increment Financing (TIF) agreement with Scottish Futures Trust (SFT), which will enable ACC to fund enabling infrastructure related to the proposed City Centre Regeneration Programme, and which specifically -		(iii) - Project Director Economic/ Business Development/ Head of Legal and Democratic Services/ Head of Asset Management and Operations (iv) - Project Director Economic/ Business Development/ Head of Finance	November 2012 By 1 May, 2012	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>(a) secures a maximum funding contribution of £70 million towards the City Garden Project, in recognition of this project's significance to the delivery the City Centre Regeneration Programme.</p> <p>(b) secures a further £22 million towards the other projects identified within the City Centre Regeneration Programme</p> <p>(c) mitigates the risks to ACC and ensures that ACC is not placed in a position whereby it is exposed to any additional risks, other than the risks highlighted in the attached business case.</p> <p>(v) to require the Finance and Resources Committee to scrutinise the terms of and approve the final TIF Agreement before it is signed by all relevant parties.</p>		<p>(v) - Project Director Economic/ Business Development/ Head of Finance</p>	<p>July 2012</p>	
18	<p>Housing and Environment 24/01/12 article 13</p>	<p><u>Affordable Housing Delivery</u></p> <p>The Committee resolved: to request that officers report to the appropriate committee in due course to advise as to whether there is any evidence to suggest that reducing the Council Tax discount on long term empty properties provides an incentive to owners to bring their empty properties back into use.</p>	<p>A report will be issued on the outcome of consultation with Scottish Government.</p>	<p>Head of Finance/ Revenues and Benefits Manager</p>		

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
19	Housing and Environment 24/01/12 article 23	<u>Trade Waste Charges Review – sensitive information</u> The Committee resolved: to request that the Head of Legal and Democratic Services investigate how reports such as this be dealt with in future, in order to protect the Council's position.	A report will be presented at the next meeting.	Head of Legal and Democratic Services	16/06/12	04/10/12
20	Council 04/04/12 article 24	<u>Alternative Delivery Model</u> Council resolved: to instruct the Director of Corporate Governance to consult with the relevant Trades Unions and the wider workforce seeking their views on the future direction of the service, and report back to the Finance and Resources Committee with options for how future years' savings can be achieved in the absence of the ADM project.	A report will be presented at the next meeting.	Director of Corporate Governance	04/10/12	
21	Finance and Resources 15/03/12 article 19	<u>Youth Activities Small Grants Fund</u> The Committee resolved: to instruct that a further report be submitted in order that members can consider whether the power to award this funding should transfer exclusively to the Youth Council.		Head of Communities, Culture and Sport		

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
22	Finance and Resources 15/03/12 article 29	<p><u>Satrosphere Limited</u></p> <p>The Committee resolved: to instruct that an update on Satrosphere's 2011/12 year end financial position be provided to this committee in six months.</p>		Head of Communities, Culture and Sport	04/10/12	
23	Finance and Resources 15/03/12 article 30	<p><u>Grampian Japan Trust Loan Request</u></p> <p>The Committee resolved:</p> <p>(i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;</p> <p>(ii) subject to the above, to approve a secured loan for a period of 12 months of up to £15,000 to Grampian Japan Trust subject to (1) the Head of Legal and Democratic Services being satisfied that the Council has adequate security over the property known as Thomas Glover House; and (2) the Head of Finance being satisfied that there is no financial risk to the Council, and evidence of proper financial stewardship of the Trust; and</p> <p>(iii) to instruct the Director of Education, Culture and Sport to report back to this</p>	<p>A report is on the agenda.</p>	Director of Education, Culture and Sport		

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		Committee providing details of the final outcome of the above.				
24	Finance and Resources 15/03/12 article 34	<u>Review of Common Good Misc. Properties (Garages in Hilton/Footdee)</u> The Committee resolved: to instruct officers to report back to a future meeting of this committee on the management options, costs, etc. in relation to the garage sites located within Hilton and Footdee.	Update: A detailed assessment is currently being undertaken. This matter will be reported to the next Committee.	Head of Asset Management and Operations	04/10/12	
25	Finance and Resources 15/03/12 article 36	<u>Review of Commercial Office Properties</u> The Committee resolved: (ii) to instruct the Head of Asset Management and Operations to undertake an appraisal on 11/13 and 15/17 Belmont Street, reporting back to this Committee in due course; and (iii) to instruct the Head of Asset Management and Operations to review and report on possible options for the future of 1 Queens Gardens, prior to the current lease expiring in April, 2014.	Update: In relation to item (ii) a report will be reported within two cycles; and item (iii) will be reported during the course of 2013.	Head of Asset Management and Operations	06/12/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
26	Finance and Resources 15/03/12 article 38	<p><u>Jessiefield Farm</u></p> <p>The Committee resolved:</p> <p>(i) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with the tenant for the partial renunciation by agreement of the area of land required, and ensure that any compensation payable, in terms of the Agricultural Acts, is paid to the tenant, by Equiworld Club Limited;</p> <p>(ii) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with Equiworld Club Limited in relation to the granting of a new limited duration tenancy lease for an initial period of fifty years of the area of land, in order to facilitate the building of an equestrian centre; and</p> <p>(iii) to instruct the Head of Asset Management and Operations to report back to an appropriate future meeting of this Committee on the provisionally agreed Heads of Terms for (i), and (ii) above.</p>		Head of Asset Management and Operations	04/10/12	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
27	Finance and Resources 15/03/12 article 42	<u>Queen's Links Leisure Park</u> The Committee resolved: to instruct the Head of Asset Management and Operations to provisionally negotiate an appropriate grassum payment to be paid by the tenant/ developer, in return for the Council's consent to amend the terms of the ground lease in this way, and to report to a future meeting of this Committee for potential approval of those provisional negotiations.		Head of Asset Management and Operations	04/10/12	
28	Finance and Resources 15/03/12 article 43	<u>Ferryhill Engine Shed</u> The Committee resolved: to instruct officers to report back on progress in 6 months.	Update: A dialogue is open with the Trust and discussions continue. Progress will be reported to the next Committee meeting	Head of Asset Management and Operations	04/10/12	
29	Council 09/02/12 article 5	<u>Non Housing Capital Programme 2012/13 - 2014/15 Budgets</u> The Council instructed officers to bring a report to a suitable meeting of Council on the alternative funding sources identified within the report with a full options appraisal of each stream, noting that it was likely that such an appraisal would also look at a combination of these sources as funding mechanisms going forward.	Work is being undertaken by the Finance team and it is expected that a report will be available for the next cycle of meetings, with an initial report being presented to the Finance and Resources Committee on 4 October 2012.	Head of Finance		04/10/12

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FINANCE AND RESOURCES COMMITTEE

MOTIONS LIST

JUNE, 2011

Please note that this statement tracks all Notices of Motion submitted by members, until the point of disposal. The motion will remain on the statement until the Committee has agreed to remove it.

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p>Motion by Councillor Jennifer Stewart</p> <p>"That this Council consults with occupiers in the terraced dwellings in Hazlehead Road, Hazlehead Gardens, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place and Provost Graham Avenue to find out if they can acquire or lease appropriate proportions of the adjacent Council-owned land as individual defensible garden areas and that officers then report back on their findings".</p>	09/04/08	<p>At its meeting of 11 March, 2010, the Committee resolved to agree to an initial survey being conducted by the Housing and Environmental Service with the local residents by means of an explanatory letter and questionnaire in order to gauge the level of interest in the scheme and that a further report be submitted to the this Committee in due course containing the results of the survey and any other detail on the financing of such a scheme.</p> <p>At its meeting of 21/04/11 the Committee resolved: to instruct that a further report on progress made in relation to Councillor Jennifer Stewart's motion be presented to the meeting of this Committee of 27 September, 2011.</p>	<p>Proposals have now been developed regarding the potential to transfer land to residents who wish to acquire land adjacent to their houses. A consultation exercise will be conducted over the next few weeks with residents. The change of use will require planning consent and the residents will be required to meet all costs associated with the transfer.</p> <p>Costs involved to owners are as follows:</p> <ul style="list-style-type: none"> • Planning consent would be required to take open-amenity areas into use as garden ground. This requires change of use to residential use. • Fee = £319 – could cover multiple areas as long as they are adjoining properties. • Property enquiry fee of £90 per owner which is the 	Head of Housing and Community Safety	29/09/11	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
			<p>At its meeting of 2 December, 2010, the Finance and Resources Committee resolved:</p> <p>to instruct officers to contact Councillor Jennifer Stewart in order to ascertain as to whether she would agree to this motion being removed from the list.</p>	<p>current property enquiry fee</p> <ul style="list-style-type: none"> • Re-conveyance of title deeds would cost each owner approx £1000 as long as it was only their titles and the Council's that needed to be changed to reflect changes of ground ownership. This would not include the Property enquiry fee of £90. • Minimum cost of any land purchase is £500. <p>Consultation commenced with the residents of the relevant properties with a closing date of 25 November. A report on the outcome of the consultation will be provided thereafter.</p> <p>A report is on the agenda \t item 4.1.</p> <p>If the recommendation contained within the report is approved, it is recommended that this item be removed from the list.</p>			

COUNCIL

16 MAY 2012

APPOINTMENT OF MEMBERS TO SPECIFIC SUB-COMMITTEES, GROUPS, COUNCIL SUPPORTED TRUSTS AND BOARDS - CG/12/056

6. The Council had before it a report by the Director of Corporate Governance which sought to assist elected members in making appointments to (a) certain sub-committees, working groups and task groups; (b) Council supported trusts; and (c) other organisations which required elected members to be appointed to them.

The report recommended:-

that the Council -

- (a) consider appointing members to the sub-committees, working groups and other groups shaded grey and in bold text within Appendix 1 to the report, by virtue of them requiring to be appointed by Council, or that they have meetings scheduled prior to the next meeting of the relevant committee;
- (b) refer the remaining sub-committees, working groups and other groups within Appendix 1 to the first meeting of the relevant committee as detailed in the far right hand column;
- (c) consider appointing members to the trusts listed in Appendix 2 to the report, noting the meeting dates detailed; and
- (d) consider appointing members to the boards listed in Appendix 3 to the report, noting the meeting dates detailed.

The Council resolved:-

- (i) to appoint members to the sub-committees, working groups and other groups shaded grey and in bold text within Appendix 1;
- (ii) to refer the remaining sub-committees, working groups and other groups to the first meeting of the relevant committee as detailed in the far right hand column; and
- (iii) to defer consideration of the appointment of members to the trusts and boards appended to the report for discussion between Group Leaders.

(Please note - for the purpose of this minute extract, only the sub-committees and groups relevant to the Finance and Resources Committee have been included in the following Appendix)

APPENDIX 1

**APPOINTMENT OF REPRESENTATIVES
TO SPECIFIC SUB-COMMITTEES AND GROUPS**

Group	Council Representatives Required	Additional Information	Relevant Committee
Lord Provost Sub-Committee	5 (Traditionally the Lord Provost has been the Chair)	A meeting is scheduled for 5 July 2012	Finance and Resources

DRAFT

Lord Provost Sub-Committee Order of Reference

1. The Sub-Committee will oversee all aspects of civic hospitality, currently undertaken by the Civic Hospitality Working Group and will be able to take decisions within an agreed budget in relation to civic hospitality requests.
2. The Sub-Committee should consider the functions which the Lord Provost is regularly called upon to attend, which fall into a number of broad categories and also consider when the attendance of a Town Sergeant/Chauffeur is required.
 - the Sub-Committee would not consider occasions where the Lord Provost attends as Lord Lieutenant or where the Lord Provost attends customary events (i.e. such as the opening of the General Assembly of the Church of Scotland).
 - the Sub-Committee would not consider local events where the Lord Provost has been invited to attend where there is no significant expense
 - the Sub-Committee should consider the attendance of Town Sergeants/Chauffeurs at overseas events and non-overseas events (within and outwith Aberdeen City) along with the requirements to comply with the Working Time Directive.
3. To oversee the Lord Provost's Gift Fund.
 - the Sub-Committee would be provided with a breakdown on how the Lord Provost's Gift Fund is currently used (i.e. which services use the fund and for what purposes, with the rationale being to separate the use of the Fund so that non-civic use of the Fund could be re-charged to the relevant service).
4. To consider applications for grants of patronage.
 - the Sub-Committee would consider requests for the Lord Provost to be patron of various organisations.
5. To keep under review the process for inviting Councillors to civic events so that adequate attendance at civic events can be maintained.

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Draft

EDUCATION, CULTURE AND SPORT

7 June 2012

COMMUNITY CENTRES

With reference to article 2 of the minute of its special meeting of 28 March, 2012, the Committee had before it a report by the Acting Director of Education, Culture and Sport providing a further update on moving community centres to leased centre status, outlining the remaining actions to be taken in order to complete this process, and setting out proposals for Rosemount Community Centre and the community wings of 3Rs schools, so that they remain the responsibility of the Council.

An appendix to the report set out draft operational proposals for the learning centres within those 3Rs facilities with management committees.

The report recommended:-

that the Committee –

- (a) suspend Standing Order 22(1) to revoke the decision of the Committee on 28 March 2012 – that each lease and management agreement be reported back to the Education, Culture and Sport Committee for approval – and agree instead that individual leases and management agreements will only be brought back to committee if a management committee requests a lease for more than 10 years, or for any other exceptional reason;
- (b) note that the following centres are being supported to become leased centres within the short term:
 - Old Torry Community Centre
 - Mastrick Community Centre
 - Northfield Community Centre
 - Loirston Community Centre
 - Kincorth Community Centre;
- (c) note the progress of photographic condition surveys for the community centres that are progressing to leased centre status;
- (d) note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress these works;
- (e) note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000;
- (f) note the approach from the Grampian Police Joint Board to occupy part of the Rosemount Community Centre; formally note that the space is surplus to the requirements of the Education, Culture and Sport Service and instruct the Head of Legal and Democratic Services and Head of Asset Management and Operations to negotiate final terms and conclude a 10 year lease/ license

- agreement for the area of Rosemount Community Centre as set out in the report;
- (g) agree that the lower hall area of Rosemount Community Centre be declared as surplus to the immediate requirements of the Education, Culture and Sport Service and authorise the Head of Asset Management and Operations to market the space for lease on commercial terms for a period of up to 10 years;
 - (h) agree that due to the unique circumstances of this building, Rosemount Community Centre will not transfer to the leased community centre model, but will remain within the responsibility of the Council, with a local management committee contributing to the programming of the building;
 - (i) agree that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre, will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and that the Council continues to be able to meet its statutory requirements;
 - (j) give consideration to retaining community wings within Community Schools within the responsibility of the Council, operating in the same way as community wings within 3Rs schools;
 - (k) agree that management committees connected to 3Rs schools, community schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances; and
 - (l) agree to refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service.

The Convener, seconded by the Vice Convener, moved –
that the Committee –

- (a) suspend Standing Order 22(1) to revoke the decision of the Committee on 28 March 2012 – that each lease and management agreement be reported back to the Education, Culture and Sport Committee for approval – and agree instead that individual leases and management agreements will only be brought back to committee if a management committee requests a lease for more than 10 years, or for any other exceptional reason;
- (b) note that the following centres are being supported to become leased centres within the short term - Old Torry Community Centre, Mastrick Community Centre, Northfield Community Centre, Loirston Community Centre and Kincorth Community Centre;
- (c) note the progress of photographic condition surveys for the community centres that are progressing to leased centre status;
- (d) note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress these works;
- (e) note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000;
- (f) note the approach from the Grampian Police Joint Board to occupy part of the Rosemount Community Centre; formally note that the space is surplus to the

- requirements of the Education, Culture and Sport Service and instruct the Head of Legal and Democratic Services and Head of Asset Management and Operations to negotiate final terms and conclude a 10 year lease/ license agreement for the area of Rosemount Community Centre as set out in the report;
- (g) agree that the lower hall area of Rosemount Community Centre be declared as surplus to the immediate requirements of the Education, Culture and Sport Service and authorise the Head of Asset Management and Operations to market the space for lease on commercial terms for a period of up to 10 years;
 - (h) agree that due to the unique circumstances of this building, Rosemount Community Centre will not transfer to the leased community centre model, but will remain within the responsibility of the Council, with a local management committee contributing to the programming of the building;
 - (i) agree that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre, will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and that the Council continues to be able to meet its statutory requirements;
 - (j) instruct officers to consult with the management committees associated with community schools about the proposals to retain community wings in community schools within the responsibility of the Council, and including how this would operate in practice, and report back on the outcome of these consultations to the next Education, Culture and Sport Committee;
 - (k) agree that management committees connected to 3Rs schools, community schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances;
 - (l) agree to refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service;
 - (m) instruct the Head of Educational Development, Policy and Performance to complete an Asset Management Plan for community centres by the end of this year in order that it can be considered as part of the budget setting for 2013/14;
 - (n) instruct officers to report individual requests to meet the costs of significant repairs and maintenance to the relevant committee of the Council, when requested by a management committee to do so;
 - (o) note that the Old Torry Community Centre Management Committee was not ready to sign the lease and management agreement, and that the report was incorrect in stating that it was; and
 - (p) note that management committee accounts of management committees attached to community schools, 3Rs community wings, Rosemount Community Centre and Torry Youth Centre would be checked by Council officers.

Councillor Greig, seconded by Councillor Yuill, moved as an amendment – that the Committee –

- (a) note that initially all management committees of leased centres will agree their leases at the same time;
- (b) note that the following centres are being supported to become leased centres within the short term - Old Torry Community Centre, Mastrick Community

- Centre, Northfield Community Centre, Loirston Community Centre and Kincorth Community Centre;
- (c) note the progress of photographic condition surveys for the community centres that are progressing to leased centre status;
 - (d) note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress these works;
 - (e) note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000;
 - (f) “welcome” rather than “note” the recommendation as set out in the report;
 - (g) agree that the lower hall area of Rosemount Community Centre be declared as Surplus to the immediate requirements of the Education, Culture and Sport Service and authorise the Head of Asset Management and Operations to market the space for lease on commercial terms for a period of up to 10 years;
 - (h) agree that Rosemount Community Centre transfer to the leased community centre model;
 - (i) agree that the leased model will apply to the community wings within 3Rs schools, and the community rooms within Torry Youth Centre;
 - (j) agree that management committees connected to 3Rs schools, community schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances;
 - (k) refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service;
 - (l) instruct the Head of Educational Development, Policy and Performance to complete an Asset Management Plan for community centres by the end of this year in order that it can be considered as part of the budget setting for 2013/14;
 - (m) instruct officers to report individual requests to meet the costs of significant repairs and maintenance to the relevant committee of the Council, when requested by a management committee to do so;
 - (n) note that the Old Torry Community Centre Management Committee was not ready to sign the lease and management agreement, and that the report was incorrect in stating that it was;
 - (o) note that management committee accounts of management committees attached to community schools, 3Rs community wings, Rosemount Community Centre and Torry Youth Centre would be checked by Council officers; and
 - (p) instruct officers to report back on small maintenance costs.

Councillor Townson, seconded by Councillor McCaig, moved as a further amendment –
that the Committee –

- (a) instruct officers to bring the mediation process to a satisfactory conclusion and to adhere to the decision of the Committee on 28 March 2012 that each

- lease and management agreement should be reported back to the Education, Culture and Sport Committee for approval;
- (b) note that the following centres are being supported to become leased centres within the short term - Old Torry Community Centre, Mastrick Community Centre, Northfield Community Centre, Loirston Community Centre, Kincorth Community Centre;
 - (c) note the progress of photographic condition surveys for the community centres that are progressing to leased centre status;
 - (d) note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress these works;
 - (e) instruct officers to prepare a full breakdown of repair costs at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress priority repairs up to £100,000;
 - (f) note the approach from Grampian Joint Police Board to occupy part of the Rosemount Community Centre and formally note that the space is surplus to the requirements of the Education, Culture and Sport Service;
 - (g) agree that the lower hall area of Rosemount Community Centre be declared as surplus to the immediate requirements of the Education, Culture and Sport Service and authorise the Head of Asset Management and Operations to market the space for lease on commercial terms for a period of up to 10 years;
 - (h) agree that due to the unique circumstances of Rosemount Community Centre, it will not transfer to the leased community centre model, but will remain the responsibility of the Council; and instruct officers to create a full overview of the proposed lease to Grampian Police and another appropriate organisation for consideration by Committee prior to the Head of Asset Management and Operations concluding such proposal;
 - (i) agree that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre, will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and the Council continues to be able to meet its statutory requirements;
 - (j) instruct officers to consult with management committees and report back on community wings within community schools being retained within the responsibility of the Council operating in the same way as community wings within 3Rs schools and to provide full details of staffing numbers and costs;
 - (k) instruct officers to prepare a report on the operation and governance of facilities retained as Community Learning and Development centres which would explain why, if these facilities are to be retained and managed by the Council, management committees require indemnity insurance and public liability and employers insurances and include details of the financial implications;
 - (l) refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service;
 - (m) instruct the Head of Educational Development, Policy and Performance to complete an Asset Management Plan for community centres by the end of

- this year in order that it can be considered as part of the budget setting for 2013/14;
- (n) instruct officers to report individual requests to meet the costs of significant repairs and maintenance to the relevant committee of the Council, when requested by a management committee to do so;
 - (o) note that the Old Torry Community Centre Management Committee was not ready to sign the lease and management agreement, and that the report was incorrect in stating that it was; and
 - (p) note that management committee accounts of management committees attached to community schools, 3Rs community wings, Rosemount Community Centre and Torry Youth Centre would be checked by Council officers.

On a division between the two amendments, there voted – for the amendment by Councillor Greig (2) – Councillors Greig and Yuill; for the amendment by Councillor Townson (7) – Councillors Cameron, Kiddie, McCaig, Noble, Samarai, Sandy Stuart and Townson; declined to vote (13) – Convener, Vice Convener; and Councillors Boulton, Carle, Cooney, Lesley Dunbar, Malik, Nathan Morrison, Taylor and Young; and Mr M. Maclean, Mr A. Nicoll and Mrs I. Wischik; absent from the division (2) – Mr P. Campbell and Mr M. Paul.

On a further division between the successful amendment by Councillor Townson and the motion, there voted – for the motion (13) – Convener, Vice Convener; and Councillors Boulton, Carle, Cooney, Lesley Dunbar, Malik, Nathan Morrison, Taylor and Young; and Mr M. Maclean, Mr A. Nicoll and Mrs I. Wischik; for the amendment (9) - Councillors Cameron, Greig, Kiddie, McCaig, Noble, Samarai, Sandy Stuart, Townson and Yuill; absent from the division (2) – Mr P. Campbell and Mr M. Paul.

The Committee resolved:-

to approve the motion, whereupon Councillor McCaig, supported by eight other members as required by Standing Order 36(3), indicated that he wished the matter to be referred to Council for final determination.

The Committee was advised that, as the decision included matters which were not delegated to this Committee but to the Finance and Resources Committee, the decision could not be referred to Council for determination in its entirety. Standing Order 36(3) only permitted the referral of matters which fell within the remit of the Committee making the referral.

The Committee was further advised that the decisions could be differentiated so that, should the Committee wish, some decisions agreed unanimously would stand as its decision, others would stand as referred to Council and those not falling within its remit would be referred to the Finance and Resources Committee.

The Committee therefore agreed:-

- (i) to note that the following centres are being supported to become leased centres within the short term – Old Torry Centre, Mastrick Community Centre, Northfield Community Centre, Loirston Community Centre and Kincorth Community Centre;
- (ii) to note the progress of photographic condition surveys for the community centres that are progressing to leased centre status.;

- (iii) to note the approach from the Grampian Police Joint Board to occupy part of the Rosemount Community Centre; formally note that the space is surplus to the requirements of the Education, Culture and Sport Service and instruct the Head of Legal and Democratic Services and Head of Asset management and Operations to negotiate final terms and conclude a 10 year lease/license agreement for the area of Rosemount Community Centre as set out in the report on the basis of the Finance and Resources Committee approving resolution xiii(a) below;
- (iv) that the lower hall area of Rosemount Community Centre be declared as surplus to the immediate requirements of the Education, Culture and Sport Service and authorise the Head of Asset Management and Operations to market the space for lease on commercial terms for a period of up to 10 years on the basis of the Finance and Resources Committee approving resolution xiii(b) below;
- (v) that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre, will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and the Council continues to be able to meet its statutory requirements;
- (vi) to instruct officers to consult with management committees associated with community schools about the proposals to retain community wings in community schools within the responsibility of the Council, and including how this would operate in practice, and report back on the outcome to the next Education, Culture and Sport Committee;
- (vii) to refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service;
- (viii) to instruct the Head of Educational Development, Policy and Performance to complete an asset management plan for community centres by the end of this year in order that it can be considered as part of the budget setting for 2012/13;
- (ix) to instruct officers to report individual requests to meet the costs of significant repairs and maintenance to the relevant committee, when requested by a management committee to do so;
- (x) to note that the Old Torry Community Centre Management Committee was not ready to sign the lease and management agreement, and that the report was incorrect in stating that it was;
- (xi) to note that management committee accounts of management committees attached to community schools, 3Rs community wings, Rosemount Community Centre and Torry Youth Centre would be checked by Council officers;
- (xii) **to refer the following to Council for determination:-**
 - (a) the decision to suspend Standing Order 22(1) to revoke the decision of the Committee on 28 March 2012 – that each lease and management agreement be reported back to the Education, Culture and Sport Committee for approval – and agree instead that individual leases and management agreements will only be brought back to committee if a management committee requests a lease for more than 10 years, or for any other exceptional reason;
 - (b) the decision that due to the unique circumstances of this building, Rosemount Community Centre will not transfer to the leased community centre model, but will remain within the responsibility of the

- Council, with a local management committee inputting into the programming of the building; and
- (c) the decision that management committees connected to 3Rs schools, community schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances; and
- (xiii) to refer the following to the **Finance and Resources Committee for determination:-**
- (a) to note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress these works; and
 - (b) to note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000.

ABERDEEN CITY COUNCIL

COMMITTEE	Education, Culture and Sport
DATE	7 June 2012
ACTING DIRECTOR	Patricia Cassidy
TITLE OF REPORT	Community Centres
REPORT NUMBER:	ECS/12/029

1. PURPOSE OF REPORT

This report provides an update on the current position in relation to moving community centres to the “leased” type model, and provides a number of recommendations to facilitate that process.

The committee report also provides an update and recommendations in relation to Rosemount Community Centre and brings back feedback from consultation with Management Committees working in 3Rs Community Schools about the proposal to retain 3Rs facilities within the management of the Council.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a. Suspend Standing Order 22 to revoke the decision of the Committee on 28 March 2012 – that each lease and management agreement be reported back to the Education Culture and Sport Committee for approval – and instead that individual leases and management agreements will only be brought back to committee if a Management Committee requests a lease for more than 10 years, or for any other exceptional reason.
- b. Notes that the following centres are being supported to become leased centres within the short term:
 - (i) Old Torry Community Centre
 - (ii) Mastrick Community Centre
 - (iii) Northfield Community Centre
 - (iv) Loirston Community Centre
 - (v) Kincorth Community Centre
- c. Note the progress of photographic condition surveys for the community centres that are progressing to leased centre status.
- d. Note the requirement of approximately £60,000 of work required at Loirston Community Centre to carry out repairs to the car park and install a disabled toilet within the building, and to refer this to the Finance and Resources

Committee with a recommendation that funding is identified to progress these works.

- e. Note the potential liabilities at Rosemount Community Centre in relation to the potential requirement for repairs to the roof and other wind and watertight works and health and safety requirements, and to refer this to the Finance and Resources Committee with a recommendation that funding is identified to progress identified works up to £100,000.
- f. Note the approach from the Grampian Police Joint Board to occupy part of the Rosemount Community Centre; formally note that the space is surplus to the requirements of the Education Culture and Sport and instruct the Head of Legal and Democratic Services and Head of Asset management and Operations to negotiate final terms and conclude a 10 year lease/ license agreement for the area of Rosemount Community Centre as set out in the report.
- g. Agrees that the lower hall area of Rosemount Community Centre be declared as Surplus to the immediate requirements of Education Culture and Sport and authorise the head of asset management and operations to market the space for lease on Commercial terms for a period of up to 10 years.
- h. Agrees that due to the unique circumstances of this building, Rosemount Community Centre will not transfer to the leased community centre model, but will remain within the responsibility of the Council, with a local Management Committee inputting into the programming of the building.
- i. Agrees that the community wings within 3Rs schools, and the community rooms within Torry Youth Centre will remain within the responsibility of the Council, as set out within section 5.4, to ensure that the lifelong learning requirements of communities continue to be met, and the Council continues to be able to meet its statutory requirements.
- j. Give consideration to retaining community wings within Community Schools within the responsibility of the Council, operating in the same way as community wings within 3Rs schools.
- k. Agrees that Management Committees connected to 3Rs schools, Community Schools and Rosemount Community Centre be provided with a grant of £625 per year, for the purpose of purchasing indemnity insurance, and public liability and employers insurances.
- l. Agrees to refer the Centre at Hillylands to the Corporate Asset Group as surplus to the requirements of the Education, Culture and Sport Service.

3. FINANCIAL IMPLICATIONS

The provision of Community Centres by the Council represents a cost to the public purse of approximately £3.3million of revenue funding per year. This includes buildings costs such as repairs and energy costs that are covered by the Council, as well as the annual development grant of £10,565 plus and additional £500 per year for indemnity insurance. The community centres also draw on the corporate

Repairs and Maintenance budget on a prioritised basis. There are also capital funding implications.

4. OTHER IMPLICATIONS

4.1 Legal Implications

The legal relationship between the Council as funding body and owner of the Community Centres and Management Committees as the operators of Community Centres are governed via a Management Agreement and Lease. The model Management Agreement and Lease was arrived at following a considerable period of negotiation, and was approved at the Full Council meeting on 4 April 2012.

5. BACKGROUND/MAIN ISSUES

5.1 Transition to new Lease and Management Agreement

A standard Lease and Management Agreement was agreed at Full Council on 4 April 2012. It was agreed that the duration of the standard lease would be for 10 years, with each request to be considered on a case by case basis and reported back to the Education, Culture and Sport Committee for approval. For practical reasons, Community Centres will transfer to the new Lease and Management Agreement in phases, and to assist in the smooth progression of this, this report recommends that the decision to bring each lease and management agreement to committee is revoked and committee approval is only sought by exception (i.e. if there is a request to significantly change the model Lease and Management Agreement as previously approved by committee). The early phases will include stand-alone former Community Education Centres with constituted Management Committees which have the requirements of the Management Agreement in place, and Community Centres which have been operating as a leased centre, but in the absence of any lease being in place.

Accompanying the lease for each property there will be a photographic schedule of condition. Whilst these inspections for this are purely to record the current condition of the buildings it is possible that immediate repairing issues may be identified by these inspections. There are no budgets available for any works that may be required. These surveys were undertaken during week commencing 21st May and are currently being written up.

5.1.1 Old Torry Community Centre

Old Torry Community Centre is situated within Old Torry and is a traditional community hall. The Management Committee are now established and constituted and consider themselves ready to sign up to the Lease and Management Agreement.

5.1.2 Mastrick Community Centre

Mastrick Community Centre have an established Management Committee in place and consider themselves ready to sign up to the Lease and Management Agreement. The centre is connected to the library which means that there are some centre specific considerations in relation to the interconnection of systems between the two buildings.

5.1.3 Northfield Community Centre

Northfield Community Centre have an established Management Committee in place and consider themselves ready to sign up to the Lease and Management Agreement. The centre is connected to the library which means that there are some centre specific considerations in relation to the interconnection of systems between the two buildings.

5.1.4 Cairncry Community Centre

This community centre has been operating for some time as a leased community centre, however there are no legal documents in place between the Council and the Management Committee in place. Signing up to the new agreements will ensure clear accountability and governance systems.

5.1.5 Loirston Annexe Community Centre

The Management Committee of Loirston Annexe Community Centre have indicated that they feel that they are ready to sign up to the Lease and Management Agreement, however they are not prepared to, until repairs are carried out to the car park and toilets. The costs for carrying out these repairs have been estimated at £60,000. There is no budget available for these works, which would not be identified as a high priority within the corporate repairs and maintenance budget. If the Committee wishes these works to be progressed, it is recommended that the Committee refer this item to Finance and Resources committee to source an appropriate budget for these works.

5.2 **Community Centres with existing leases**

The following table shows community centres which have existing leases with the Council which have outrun their original leases, which are now continuing through Tacit Relocation:

Name of Centre	Date of lease expiration
Altens Community Centre	28 March 2003
Balnagask Community Centre	28 November 2005
Balgownie Community Centre	28 November 2006
Catherine Street Community Centre	28 November 2004
Cummings Park Community Centre	15 May 2008
Froghall Community Centre	28 November 2003
Inchgarth Community Centre	28 November 2009
Sheddocksley Community Centre	28 November 2003
Tillydrone Community Centre	28 November 2004
Ruthrieston Community Centre	12 April 2012

For leases continuing under tacit relocation, if the Management Committees agree to renounce the leases voluntarily then this can be done at any time. If not then the leases running on tacit relocation can only be brought to an end at the end of each successive year with a minimum 40 days written notice in advance of the termination date requiring to be given. It would therefore be intended to write to all centres with a lease expiration date in November to inform them that their existing lease will not continue to be renewed this year, and that to continue to occupy the

building they will require to sign up to the new Lease and Management Agreement prior to the 28 November 2012. (The same approach will also apply to those centres with end dates in March, April and May in 2013.)

In order to facilitate this, the report recommends that the previous committee decision of 28 March 2012 that all leases and management agreements be considered on a case by case basis by the Education, Culture and Sport Committee be revoked.

There are also 6 Community Centres which have an ongoing lease with some years yet to run. These are Airyhall Community Centre, Danestone Community Centre, Ferryhill Community Centre, Hanover Community Centre, Kingswells Community Centre and Hilton Community Centre. The Management Committees for these centres will be approached to discuss a voluntary renunciation of their existing leases and a replacement with the new style of lease. The outcomes of these discussions will be reported to a future committee.

5.3 Rosemount Community Centre

Rosemount Community Centre is a particularly large and complex building, which has been identified as not being appropriate to run as a traditional leased centre. Officers and the former Rosemount Management Committee have been developing a vision for the centre which would see it as a hub for community, learning and creative activities within the Rosemount area of the city.

The Management Committee recently became inquorate, and consequently agreed to dissolve. Since that time a visioning session has been arranged for local residents with the aim of attracting local residents onto a steering group which would work to become a Management Committee.

Prior to the dissolution of the Management Committee, officers had been working in partnership with the Management Committee and associated steering group to deliver a workable and sustainable model for the building. This included providing accommodation to the police, and putting in place a commercial lease for the lower hall area of the building, as well as using the building to house the Council's Arts Development team and developing relationships with other potential partners.

5.3.1 Rosemount Proposals for Grampian Police

Discussions have been ongoing with the Grampian Police Joint Board (GPJB) about a lease for part of the top floor of Rosemount Community Centre (and some car parking spaces) for the local community police unit.

In return for a ten year lease, Grampian Police would be prepared to pay for the significant capital investment required to bring this area of the building up to the standard that they would require. Within the Grampian Public Sector Strategic Asset Management Group there is an agreement that partners will not charge each other a commercial rent but merely an allocation of holding costs and charges for the building. Agreement has been reached over a suitable sum to cover the costs for GPJB exclusive use of the designated area. This would mean that part of the top floor of Rosemount Community Centre along with a number of car-parking spaces would be dedicated to the use of the police, and they would also have access to communal areas of the building including stairs and corridors.

The benefits of this proposal include developing stronger partnerships with Grampian Police, capital improvements to the building, and a significant long term sustainable income stream into the building. The former Management Committee were in favour of this proposal.

Along with the benefits into entering into such an agreement there are some risks to the Council in entering into such an agreement. In particular given the condition of the building it is unreasonable to achieve anything other than tenants internal repairing and insuring terms on the building. In agreeing a lease the Council may at some point be obliged to undertake as yet unknown internal repairs, which in other circumstance they may have delayed. Agreeing a lease with another organisation may reduce the Councils flexibility with the property in the event that say, they wished to dispose of the asset at some point in the future.

This report recommends that the Head of Asset Management and Operations is instructed to conclude this deal.

5.3.2 Proposals to enter into a commercial lease

An opportunity has arisen for a commercial lease to be entered into in respect of the lower hall of the Rosemount Community Centre. The commercial usage would require to align with the vision for the centre as a hub for community, learning and creative activities. In line with procurement requirements, the area will require to be marketed.

The implications of entering into a commercial lease in respect of this area of the building would mean that the lower hall and associated changing rooms would be allocated as dedicated space to the successful bidder. The successful bidder would also have access to communal areas of the building including stairs and corridors.

The benefits of this proposal include potential capital investment to the building and a significant long term sustainable income stream into the building. The former Management Committee were in favour of this proposal.

The risks of this proposal are as identified in the preceding section.

This report recommends that the Head of Asset Management and Operations is instructed to progress and conclude this proposal.

5.3.3 Condition of Building

A recent review of the condition of the building has identified some roof leakage and potentially other wind and watertight, and health and safety repairs that are required. While costs for these works have not been costed or fully specified at the time of writing this report, it is suggested that it would be prudent to recognise that costs are likely to be required and an initial budget of £100,000 should be identified. In order not to delay the agreements with the police and potential commercial operators, it is recommended that the Education, Culture and Sport Committee refer this report to the Finance and Resources Committee, recommending that up to £100,000 be sourced to allow any immediately required works to proceed. (Note: Asset Management have advised that it is unlikely that these works would be allocated a high enough priority to allow them to be funded from the corporate

Repairs and Maintenance budget, and there is no suitable budget within Education, Culture and Sport for these works.) It is noted that a full feasibility study for the future of the building is intended will continue to be developed to identify capital and revenue costs and income possibilities.

5.3.4 Implications for Management Committee

Due to the unique nature of this building including the additional cleaning and operational management responsibilities that will be required, recent difficulties within the Management Committee, and the complex arrangements that are being progressed with a range of other providers being based within the building, officers do not recommend that the Council progresses this facility as a traditional leased centre, but a different operational model be developed for the building.

This alternative model would include the Council retaining overall operational responsibility for the building, and working in partnership with the Management Committee to programme the community learning elements of the building (in a similar way to what is proposed in respect of 3Rs Learning Centres.)

Officers intend to discuss this proposal with volunteer members of the community who are currently associated with the building (note that there is currently no steering group or Management Committee in place.) These discussions will take place prior to the committee.

5.4 **Lifelong Learning Provision**

During the consultation process in relation to the Management Agreement for the "leased" type community centres, it emerged that a wide area of disagreement related to a proposed clause that required a set number of hours within each centre to be allocated for the provision of Community Learning and Development activities. It is highlighted that the final Management Agreement was developed on the assumption that the Community Wings within 3Rs schools will remain within the operation of the Council, for the provision of learning activities.

The Education, Culture and Sport Committee on 23 February 2012, noted the position in relation to 3Rs buildings and Torry Youth Centre and instructed officers to discuss with management committees and others the best way to deliver community benefit using these buildings and to report back to a future committee on this.

- 5.4.1 There are 5 Learning Centres within 3Rs facilities with Management Committees. These are Mile End, Hazlehead, Seaton, Cults and Beacon Centres. Efforts were made to meet with each of these Management Committees and these meetings have taken place with Mile End Management Committee, Hazlehead Management Committee and Seaton Management Committee. At the time of writing the report, discussions are ongoing in relation to meetings with the Beacon Management Committee, and the Lower Deeside Management Committee (Cults).

The meetings that have taken place have been positive, with the general feedback that the proposed operational arrangements would be workable and less onerous for the individual volunteers on the Management Committees. In response to these meetings Draft Operational Proposals for the Learning Centres within 3Rs schools

has been produced (Appendix A), and this has been sent to the five Management Committees for consideration and comment. Initial feedback has been fairly positive.

5.4.2 The Committee on 23 February 2012, also acknowledged “the unique circumstances surrounding the Beacon Centre, and instructed officer to enter into negotiations with Sport Aberdeen to ensure the continuation of community activities within the Beacon Centre.”

The existing Services Specification between Aberdeen City Council and Sport Aberdeen sets out the following in respect of the Beacon Centre for community use:

Prior to submitting and proposals to change the programme which is in place at transfer, the Company should be able to evidence that it has evaluated current usage as well as having taken account of the needs of the community both locally and city-wide in order to justify that alternative programmes would better address these needs.

Exercise flexibility to address local needs and circumstances through discounted rates.

Actively engage with the local community (possibly through a Beacon Centre users forum) to ensure that programmes at the Beacon Centre continue to meet local needs.

Where the Beacon Centre programme, including use of particular rooms or facilities, incorporate significant non-sports activities, including youth work, adult learning and non-sports activities, these will be programmed in liaison with the Council Community Learning and Development staff.

The Council’s Community Learning and Development Service to have use of the facilities at the Beacon Centre (at no cost to the Council) as follows:

- *Youth Centre – exclusive use 7 days per week throughout the opening hours of the Beacon Centre (with potential use of vacant time by the Company, to be negotiated with senior Community Learning and Development staff.)*
- *Various office spaces – exclusive use 7 days per week as a community learning and development staff office.*
- *First floor large board room – priority use on 4 mornings (Monday – Thursday) between 9.30am – 12.00pm, and 3 afternoons, (Tuesday – Thursday) between 12.30 – 4.30 for community learning and development classes.*
- *GP Room 3 – priority use for Community Learning and Development organised adult learning programmes (including existing dressmaking class) for up to 4 mornings, 4 afternoons and 2 evening sessions per week (each session of up to 2.5 hours.)*
- *First floor dance studio – priority use for Community Learning and Development organised activities on one weekday afternoon from 1.30 –*

3.30pm and one weekday evening from 6 – 8pm each week for youth dance type activities.

- *Games hall – priority use for Community Learning and Development organised youth work activities of half games hall on 2 evenings per week for one hour sessions between 7 and 10pm.*
- *Youth Discos – on one Friday evening per month (dates to be agreed), Community Learning and Development will have use of the first floor dance studio, GP Room 3 and the Coffee bar area, for youth disco events, between 7 and 10pm.*

Regular liaison to take place on an ongoing basis with Council Community Learning and Development staff to ensure the smooth operation of Community Learning and Development use and exploit opportunities for joint working wherever possible.

At the time of finalising this report, officers are awaiting confirmation of a suitable date to meet with the Beacon Management Committee to discuss proposals for the use of the spaces at the Beacon Centre for Community Learning and Development usage. There are ongoing partnership meetings between Sport Aberdeen and Aberdeen City Council, and there have been no requests to change the current allocation of space as set out above. It is noted that most of the community areas within 3Rs schools consist of 2 community rooms, and the space available within the Beacon Centre for Community Learning and Development use is significantly greater than some other 3Rs centres.

- 5.4.3 It is noted that retaining the 3Rs centres within the responsibility of the Council for the provision of community learning and development will cover many areas of the city, but not all areas.
- 5.4.4 It is also highlighted that the school use requirements are changing as a result of new developments and changes in demographics. This may lead to short term capacity issues within some schools, and this report should be considered in conjunction with the report on the Primary School Estates review, which is also on the agenda for this Committee.
- 5.4.5 With the above in mind, it is the view of officers that consideration should also be given to retaining community wings within all schools (3Rs and non 3Rs community schools), within the responsibility of the Council. This would mean that the community wings in non-3Rs schools would operate in the same way as that proposed for 3Rs schools (see appendix A.) This decision would also help ensure that there were adequate spaces for the provision of community learning and development for communities within Torry, Bridge of Don and Dyce.

5.5 Hillylands Centre

When the Summerhill Centre was closed in 2010, it had been planned that the Mastrick Young People's project would relocate to a new development at Hillylands. Since that time, budget decisions have resulted in a significant reduction in the number of staff available to deliver the service. In addition, since prior to the closure of Summerhill, the focus of planning of local youth activities by the Mastrick Young

People Committee has reduced, with local youth activities primarily being planned and delivered by the Council. This is now being addressed through the local Learning Partnership, which includes young people, working towards planning the overall youth development activity within the local area.

At the Education, Culture and Sport Committee of 24 November 2011, officers recommended that the centre was declared surplus to the requirements of Education, Culture and Sport. The Committee resolved to “instruct officers to refer the Hillylands Centre and Mastrick Young Peoples Project to the budget process for consideration in the 2012/13 budget.”

The potential financial implications of using the Hillylands Centre as a staffed youth centre are as follows:

Staffing - £80k - £100k per year
Premises Costs - £10k per year (plus £13k rates)

Total revenue budget - £90k - £110k per year

Initial capital budget requirements - £20,000

Note - all figures are approximate.

There was no specific budget identified within the 2012/13 budget for this purpose. Officers therefore recommend that this property is declared surplus to the requirements of Education, Culture and Sport and reverts to the Corporate Asset Group.

5.6 Protecting Vulnerable Groups (PVG) Scheme

The Protecting Vulnerable Groups (PVG) Scheme was introduced by the government to replace and improve on the previous Disclosure scheme.

At the Special Education, Culture and Sport Committee on 28 March 2012, Management Committee volunteers stated how onerous the process was for Management Committees to check their volunteers and asked whether this would be something that the Council could take on. At the committee, the following decision was taken: “To instruct officers to investigate Council assistance in providing PVG checks, in consultation with management committees, and delegates to the Head of Legal and Democratic Services, in consultation with the legal representative of the community centres, the Conveners and Vice-Conveners of the Education, Culture and Sport and Finance and Resources Committees, any decision on whether the Council carries out checks or provides training and guidance.”

Since this decision, officers have contacted Disclosure Scotland and have held discussions with the Council’s legal advisors regarding the possibility of Aberdeen City Council acting as an “umbrella organisation” for PVG checks for volunteers working in leased community centres.

ACC as an umbrella body could process PVG checks on behalf of management committees, however, in processing these, the Council would need to enter into a

formal agreement to ensure that a management committee (this could be included within or as an addition to the Management Agreement):

1. Abides by the Code of Practice issued by Scottish Ministers regarding the correct handling, holding and destroying of Disclosure information as per Part v of the Police Act 1997.
2. complies with the Code of Practice and provide and assurance that those individuals for whom a PVG check is being sought, under the PVG Act 2007, that disclosure information will be used properly and fairly.
3. complies with the requirements of the Rehabilitation of Offenders Act 1974.

The Management Agreement, containing these amendments would require to be in place before applications could be processed.

The current cost of a new PVG membership is £59.00; an update report for an existing scheme member costs £18.00. Volunteers can have their application processed at no cost.

There would however be the cost of the internal administration processing time.

If the Council were to carry out PVG checks we would also need to ensure that each centre informed the Council of who their volunteers were and ensured that these volunteers and any new volunteers did not work at the centre until their PVG check had been obtained. This requirement would require to be included within the Management Agreement, or where Management Agreements are already in place/ until they are signed, be included within the conditions of the Development Grant funding.

It is noted that Council officers have been working closely with Management Committees to encourage them to carry out PVG checks on their staff and volunteers, however some centres state that they are struggling to carry out this requirement and resultantly there are some volunteers and staff working in community centres with access to children and vulnerable adults, who have not yet been checked.

6. IMPACT

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Protecting children and vulnerable adults
- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities

- Educational attainment in Aberdeen is continuously sustained and improved
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

Public – This report will be of interest to the public, as the recommendations will impact on services delivered throughout the city.

An Equality and Human Rights Impact Assessment has been completed in respect of this budget decision.

7. BACKGROUND PAPERS

23/2/12 Education, Culture & Sport Committee, Community Centres

24/11/11 Education, Culture & Sport Committee, Community Development Fund – Childcare and Out of School Provision

24/11/11 Education, Culture & Sport Committee, Community Centres

15/9/11 Education, Culture & Sport Committee, Update on Implementation of Budget Decision - Reduce Communities Team

17/6/11 Finance & Resources Committee, Kaimhill Community Facilities – Update on Progress of Management Agreement

2/6/11 Education, Culture & Sport Committee, Update on Implementation of Budget Decision - Reduce Communities Team

24/3/11 Education, Culture & Sport Committee, Implementation of Budget Decision – Reduce Communities Team

8. REPORT AUTHOR DETAILS

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APPENDIX A:

Draft Operational Proposals for 3Rs Lifelong Learning Centres with existing Management Committees:

Management Committee

- Existing Management committees can choose to become area based or centre specific.
- The Management Committee will be independent to the Council, but will have close communication with the council.
- The Management Committee will have their funds transferred to their bank account and will be responsible for managing and maintaining their accounts, including getting these accounts appropriately checked on a regular basis. The MC will not require to send their accounts to the Council.
- The Management Committee will require to have their own constitution. This constitution should be shared with the Council.
- The Management Committee will not require to sign up to the Management Agreement that will apply to other community centres.
- It is anticipated that a brief partnership agreement will be entered into between the Council and the Management Committee.
- The Management Committee may choose to employ tutors or other staff to run specific learning classes. The Management Committee would be responsible for its own staff and volunteers.
- The Management Committee would be required to abide by the Council's bookings and lettings rules. This would include having appropriate insurance in place if they are running classes and ensuring that all their employees and volunteers are appropriately trained and checked.

Programming

- The Council will have overall responsibility for the programme.
- The Council will work in partnership with the Management Committee when developing the programme.
- The programme will require to meet the learning and development needs of the local community. The needs of the local community will be identified through the Learning Partnership.
- Given that existing programmes, developed through the Management Committees have been set up to meet the needs of the local community, it would not be anticipated that there would be significant changes to the existing programmes.
- The Council will work with the Management Committee to develop this existing programme.
- The Management Committee and the School Head Teacher will be encouraged to discuss how the programmes of the school and community learning align during the planning stage.
- The programme for the school and community learning will require to be submitted to bookings and lettings each Spring.
- The programme for the school and community learning will take precedence over external lets.
- There will be opportunity to develop the community learning programme throughout the year, depending on remaining space available.

Learning Partnership

- The Management Committee will be entitled to have a seat on the local Learning Partnership.
- The role of the Learning Partnership is to determine what the learning needs of the local community are, review what provision is already there, and work together as partners to seek to address gaps and areas of duplication.
- The Learning Partnership consists of a range of partners with access to a range of different spaces to deliver learning requirements.
- The spaces available through the Council will include the local 3Rs learning centre.

Links with School

- Strong partnership and effective communication with all partners, and particularly between the school, Communities team staff and the Management Committee is important to ensure that learning opportunities are maximised.
- The Management Committee will be encouraged and supported to maintain an effective dialogue with the school. Particularly in relation to effective programming, which includes ensuring that different programmed activities are compatible.

Insurance

- Under the proposal, it is not intended that a Development Grant will be provided to the Management Committees.
- However, if a Management Committee is employing staff or using volunteers to provide learning opportunities, then it is recognised that having suitable insurance is recommended.
- With this in mind, officers would be recommending that Management Committees are provided with an annual sum of £625 to be used for the purposes of procuring indemnity insurance, and public and employers liability insurance.

Staffing

- It is intended that the Council will put in place a Learning Centre Supervisor to oversee all the programmes within Learning Centres and deal with any operational issues, and a part time receptionist/ administrative assistant within each centre.
- The number of hours allocated for each receptionist/ administrative assistant will depend on the nature of the specific centre.
- The programming of hours for the receptionist/ administrative assistant will be done in consultation with the Management Committee, and to fit in with the specific needs of each programme.
- The receptionist/ administrative assistant will be employed by the Council, and will use Council systems.
- There may be opportunity for the receptionist/ administrative assistant to assist the Management Committee, for example in relation to the managing of learning class administration (which may include booking people onto course and receiving fees for classes for passing on to the Management Committee). Where specific activities are agreed to be done by the receptionist/ administrative assistant on behalf of the Management Committee, these will be agreed in writing in advance.
- The receptionist/ administrative assistant will not be available to manage the finances of the Management Committee or to minute meetings of the Management Committee.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 June 2012
DIRECTOR	Pete Leonard
TITLE OF REPORT	Hazlehead Residential Area – Consultation on Sale or Lease of Amenity Areas
REPORT NUMBER:	H&E/12/025

1. PURPOSE OF REPORT

This section discusses the implications of a motion by Councillor Jennifer Stewart following consultation with the affected residents on the possible sale or lease of appropriate portions of adjacent amenity Council owned land as individual defensible garden areas to the occupiers of the terraced dwellings in the Hazlehead area.

2. RECOMMENDATION(S)

- 1) that the Committee note the results of the consultation and
- 2) that no further action is taken other than to apply the existing policy on the sale of 'the sale of Amenity Ground' for any individual applications from residents.

3. FINANCIAL IMPLICATIONS

There could be capital receipts from the sale of garden areas providing any redesign works are met by the purchaser. However, maintenance costs could actually increase should it be necessary to provide less economical means of maintaining the remaining grounds.

4. OTHER IMPLICATIONS

It is envisaged there would be considerable legal work in adjusting title deeds of former Council houses which may incorporate rights in common to drying areas etc within the land identified for possible garden areas.

5. BACKGROUND/MAIN ISSUES

The purpose of this report is to advise members on the outcome of the consultation with the owners and tenants of terraced properties where

possible defensible garden ground could be created by sale or lease of amenity areas.

The terraced dwellings are accessed either by adopted or unadopted footpaths which run parallel and close to the buildings in such a way that none of the houses have exclusive garden ground immediately adjacent to the properties. The terraced houses had been designed to wrap around pocket amenity areas at the front or rear with further desire line footpaths also created.

Following the Tenants Rights Act 1980 many of the houses have been sold leaving a mix of private owners and Council tenants as occupiers of the properties. Some of the properties have been sold with a right in common to drying areas and bin stores in the middle of amenity areas.

In terms of creating private gardens, consideration must be given to the extent of the impact on amenity ground. Where areas are enclosed by rows of dwellings and any gardens would not abut the larger areas of open space, then the creation of gardens may well not impact adversely on the general level of residential amenity. Equally, where gardens are created on the more 'public' side of dwellings, there would more likely be an adverse impact on amenity.

A total of 69 properties were identified as suitable for consideration of creating defensible garden ground with no real adverse impact on the residential amenity. The consultation included indicative costs which included all legal expenses, change of use application, property enquiry fees and the purchase cost. It was estimated that the likely cost to each purchaser would be in the region of £1900.

A total of 32 residents responded to the consultation which represents 46% of those consulted. Of those responding 2/3rds were not willing to purchase or lease the ground.

Only 9 residents were willing to considering purchasing and further consideration can be given to these residents on an individual basis subject to the impact this would have on the maintenance of the remaining ground, which would become increasingly more difficult and expensive to maintain by a patchwork of transferred ground.

6. IMPACT

Corporate – The proposals contained within this report are in line with the Council's policy on effective use and management of its property assets.

Public – The creation of defensible garden spaces in enclosed areas is likely to have little impact or interest of the general public. Creation of gardens in the more public areas may be of interest particularly in regards to the standard of maintenance.

7. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE: Finance and Resources

DATE: 21 June 2012

DIRECTOR: Stewart Carruth

TITLE OF REPORT: Revenue Budget Financial Monitoring – Year End 2011/12

REPORT NUMBER: CG/12/079

1. PURPOSE OF REPORT

- 1.1 This report provides an opportunity to consider the financial position for the Council in Revenue terms for the end of the financial year. The values reflect a 'Near Actual' position for the year, as reported to management and outlines the further adjustments that have been applied when preparing the Draft Statement of Accounts for 2011/12.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- a) note the positive year end Revenue Budget position for the financial year 2011/12;
 - b) note that the Draft Statement of Accounts for 2011/12 will have been presented to Council at their meeting of 13 June 2012, prior to being sent, as required by statute, to Audit Scotland before 30 June.; and
 - c) note that the audited Statement of Accounts will be presented to the Audit and Risk Committee, along with the external auditor's report to members in the Autumn, and thereafter will be presented to Council.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial implications of the year end financial position are detailed throughout the body of the report. The 2011/12 year end working balances on the General Fund (excluding the Housing Revenue Account) amount to £11.3 million, in line with Council policy.

- 3.2 Having set aside a provision for the full value of the loans that are due to be repaid by AECC the means of addressing the debt burden that exists must be done with reference to the relationship that exists between AECC and the Council and to the tax and other implications that may arise. It is important that expertise is sought to ensure the most effective and tax efficient method of addressing the debt burden is identified. This will require revenue expenditure to be incurred during 2012/13 in obtaining that advice and this will be met from the Finance revenue budget.

4. OTHER IMPLICATIONS

- 4.1 Every organisation has to manage the risks inherent in the operation of its services. These risks are minimised by the regular review of financial information by Services and corporately by Members. This report forms part of the end of year reporting cycle and seeks to clarify the overall operating conditions and outcomes that have resulted in the past year.

5. REPORT

5.1 Background

- 5.1.1 During financial year 2011/12 the Committee has received reports on the financial performance of the General Fund – Revenue and Trading Services - ensuring that Members are fully aware of the financial circumstances of the Council.
- 5.1.2 This report brings together these reports to enable a review of the overall revenue year end position.
- 5.1.3 Members should note that it is a ‘Near Actual’ position, as reported to management however due to the timing of the report the Draft Statement of Accounts for the year has been prepared and therefore further comment is made on the year end transactions that have also had an impact on the Revenue position of the Council.
- 5.1.4 There is a statutory requirement that an abstract of the accounts for each financial year be submitted to the Controller of Audit not later than 30 June in the next financial year.
- 5.1.5 This means that Draft Statement of Accounts for 2011/12, which is prepared in accordance with Accounting Codes of Practice, requires to be submitted by 30 June 2012 to Audit Scotland.

5.1.6 For ease of reference the report is broken down into the following sections:

- 5.2 General Fund (Revenue)
- 5.3 Trading Operations
- 5.4 Summary

5.2 General Fund (Revenue)

- 5.2.1 At its meeting of 15 March 2012 the Committee reviewed the financial performance of the Council in relation to its General Fund, Revenue Budget for financial year 2011/12, which was based on expenditure to the end of January 2012.
- 5.2.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 5.2.3 Service Committee reports on their financial position have been considered throughout the year too.
- 5.2.4 Information within this report provides a high level expenditure projection for the consideration of Members and presents actual financial figures to the end of March 2012, taking account of the various year end entries, accruals and transactions that are necessary.
- 5.2.5 Appendix A includes a summary of the 'Near Actual' Council position.
- 5.2.6 In overall terms the statement at Appendix A shows the Council is reporting a positive outturn position, being a favourable £3.9 million variance from budget. This represents a surplus against the balanced revised budget for the year.
- 5.2.7 The Corporate Budgets include the savings associated with the repayment and servicing of borrowing to pay for Capital projects and also a reduction in the value of requisitions from the three Joint Boards. The savings provided positive in-year variances to enable a review of the need for the use of one-off funding streams. There was £14 million of one-off funding approved as part of the 2011/12 budget and early in the year it was agreed that the Asset Utilisation option would result in income generation of £nil rather than the £4 million budgeted.

- 5.2.8 Significant savings were achieved in Service budgets, with all Services delivering savings against budget. A proportion of this was identified as being from expenditure on projects that would not be completed during the year and therefore the value of underspend shown against the Services budgets was earmarked to be carried into financial year 2012/13. The earmarking of these sums (approximately £6.7 million) is shown in the table against Corporate Budgets.
- 5.2.9 Areas of Service expenditure that had significant variance from budget included savings from the continued emphasis on retention of vacancies and the consequential saving in staff costs being achieved. In critical areas of service delivery these savings are offset through the managed use of agency or relief staff and where income generation is linked to staffing resources there was a resultant reduction in the income received / generated by the Council
- 5.2.10 Enterprise Planning and Infrastructure and Housing and Environment were both affected by the lower level of capital works being undertaken and architectural design fees were below budget as a result.
- 5.2.11 The services delivered under the heading of Trading Operations have been reported throughout the year as making a contribution to the General Fund and the 'Near Actual' position reflects this. The value of the contribution is affected by rebates that have been returned to the individual Services (those that have initially paid for the service to be provided). The impact of the rebate is to reduce the contribution that the Corporate Budgets receive. However, Service Budgets obtain that benefit instead. The main impact is reflected in Enterprise, Planning and Infrastructure.
- 5.2.12 Social Care and Wellbeing commissioned services costs were below budget with savings of particular note in adult and older people's services.
- 5.2.13 Housing and Environment benefited from lower waste disposal costs due to lower than budget rates and tonnages, although ground maintenance costs were in excess of budget, with action in this area having been taken into account when setting the 2012/13 budget.
- 5.2.14 Education Culture and Sport achieved significant savings across the schools and educational services portfolio and through the Devolved Education Management (DEM) arrangements a sum of £950,000 has been carried forward into 2012/13 in support of Schools and Community Education Centres.

5.2.15 The Council Tax collected by the Council has a healthy 'Near Actual' as it includes the additional sums received from people with 2nd homes. A reduction in the discount they receive on those homes is collected to support the development of affordable housing. Housing and Environment has included a cost to account for the additional sum collected.

5.2.16 It is also worthy of note that during the year the collection of council tax for 2011/12 was at 93.7%, an improvement of 0.4% on 2010/11, and reflective of the very positive work that the collection teams have been doing.

5.2.17 The General Revenue Grants and Non-Domestic Rate distribution includes year end redeterminations as announced by the Scottish Government during the year and reflects additional income to the Council that has contributed towards Service expenditure.

5.3 Trading Operations

5.3.1 The Local Government in Scotland Act 2003 sets out a statutory duty for Councils to achieve Best Value. It also provides a strong link between the duty of Best Value, the delivery of services and the reporting of financial performance.

5.3.2 Councils are required, under paragraph 10 of the Act, to maintain statutory trading accounts for 'significant trading operations'.

5.3.3 During the year the services defined as significant trading operations were changed to remove internal charging arrangements and streamline financial administration processes. This was done with full recognition of the requirements of the 2003 Act and in September 2011 this Committee approved the changes.

5.3.4 It resulted in a reduction in the number of trading accounts maintained, with the year end having trading arrangements in place for:

- Building Maintenance
- Road Maintenance
- Letting of Industrial, Commercial & other Properties
- Provision and Management of Car Parking Facilities

5.3.5 In 2012/13 a further reduction will be implemented, with the removal of the Roads Maintenance trading account.

5.3.6 In addition to those changes Vehicle Maintenance, which also operated as a trading operation but due to its size did not constitute 'significant', was removed as a trading operation.

5.3.7 In 2011/12 the total contribution made to the General Fund by the trading operations was £8.8 million.

5.3.8 While Car Parking and the Letting of Commercial properties have an external customer base, the remaining services are provided to support an internal need for work to be carried out and while there are some external customers, on the whole the Council will have initially paid for the service to be provided. Year on year when higher than expected contributions are being made to the General Fund it has been customary to return the additional sum in the form of a rebate.

5.3.9 The value of rebates returned to the General Fund in 2011/12 was £0.3 million (with £1.8 million also being returned to the Housing Revenue Account).

5.4 Summary

5.4.1 A positive year end position reflects a mixture of cost pressures and favourable circumstances experienced by the various Services of the Council.

5.4.2 The outturn has provided the opportunity for the Council to de-risk itself from potential liabilities and improve its resilience to any risks that may arise as part of the five year business plan in what is an uncertain economic climate.

5.4.3 As reported to the Council on 13 June 2012 in relation to the Draft Statement of Accounts, accounting for year end provisions has been reviewed and while Waste Disposal and Equal Pay provisions have reduced a new provision has been added that sets aside the full value of debt owed by AECC to the Council. This amounts to £26.2 million. Action is being taken during 2012/13 to address the underlying debt position, in conjunction with the previous agreement to transfer AECC assets to the Council.

5.4.4 The outturn has also enabled the Council to consider costs that it may incur that had not yet been built into the 2012/13 budget. Funding in support of the bid preparations for Aberdeen as City of Culture 2017 was recommended to Council on 13 June 2012 at a value of £557,000, which can be allocated from the budget surplus in the year.

5.4.5 The uncommitted General Fund balance has been maintained at £11.3 million and this remains in line with the Council policy on retention of working balances, where it has been approved that 2.5% of the net revenue budget should be available. In accordance with the regular review of council policies the appropriateness of the value of uncommitted balances will again be considered during 2012/13. In light of the current wider economic conditions, it is anticipated that in the coming years an increase in uncommitted balances will make sound financial sense with the Council moving to consider a range of values within which the balance should be maintained.

6. IMPACT

- 6.1 It is the aim of the Council to retain working balances to a level that provides sufficient scope to deal with unexpected or unforeseen events in order that this does not have a detrimental and immediate impact on service delivery.
- 6.2 The budget each year is produced in light of the Council priorities, through the priority based budgeting approach and the 5 year business plan.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2010/11;
Redetermination letters received from the Scottish Government;
Previous reports to Finance and Resources Committee on General Fund

APPENDIX A

ABERDEEN CITY COUNCIL FINANCIAL YEAR 2011/12							
UPDATED: 14-May-12							
As at 31 March 2012	Annual Budget 2011/12	Actual Operating Expenditure 2011/12	(Under) / Over Budget		Forecast Variance at P11	Variance from Last Month	
	£'000	£'000	£'000	%	£'000	£'000	%
Services:							
Office of Chief Executive	821	815	(6)	(0.7)%	2	(8)	(400.0)%
Corporate Governance	27,711	25,786	(1,925)	(6.9)%	(1,484)	(441)	29.7%
Enterprise Planning and Infrastructure	44,679	41,660	(3,019)	(6.8)%	(2,758)	(261)	9.5%
Housing and Environment	41,198	40,399	(799)	(1.9)%	(790)	(9)	1.1%
Education Culture and Sport	173,409	172,725	(684)	(0.4)%	(708)	24	(3.4)%
Social Care and Wellbeing	120,060	117,823	(2,237)	(1.9)%	(1,936)	(301)	15.5%
Total Service Budgets	407,878	399,208	(8,670)	(2.1)%	(7,674)	(996)	13.0%
Total Corporate Budgets	37,026	43,827	6,801	18.4%	3,729	3,072	82.4%
Total Net Expenditure	444,904	443,035	(1,869)	(0.4)%	(3,945)	2,076	(52.6)%
Funding:							
General Revenue Grant & NDRI	(338,269)	(339,001)	(732)	(0.2)%	0	(732)	0.0%
Council Tax and Community Charge Arrears	(106,635)	(107,943)	(1,308)	(1.2)%	(15)	(1,293)	(8620.0)%
Total Funding	(444,904)	(446,944)	(2,040)	(0.5)%	(15)	(2,025)	(13500.0)%
General Fund surplus for the year	0	(3,909)	(3,909)		(3,960)	51	(1.3)%

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	19 June 2012
DIRECTOR	Gordon McIntosh Stewart Carruth
TITLE OF REPORT	Capital Monitoring – Non Housing Capital Programme 12 / 13
REPORT NUMBER:	EPI/12/135

1. PURPOSE OF REPORT

The report advises of the management arrangements for monitoring the Non Housing Capital Programme. It details a number of proposed amendments to the approved Capital Programme, including further required carry forward requests for projects that were not completed within the last financial year.

2. RECOMMENDATIONS

- 1) The Committee approve the carry forwards to 2012 / 13 detailed in Appendix A.
- 2) The Committee note the inclusion of Item 793C: Frederick Street Multi Storey Car Park in the Capital Plan:
- 3) The Committee note the updated 3 year profile for Item 759: School Estate Strategy, which has now been reprofiled to show expenditure for the Newhills / Bucksburn replacement Primary School.

3. FINANCIAL IMPLICATIONS

The monies required to fund the capital programme have historically been achieved through external borrowing, capital receipts and grant income.

As per the “Non Housing Capital Programme 2012 / 13 – 2014 / 15 Budgets” report to full Council on 9 February 2012, officers continue to investigate alternative sources of financing the Non Housing Capital Programme.

4. OTHER IMPLICATIONS

There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and these will be reported to this Committee.

5. BACKGROUND/MAIN ISSUES

5.1 Introduction

The overall responsibility for the monitoring / management of the Capital Programme lies with the Head of Asset Management & Operations. The Planning & Monitoring Officer within Asset Management & Operations is in regular contact with Service Representatives and the Capital Accountant, reporting in the first instance to the Council's Corporate Asset Group. This ensures that the spend figures are always up to date and accurate.

The Capital monitoring process occurs at the beginning of every month and involves the completion of pro formas and a monthly meeting with Asset Management. Information gathered from pro forma returns is reported to the Corporate Asset Group in the first instance, then to this Committee. Each project is profiled in detail in the Capital Monitoring Bulletin Report for each Finance & Resources Committee.

A monitoring report will be presented to all subsequent meetings of this Committee. The monitoring report will detail the most up to date financial position of each of the projects referred to above. The report will also feature the relevant budget holder's expected out – turn for the full financial year. This will highlight any anticipated overspend or underspend.

The original approved funded position for the Non Housing Capital Programme in 2012 / 13 was £32.060 million. Taking into account adjustments for additional funding and carry forward requirements, the total funding required is now £35.518 million.

5.2 Current Overall Position

Details of all capital projects and the associated budget / expenditure profiles to date is included in Appendix B.

5.3 Capital Receipts

As part of the three year budget, income from Capital receipts, in common with expenditure, is to be assessed over a three year period.

The target receipts over the three year budget are as follows:

2012 / 13: £8.5 million
2013 / 14: £3.5 million
2014 / 15: £8 million

Total receipts: £20 million.

To date, officers have generated receipts this financial year totalling £1.1 million.

Details of negotiations and progress of sales are contained within the Vacant & Surplus Report provided to today's Committee.

5.4 Carry Forward Requests

A number of carry forward requests were approved at the meeting of this Committee on 15 March 2012. Since this date, additional carry forward requirements have been identified. Additionally, some items have been adjusted regarding the level of carry forward required.

Frederick Street Relocations, Crombie Road

Works have been completed on this project, facilitating the relocation of the reserve art collection. As a result of the budget holder awaiting invoices for these works, a carry forward of £44,000 to 12/13 is required.

Data Centre Move

Following a review into the expenditure required to complete this project, the budget holder has advised that the previous carry forward request of £223,000 may be reduced to £175,000.

Police - Capital Grant

At the time of writing the previous report to this Committee, the budget holder could only estimate the amount of carry forward the Police were to requisition. In the interim, the budget holder has clarified the carry forward requirement. The previously reported £790,000 has increased to £998,000. This increase puts no additional burden on the Capital Plan, as it is fully funded from underspend reported in financial year 11/12.

Hill of Tramaud Landfill - Change of Law Costs

The balance of the previously approved unspent budget is £449,000. The budget holder has confirmed these funds are still required in order to complete the project.

Private Sector Housing Grant

This budget was overspent by £200,000 in financial year 11/12. As this project is one of the rolling programmes, the budget has been reduced this year accordingly from £1,121,000 to £921,000 in agreement with the Housing & Environment Service.

5.5 Additional items included in 12/13 Capital Plan

Duthie Park & Winter Gardens

51.1% of expenditure on this project is funded through Capital; however the debt charges are funded by the Common Good Fund, not the General Fund.

Frederick Street Multi Storey Car Park

This item is the third and final Capital project relating to the sale of the Frederick Street car park site to NHS Grampian. The sale of this site and subsequent capital receipt was secured in March 2012. The construction of the multi storey car park is funded by a capital contribution from NHS Grampian and will have no impact on the General Fund.

5.6 Amended Profile for Item 759: School Estate Strategy

At the City Council's Budget Meeting on 9 February 2012, a 3 year profile for the School Estate Strategy, covering the extension to Riverbank School and the replacement Bucksburn Newhills School was approved. As noted at that time the full profile could not be determined until officers carried out further work in relation to the necessary profiling for the Bucksburn / Newhills project. This work has now been completed and the spend profile for the next 3 years is:

2012 / 13:	£522,175
2013 / 14:	£1,214,530
2014 / 15:	£7,638,417

This means the budget for these three financial years has increased from £1,250 million to £9.375 million; however there will also be a capital contribution from Scottish Futures Trust of £4.125m to partially offset this additional expense.

In addition to the above costs there will be additional expenditure in the following two financial years as follows:

2015 / 16:	£2,555,102
2016 / 17:	£148,478

The total reprofiled cost of the project is £12,078,703.

It should be noted that the new school is programmed to be completed by 2015. It is recommended that the Committee approve this new profile.

6. IMPACT

Corporate - The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans and Vibrant, Dynamic & Forward Looking.

Public - This report will be of interest to the public as it outlines the Council's capital spending to date on Non Housing Capital Projects.

7. BACKGROUND PAPERS

Non-Housing Capital Programme 2011/12 – Monitoring Report approved at Finance & Resources Committee on 15 March 2012.

8. REPORT AUTHOR DETAILS

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Appendix A: Carry Forwards Requested

Item	Project	Final carry forward	Budget Holder
		£'000	
<u>Corporate Governance</u>			
630	Data Centre Move	175	Sandra Massey
769	Police - Capital Grant	998	Sandra Buthlay
<u>Education, Culture & Sport</u>			
750	ICT Connectivity	34	Rosaleen Rentoul
751	Replacement MIS System	167	David Wright
<u>Enterprise, Planning & Infrastructure</u>			
294	Corp Property Condition & Suitability Programme	310	Neil Esslemont
778	3R's Furniture, Fittings & Equipment and Other Works	50	Graeme Craig
791	Land Acquisition - Contingency	550	Stephen Booth
793A	Frederick Street Relocations - Crombie Road	43	Jim Forbes
<u>Housing & Environment</u>			
766	Hill of Tramaud Landfill - Change of Law Costs	449	Pete Lawrence
779	Private Sector Housing Grant	(200)	Andy Pitblado
792	Duthie Park & Winter Gardens Replacement Greenhouses	4	Steven Shaw
<u>Social Care & Wellbeing</u>			
691	Integrated Drugs Service	650	Tom Cowan
	Total revised carry forward request	3,230	

Appendix B: Capital Spend to Date

Project Description	Budget Holder	Total Budget 12/13 £'000	Budget 13/14 £'000	Budget 14/15 £'000	Spend to May £'000
Corporate Governance					
Data Centre Move	Paul Fleming	175	0	0	0
Police - Capital Grant	Sandra Buthlay	1,705	651	954	0
Total		1,880	651	954	0
Education, Culture & Sport					
Information Communication Technology Connectivity	Rosaleen Rentoul	34	0	0	1
Replacement Education Management Information System	David Wright	167	0	0	0
School Estate Strategy	Sharon McNut	250	1,000	tbc	0
Provision for Children with Complex Needs	Sharon McNut	771	5,722	6,393	0
Tullos Pool Refurbishment	David Wright	871	100	0	0
Total		2,093	6,822	6,393	1
Enterprise, Planning & Infrastructure					
Corp Property Condition & Suitability Programme	Neil Esslemont	7,710	7,400	7,400	175
Cycling Walking Safer Streets Grant	Doug Ritchie	252	232	341	1
Access From the North	Tom Rogers	430	7,010	6,400	1
Western Peripheral Route	John Wilson	4,100	1,000	600	0
Corporate Office Accommodation	Hugh Murdoch	1,000	0	0	1
NESTRANS - Capital Grant	Joanna Murray	960	882	1,295	0
3R's Furniture, Fittings & Equipment and Other Works	Graeme Craig	50	0	0	13
Biomass Heating - Duthie Park Winter Gardens (CEEF)	Trevor Smith	0	0	0	0
Planned Renewal & Replacement of Road Infrastructure	Mike Cheyne	3,748	3,768	3,659	1
Land Acquisition - Contingency	Stephen Booth	650	0	0	0
Frederick Street Relocations - Crombie Road	Jim Forbes	43	0	0	149
Frederick Street Multi Storey Car Park	Ian Taylor	2,345	0	0	0
Hydrogen Buses	Jan Falconer	400	400	400	0
City Broadband	Jan Falconer	1,000	1,000	0	0
Total		22,688	21,692	20,095	342
Housing & Environment					
Duthie Park & Winter Gardens - Cost Net of HLF	Steven Shaw	650	0	0	235
Ness Landfill Restoration	Peter Lawrence	4,000	0	0	74
Hill of Tramaud Landfill - Change of Law Costs	Peter Lawrence	449	0	0	0
Private Sector Housing Grant	Andy Pitblado	921	1,032	1,512	0
Duthie Park & Winter Gardens Replacement Greenhouses	Steven Shaw	4	0	0	3
Victoria House	Kenny Paterson	1,271	1,272	0	0
Total		7,295	2,304	1,512	313

Project Description	Budget Holder	Total Budget 12/13 £'000	Budget 13/14 £'000	Budget 14/15 £'000	Spend to May £'000
<i>Social Care & Wellbeing</i>					
Integrated Drugs Service	Tom Cowan	650	0	0	0
Marchburn House	Shona Manson	912	0	0	0
	Total	1,562	0	0	0
	Total - All Services	35,518	31,469	28,954	656
Funding					
Capital Grant	Sandra Buthlay	(15,780)			
Capital Fund (use of receipts)	Steve Whyte	(7,000)			
Other Income	Steve Whyte	(9,280)			
					(32,060)

ABERDEEN CITY COUNCIL

COMMITTEE: Finance and Resources
DATE: 21 June 2012
DIRECTOR: Stewart Carruth
TITLE OF REPORT: Treasury Management Policy and Strategy
REPORT NUMBER: CG/12/059

1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken during financial year 2011/12.

2. RECOMMENDATION(S)

It is recommended that the Committee :

- a) Notes the Treasury Management activities undertaken in 2011/12 as detailed; and
- b) Recommends to Council that it notes the Treasury Management activities undertaken in 2011/12.

3. FINANCIAL IMPLICATIONS

Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts upon costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs. Whilst the level of borrowing a Council can undertake is now devolved from the Scottish Government to individual Councils, it will still be constrained by the requirement for capital investment to be affordable, sustainable and prudent. The main test of affordability will be whether the capital financing costs can be contained within the revenue budgets.

4. SERVICE AND COMMUNITY IMPACT

None

5. OTHER IMPLICATIONS

If an active Treasury Management policy is not undertaken and implemented there may be future budgetary implications for the Council through greater than budgeted capital financing costs.

6. REPORT

6.1 Introduction

The Council previously approved a Treasury Management policy for 2011/12 to 2013/14 on 21 April 2011. Part of this policy is to report a year-end review to committee on Treasury Management activities undertaken during the financial year 2011/12.

With effect from 1 April 2004, Councils are now required by regulation to have regard to the Prudential Code (the Code) when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.

Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long-term borrowing.

It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires the Council to comply with CIPFA "Code of Practice for Treasury Management in the Public Services", which this Council does.

This "year-end" review on activities undertaken is also in line with new reporting requirements from the latest update of the CIPFA Code of Practice.

6.2 Treasury Management 2011/12

The following is a summary of the significant Treasury Management activities which were undertaken during 2011/12: -

6.2.1 Loans Pool Rate The Council's average Loans Pool Rate takes account of all loan interest and expenses paid, as well as investment interest received during the financial year.

The Loans Pool Rate for 2011/12 was 4.45%, which can be broken down to 4.42% for interest, and 0.03% for expenses.

This is a reduction from the 2010/11 rate which was 4.65%, a reduction of 0.20% which equates to a saving of £1.2m in interest charges.

6.2.2 Long Term Borrowing

Three new PWLB (Public Works Loan Board) loans totalling £20 million were borrowed at an average rate of 2.76%, in order to finance the Council's capital programmes. These new loans were borrowed over a range of repayment terms, from 4 to 9 years, with the Council's existing debt Maturity Profile in mind.

PWLB Interest Rates As a direct result of last year's Government Spending Review, there was a major change to PWLB public sector lending rates. There was an immediate increase to all PWLB borrowing rates by some 90 basis points. The rationale behind this major change is that HM Treasury will now set the rates at an average of 100 basis points over the relevant gilt price.

This change presented the Council with 2 challenges :

The first of these was to minimise any rise in borrowing costs. During the 2011/12 financial year, this was achieved using a combination of factors - due to the previously undertaken borrowing at relatively low rates, and by reducing the repayment term of new loans. (e.g. borrowing for up to 10 years, rather than 20-50 years).

The second problem was that, as reported last year, the PWLB introduced "penalty rates" which discourages debt rescheduling by Councils. This reduced the Council's ability to make rescheduling savings, as it had in the past. However, the "Spending Review" 90 basis point rise in rates was not similarly reflected in the penalty rates; thereby further reducing opportunities for the Council.

This discourages the use of PWLB loans and forces the Council to look increasingly to other forms of long term borrowing, such as LOBO loans (Lenders Option Borrowers Option) from financial institutions.

6.2.3 Short Term Borrowing

Short-term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short-term where possible, to take advantage of these lower rates. To illustrate this, as at 31st March 2012, the Council had some £53.5m of Temporary Loans from other Local Authorities, at an average rate of 0.76%. Compared with similar PWLB rates of 1.28%, this represents a saving of £278k in interest costs.

6.2.4 Investments

Over the last few years, the downturn in the global economy has seen many financial institutions removed from the Council's Counterparty list as their credit ratings fell. The list is compiled using credit rating information supplied by the major credit rating agencies to Sector Treasury Services; the Council's appointed Treasury Management advisors. At present, only the Government backed institutions, Lloyds Banking Group and the Royal Bank of Scotland Group, are used for deposits of any longer than three months.

As at 31st March 2012, the Council had temporary investments totalling £42.1m at an average rate of 1.61%. These were invested in line with the current Counterparty list to the following institutions -

- Bank of Scotland £20.0m
- Clydesdale Bank £ 3.6m
- Royal Bank of Scotland plc £18.5m

6.2.5 Member Training Session

A Treasury Management workshop was held for members and key officers on 1st February 2011. The purpose of this session was to fully explain Elected Members' and Officers' roles and responsibilities within the Treasury Management environment, and how to maintain effective scrutiny of the Treasury Management framework.

The session was conducted by Sector Treasury Services, and was well received. It is our intention to hold a further of these sessions in the near future, in line with the latest update of the CIPFA Code of Practice for Treasury Management, which actively encourages this type of session.

- Further Sessions t.b.c.

7. AUTHORISED SIGNATURE

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8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

CIPFA "Code of Practice for Treasury Management in the Public Services",
Sector Treasury Services "Treasury Management Annual Investment Strategy", Scottish Government "The Investment of Money by Scottish Local Authorities".

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 June 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Applications for Financial Assistance 2012/13
REPORT NUMBER	CG/12/064

1. PURPOSE OF REPORT

The purpose of this report is to present applications for financial assistance which have recently been received by the Head of Finance and to allow Members to make a decision on providing funding from the financial assistance budget.

2. RECOMMENDATION(S)

It is recommended that the Committee review the applications and suggested funding levels and approve funding from the financial assistance budget as it considers appropriate.

3. FINANCIAL IMPLICATIONS

The financial assistance budget for 2012/13 is £54,000. If approval were given to the suggested funding levels detailed in this report then a balance of £51,350 will be available for future applications.

4. OTHER IMPLICATIONS

If the proposed assistance is not provided it may raise issues on the sustainability of organisations or their ability to hold specific events which will bring or provide benefits to the City of Aberdeen and its citizens.

5. BACKGROUND

In considering ad-hoc applications for grants or donations the following general criteria are applied:-

- a) applications from individuals seeking sponsorship, for taking part in fundraising events abroad or for placements with charitable organisations or trusts in developing countries, are declined.
- b) applications from individuals or groups seeking assistance towards costs of excursions outwith the City are declined.
- c) applications which tend not to be supported are those from national organisations unless there was some clear and measurable local benefit, and

health related applications which are seen as the clear responsibility of the health authorities.

- d) on a number of occasions assistance is provided to both local and national organisations, either in whole or in part, with the costs of hiring accommodation such as the Beach Ballroom for various fund-raising events and gatherings.

Applications

5.1 Donor Sessions at the Music Hall - Scottish National Blood Transfusion Service (letter attached)

A request has been received on behalf of Aberdeen & North East Transfusion Services to consider providing financial assistance towards the cost of three donor sessions during 2012/13.

Similar applications in previous years have seen the award of £500 and it is suggested that the same level of funding be approved for 2012/13.

5.2 Annual Alcoholic Anonymous Convention – Aberdeen & District Gathering Committee (letter attached)

A request has been received from the local secretary of Alcoholics Anonymous to consider providing financial assistance towards the cost of the annual convention in the Beach Ballroom. We have been advised that the cost of hiring the Beach Ballroom for this event is £2,400.

Similar applications in previous years have seen the award of £800 and it is suggested that the same level of funding be approved for the 2012 event.

5.3 European Association of Registrars (EAR) Annual Congress (letter attached)

A request has been received on behalf of the Association of Registrars in Scotland (AROS) to consider providing a minimum contribution of £500 towards the cost of providing a translation service at this event.

The Council's registration staff are members of AROS which is itself a member of EAR. EAR holds an annual congress in one of its member states with Scotland being invited to host the event in May 2013. This is the first time the congress will have been held in the UK and provides an opportunity for all local councils to become involved in the event. The congress will take place in Edinburgh and along with promoting our capital city will be promoting local council areas.

An important part of organising the congress is to make sure every delegate can understand the topics being discussed and therefore a translation service is provided at a cost of approximately £13,000.

It is suggested that an award of £500 be made.

5.4 Northern Trophy Day – Dancesport Scotland (copy e-mail attached)

A request has been received on behalf of the Aberdeen and North of Scotland members to consider providing financial assistance towards the cost of hiring the Beach Ballroom for this event. The cost of hiring the Beach Ballroom is £850.

Similar applications in previous years have seen the award of the full £850 cost and it is suggested that the same level of funding be approved for the 2012 event.

6. IMPACT

The City Council will within financial constraints seek to support the voluntary sector and partnerships with the local community. All applicants will be given equal consideration within the general criteria for the disbursement of grants and donations from this budget.

Financial support from this budget can provide beneficial impact to those citizens and local organisations that make application and provide an opportunity to support the objective within the vision of being a Vibrant, Dynamic and Forward Looking council.

7. BACKGROUND PAPERS

Attached letters/e-mail

8. REPORT AUTHOR DETAILS

Sandra Buthlay

Senior Accountant

sbuthlay@aberdeencity.gov.uk

☎ (52) 2565

Reference 5.1



Scottish National Blood Transfusion Service
Aberdeen & North East Scotland
Blood Transfusion Centre
Foresterhill Road
Foresterhill
Aberdeen AB25 2ZW



Telephone 01224 685 685
0845 90 90 999 (Donor Enquiries)
Fax 01224 695 351

www.scotblood.co.uk



Mr Mark Youngson
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH

Date 28 February 2012
Your Ref
Our Ref VS/DR

Enquiries to Victoria Shirran
Direct Line 01224 812455
Fax 01224 695351

Dear Mr Youngson

FINANCIAL ASSISTANCE REQUEST – DONOR SESSIONS AT THE MUSIC HALL

Following the success of the donor sessions that we held in the Music Hall in the past 12 months, I once again wish to request your financial assistance from the Aberdeen City Council for three proposed sessions for the coming year.

With ample space, room for confidential areas and comfort for our attending donors, The Music Hall provides an ideal venue for the purpose of a Donor Session. It's central position also affords us the attendance of not only regular donors who work in the city centre but the prospect of attracting passing visitors or potential new donors.

It is our hope once again to include The Music Hall in our 2012/2013 programme three times over the coming year. Our dates are Thursday 12 July 2012, Thursday 11 October 2012 and Thursday 7 March 2013. Due to limited resources to fund hall hire, I request on behalf of Aberdeen & North East Blood Transfusion Services, Aberdeen City Council's consideration for financial assistance in this area.

I would ask that when discussions take place regarding our request, consideration be given to the fact that we aim to provide a crucial service for the people of Aberdeen and the North East at all times and your support enables us to do that both efficiently and cost effectively.

Thanking you for your support and cooperation.

Yours sincerely,

VICTORIA SHIRLAN
Donor Services Office Manager



NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service.

Reference 5.2



19 March 2012

Aberdeen City Council
Finance Department
Town House
Broad Street
Aberdeen
AB11 1AH

178205

Dear Mr Whyte,

As local secretary of Alcoholics Anonymous, I am writing to you on behalf of the Aberdeen and District Gathering committee. The committee is responsible for organising the annual A.A. convention in the city.

Alcoholics Anonymous within Aberdeen and District is growing each year and provides invaluable hope and support to many individuals and families within the community.

Although our fellowship is self-supporting through its own contributions, the support of our local authority plays a vital role in ensuring we can continue to provide this event.

As you are no doubt aware, we have held our annual convention at the Beach Ballroom for some years now and have again booked the venue from 24-26 August for the 2012 event.

The cost of hiring the Beach Ballroom has risen this year and, given that Alcoholics Anonymous is a non-profit making organisation operating within very tight financial constraints, we are wondering if it might be possible to offset this by raising the level of discount granted to us?

The council has been generous in their support of this event in the past and we trust that once again our request will be viewed favourably at the next finance monitoring sub committee.

Thank you for your consideration,

Yours sincerely,

Peter Thomson
Secretary
Aberdeen & District Gathering



The Association of Registrars of Scotland
Est. 1865

28 March 2012

Dear Sir/Madam

I am contacting you on behalf of the Association for Registrars of Scotland (AROS) of which your registration staff are members, AROS works closely with the National Records of Scotland (NRS), Local Authorities and other Government Departments, giving professional advice on registration procedures and taking part in working groups when changes of legislation are being introduced. We have also been invited to attend Parliamentary Committees to give views on registration issues.

AROS has been representing Scottish Local Authority Registrars since 1865 and is one of the oldest established Professional Associations within Local Authority and is certainly the oldest Registrars Association in Europe.

Our only funding is from member's subscriptions (£12 per annum) but this helps us provide a valuable networking group for Registrars and Assistant Registrars. As an Association we are very pro-active in contributing towards a workable and customer friendly registration system.

In 2004, AROS was formally granted membership of the Europäischer Verband der Standesbeamtinnen und Standesbeamten (EVS) otherwise known as the European Association of Registrars (EAR). Since then National Records of Scotland (NRS) have paid our yearly membership to EAR, for which we are extremely grateful.

The EAR holds an annual Congress in one of its Member States and AROS has been represented at several events over the years. The Member States are Austria, Belgium, Italy, Germany, Netherlands, Poland, Slovakia, Scotland, Switzerland, England and Slovenia. Observers from Bosnia & Herzegovina, Estonia, Croatia, Hungary, Luxembourg, Macedonia,

Montenegro, Romania, Russia, Serbia and Turkey also attend. The annual congresses are well attended by hundreds of delegates who are eager to learn about the registration systems and legislation from other countries.

Scotland has been invited to host this annual congress in May 2013. This is a great privilege and honour for Scotland as this will be the first time in its history that the EAR annual congress will have been held in the UK. It will be a great opportunity for all local councils to become involved in this event. The congress will take place in Edinburgh and along with promoting our capital city we will be promoting our local council areas along with giving staff the opportunity to be part of this historic event.

In May 2013 we hope the number of delegates will be 100 – 150 plus their spouses/partners all coming to Scotland perhaps for the first time, a huge opportunity for us to promote Scotland as a place for them all to visit again in the future.

Although the delegates pay for their own flights and accommodation (or their Association does) we still have an enormous amount of funds to raise. One of the most important parts of organising the congress is to make sure every delegate will be able to understand the topics being discussed therefore we have to provide a simultaneous translation service with 6 translators in 4 different languages and all their equipment hire. The average cost we have been quoted for this is over £13,000.

AROS would like to ask if your council would be willing to contribute/sponsor this part of the congress. A suggested minimum figure of £500.00 would be appreciated but anything above this figure, even more so. This would ensure that we would be able to raise the funds required to make this congress a huge success and in the process raise the Registration Service profile.

I look forward to hearing from you and would appreciate a reply by the 27 April 2012.

Yours sincerely

Shirley Dickie
President, Association of Registrars of Scotland

Please reply to:
Alison Reynolds, EAR Congress Co-ordinator

Telephone: 0131 529 2600
Or Mail: Registrars Office
59/63 George IV Bridge
Edinburgh
EH1 1RN

Reference 5.4

FROM MARGO FRASER; DANCESPORT SCOTLAND

NORTHERN TROPHY DAY - 14TH OCTOBER 2012
BALLROOM AND LATIN AMERICAN DANCE COMPETITION
BEACH BALLROOM, ABERDEEN

Dear Mr Parrott

Further to the writer's telephone conversation with you we write to confirm our request for funding for the above.

At the request of our Aberdeen and North of Scotland members we have been organising this event since 2004. Initially the Northern Dance Club in Aberdeen applied for the grant but because of circumstances and as the official Governing Body and sole organiser we took over the application for assistance which we have been fortunate to receive for the past 5 years. The assistance has been the amount to cover the cost of the hire of the Beach Ballroom. (normally paid directly by the Council to the Ballroom)

The Northern Trophy Day is organised purely for our Aberdeen and North of Scotland members and they are aware that we could not afford to run this event without assistance. The Beach Ballroom have advised us that the cost of this year's hire is as last year i.e. £850.00. We have booked the hall and advised them that, as usual, the booking is provisional dependent on financial assistance.

I attach a breakdown of our approximate costs for last year's event. As you will see we made a small profit of £35.00. Without financial assistance we would have made a loss of over £800.00 which as a small non profit making association we could not afford.

In the past the application has been granted by the Aberdeen Council's Finance and Resources Committee and we have had various contacts throughout the years i.e. Jonathan Belford, Lesley Thomson, Helen Sherrit etc. We would be grateful if you could pass this request on to the appropriate person and advise who our contact would be this year and/or if any further information is required. Last year there was a delay in the request going to the June committee meeting and we did not know until two days before the event if we were going to be granted assistance. We obviously would not like this to happen again as the event is advertised throughout the Country and a late cancellation would be embarrassing for us.

We look forward to hearing from you.

Kind regards
Margo Fraser
Executive Administrator
DANCESPORT SCOTLAND

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 st June 2012
DIRECTOR	Charlie Penman
TITLE OF REPORT	Grampian Japan Trust
REPORT NUMBER:	ECS/12/035

1. PURPOSE OF REPORT

To report back to Committee on the current status of the request for a loan by the Grampian Japan Trust, agreed at its meeting on 15th March 2012.

2. RECOMMENDATION(S)

1. Committee notes the current status of the request.
2. Committee agrees to a further report to its next meeting, either confirming that the further information sought has been provided and that the loan has been made, or that the loan offer is withdrawn.

3. FINANCIAL IMPLICATIONS

3.1 The Council was approached by the Trustees of the Grampian Japan Trust seeking a loan of up to £15,000 to allow them to dispose of the property known as Thomas Glover House.

3.2 The granting of a loan would be secured on the property and would be repayable by 31 March 2013.

4. OTHER IMPLICATIONS

4.1 The main implication in granting the loan to the Trust is that the Council would have a security over the property. If the loan is not repaid then the Council would be able to seek repayment of the loan through the security that it will hold on the property.

5. MAIN ISSUES

5.1 The Committee is reminded that Glover House, 79 Balgownie Road, Bridge of Don Aberdeen, AB22 8JS was the family home of Thomas Blake Glover (1838-1911), whose family lived in Bridge of Don from 1849, moving to this house in 1864. Thomas Blake Glover is today revered in Japan as being one of the founders of modern Japan. He had a crucial role in the industrialisation of Japan and in the introduction of Western developments in manufacturing.

5.2 The Grampian Japan Trust was set up in 1996 by Grampian Regional Council with its aims to encourage and sustain the development of cultural and educational links between the North-East of Scotland, Japan and in particular Nagasaki, building on ties first initiated by Thomas Blake Glover. The Trust currently consists of members of both Aberdeen and Aberdeenshire Councils, and the Japan Scotland Society. The Trustees are currently considering their future governance and remit. While this is underway, there is a short term cash flow problem. At present, Councillors May and Reynolds are trustees, were appointed by the Council. The Trustees are, however, responsible for the business of the Trust in their own right.

5.3 Officers reported that their examination of the Trust Deeds and the available financial records had raised a number of issues requiring further clarification, initially including:

- Whether a Minute of Variation is recorded;
- Has the Clydesdale Bank provided an indication of funding guarantees?
- Any feudal burden contained within the Disposition;
- The current list of Trustees;
- A copy of the prevailing Trust Deed;
- Evidence of current borrowing by way of a search;
- A copy of the annual accounts;
- Any OSCR registration;
- Relevant financial information (bank statements, audit certificates etc.).

5.4 Officers reported that the Trust's then financial position was difficult and proposed that the Committee:

- a) Request officers to seek further clarification on the Grampian Japan Trust as set out in paragraph 5.4 of the report (repeated in Section 5.3 above) and subject to this:
- b) Approve a secured loan of up to £15,000 to Grampian Japan Trust subject to:

- the Head of Legal and Democratic Services being satisfied the Council has adequate security over the property known as Thomas Glover House; and
 - The Head of Finance is satisfied that there is no financial risk to the Council and evidence of proper financial stewardship of the Trust;
- c) The Loan is provided for a period of 12 months;
- d) The Director of Education, Culture and Sport report back to the Committee providing details of the final outcome of the above negotiations.

5.5 Since the meeting of the Committee, the Trustees have written on the 14th May, through Ledingham Chalmers, to ask that the Council holds the offer open in the meantime. No further information has been provided at this time, including the details necessary to enable officers to confirm that the Council's position is protected. Officers have written to Ledingham Chalmers for clarification as to why the initial request, thought to have a degree of urgency, has now been requested to be extended.

5.6 Given that the Council has still to receive information back from the Trust, officers recommend that the Committee determine how it wishes to proceed at its next meeting, following further enquiries being completed.

6. IMPACT

6.1 The City Council will aim to mitigate the cash flow position the Trust now finds itself in such that the loan will allow a smooth transition to allow for the disposal of the property.

7. BACKGROUND PAPERS

Report to Finance and Resources Committee, Grampian Japan Trust Loan Request, 15th March 2012

8. REPORT AUTHOR DETAILS

Neil M Bruce,
Service Manager, Culture and Sport
tel: 523144 neilbr@aberdeencity.gov.uk

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ABERDEEN CITY COUNCIL

COMMITTEE	Finances and Resources
DATE	21 June 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Aberdeen City Heritage Trust
REPORT NUMBER:	EPI/12/133

1. PURPOSE OF REPORT

The purpose of this report is to obtain the Committee's agreement to make available supplementary funding from the City's Conservation Fund for the use of Aberdeen City Heritage Trust, of £20,000.

2. RECOMMENDATION(S)

It is recommended that:

- 2.1 £20,000 be made available to the Aberdeen City Heritage Trust from the Conservation Fund, to be drawn down as required by the expenditure of funds for grants in the period 1 April 2012 until 31 March 2015; and
- 2.2 the Aberdeen City Heritage Trust be permitted to use these funds with the agreement of Aberdeen City Council, for the provision of grant assistance for managing protected trees in private ownership and the repair or restoration of property in a conservation area, or a listed building.

3. FINANCIAL IMPLICATIONS

Funding would be provided to the Trust only on actual expenditure of grants within the further three years of its life (2012/2013, 2013/14 and 2014/2015) in which the Trust's operation is covered by a grant from Scottish Ministers. This avoids the possibility of funding granted to the Trust being unspent by the end of March 2015, when the life of the Trust could end under current funding arrangements.

Funding has been provided to the Trust from the Conservation Fund in earlier years, and as the balance in the Conservation Fund as at 31 March 2012 amounts to £37,180, the commitment of £20,000 can be met without recourse to the Revenue or Capital Budgets.

Although there is an expectation that funding would continue to be provided by the Council, the provision of funding by the Scottish Ministers to the Trust, of £750,000 for the period from 1 April 2012 to 31 March 2015, would not be compromised whether the City Council resolves to provide or not to provide any new funding to the Trust.

4. OTHER IMPLICATIONS

Apart from the financial resources provided from the Conservation Fund, the only other resources occasionally required would be the time of officers in Planning and Sustainable Development and the City Chamberlain's Office, who would authorise and implement respectively, the transfer of funds to the Trust.

The main risk in not providing these funds is that the Trust would no longer be able to continue to make available tree management grants and be more limited in the areas, types and level of work where it can provide grant assistance.

5. BACKGROUND/MAIN ISSUES

In 2003, the City Council, in partnership with Historic Scotland, set up the Aberdeen City Heritage Trust to promote and provide financial assistance for the conservation of the City's historic conservation areas and buildings. The Trust is a Limited Company and a Scottish Charity.

A predicted initial life of three years from 1 April 2004 until 31 March 2007, has been successively extended up until 31 March 2012 through the continued financial and "in kind" support of Historic Scotland and the Council.

Scottish Ministers have supported the operation and activities of Aberdeen City Heritage Trust through its agent Historic Scotland since 1 April 2004 by the award of a start up grant and in addition main grant awards equating to £250,000 per annum for the period up until 31 March 2012; in excess of £2,000,000 in total.

Historic Scotland's has now made an award to Aberdeen City Heritage Trust of £750,000 for the period 1 April 2012 to 31 March 2015. This funding is intended to cover operational costs of the Trust, including salary costs of a project officer, whilst the remainder is to be disbursed in grant assistance for eligible projects.

A commitment implicit in the partnership between the City Council and Historic Scotland from the outset, was that the City Council would contribute financially and in kind to the activities of the Trust. Consequently, the Council has supported the Trust by making available accommodation, IT facilities and other administrative services and has made available the following funds since 2004:

City Improvement Fund	£100,000
Conservation Fund	£ 90,000
Decision of Council 29.06.05	<u>£ 50,000</u>
	£240,000

£100,000 was contributed from the City Improvement Fund and a total of £90,000 from the Conservation Fund, towards building repair grants. An additional £50,000 was awarded by the Council at its meeting of 29 June 2005 for the furtherance of Trust objectives. This funding has been used by the Trust since 2005 for contributing to, inter alia, the cost of consultancy work relating to the Stage 1 bid for the Green Townscape Heritage Initiative and other Trust activities, the offer of Tree Management Grants (formerly funded directly from the Conservation Fund) and other education, training and awareness raising initiatives such as Doors Open Day (Aberdeen); which the Trust has supported since 2005. The City Council's total financial contribution for the period up until 31 March 2012 amounted, therefore, to £240,000, all of which funds have been used.

Although it was a condition of the initial funding from Historic Scotland that the City Council (or other sources) also made a contribution to the Trust, no such condition applies to new funding made available by Historic Scotland from 1 April 2012 onwards. However, further funding would represent a practical demonstration of the City Council's continuing support for the activities of the Aberdeen City Heritage Trust, allow the Trust to continue to offer grants for the proper management of protected trees (formerly funded directly from the Conservation Fund) and afford the opportunity to support projects of value to Aberdeen, which fall outside the normal scope of current Historic Scotland funding.

6. IMPACT

Aberdeen City Heritage Trust grants contribute to the Community Plan vision that Aberdeen will be *a forward looking City which, inter alia, values its heritage.*

National Outcome 12 of the Single Status Agreement 2009-12 notes *We value and enjoy our built and natural environment and enhance it for future generations with a Local Outcome, Aberdeen's unique granite heritage is protected and promoted.* Grants made available by the Trust encourage property repair which can prevent buildings falling into states of decay which may lead to inclusion on the Buildings at Risk Register; the relevant indicator. Other activities of the Trust such as support of Doors Open Day help promote the architectural heritage of Aberdeen.

The Council's 2012/13 -2017/18 Business Plan's intention through a City Centre Framework is to *do all that we can to facilitate the redevelopment of Union Street and its immediate environs.* The service

overview continues, *We will protect and enhance our high quality...built environment through support of initiatives including...the city's granite heritage...*" Funds made available to the Trust will continue to encourage investment in property repair which is an important contributor to revitalisation of Union Street and surrounding streets. Trust grants are used to help right decayed property lessening the risk of property falling into advanced states of decay and thereby protecting this vital component of Aberdeen's history and identity.

The report will be of interest to the public, local amenity societies and media who have been following the development of Aberdeen City Heritage Trust and its activities.

An Equalities and Human Rights Impact Assessment is attached to this report. No groups have been identified as being likely to be affected, either positively or negatively, by these proposals.

7. BACKGROUND PAPERS

- Report to Resources Management Committee of 7 February 2007, regarding the carrying forward of funding made available to the Aberdeen City Heritage Trust, and an associated Business Case regarding the extension of the Projects Officer post.
- Business Case to Resources Management Committee of 10 March 2009 regarding the extension of the Projects Officer post.
- Provision of funding- report to Resources Management Committee of 16 June 2009.
- 2008-11 Community Plan Update and Single Status Agreement
- 2009-12 Single Status Agreement
- Aberdeen City Council Business Plan 2012/13-2017/18 "The Next Five Years"

8. REPORT AUTHOR DETAILS

Sandy Beattie

Team Leader – Masterplanning and Design



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ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources Committee
DATE	21 June 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Request for Donation of Pick-up Trucks
REPORT NUMBER:	EPI/12/141

1. PURPOSE OF REPORT

The report details an approach from MedicAid Africa requesting that the City Council donates a number of surplus pick-up vehicles to assist with its work in Africa.

2. RECOMMENDATION

It is recommended that the Committee agrees to the donation of three suitable surplus LDV Pick-up Trucks to MedicAid Africa.

3. FINANCIAL IMPLICATIONS

The sale of these vehicles at Public Auction would normally generate between £300 and £500 each. The potential loss of this income can be accommodated within the current budget.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

The City Council has been approached by MedicAid Africa requesting that the City Council donates a number of its surplus pick-up trucks to assist the charity undertake its work in Sierra Leone.

Every year the Council has a number of surplus trucks that have reached the end of their economic life. These vehicles are normally sold at auction, usually for scrap, achieving disposal prices of between £300 to £500. MedicAid Africa has indicated that such vehicles are of interest to them and would, even in this condition, greatly assist them.

MedicAid Africa is a small Aberdeen based charity with a strategic focus on improving women's health in Sierra Leone, a country with among the world's worst pregnancy related deaths.

Transport networks and logistics remain key aspects that affect the efficient functioning of health systems in Sierra Leone. Delays in medical supplies reaching hospitals seriously affect the quality of healthcare provided. Recently serious challenges have been identified in the supply chain and drug distribution networks that have impacted care provision for pregnant women and under-five year old children. MedicAid aim to remedy this by addressing the transportation aspect of the supply chain, using these vehicles to help ensure more reliable distribution channels.

MedicAid Africa's work has gained support from Ministers of Health in Sierra Leone, Local Aberdeen MSP's, the Press & Journal, NHS and several other local Aberdeen companies. MedicAid have already been donated an ambulance, X-rays machines, CT and ultrasound scanners, which have helped improved quality of care. As a small charity with limited resources they rely on partnerships and donations from organisations like the City Council. Attached, as Appendix 1, is an article from the Press & Journal which further highlights the work that the charity undertakes.

6. IMPACT

Corporate – There is no significant impact from this report.

Public – There may be considerable public interest both for the City Council and the charitable work that MedicAid Africa undertakes.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

Nigel Buchan
Fleet Manager
nbuchan@aberdeencity.gov.uk

Telephone 01224 489317

Call to help improve Sierra Leone maternal healthcare

A CHARITY dedicated to saving the lives of pregnant women and their babies in Sierra Leone is calling for support.

The appeal from Aberdeen-based MedicAid comes just weeks after a major United Nations summit in New York - the Millennium Development Goal Summit - found the west African country is unlikely to meet targets set to improve maternal healthcare by 2015.

MedicAid founder Mohamed Yilla, a doctor at Aberdeen Maternity Hospital, said Sierra Leone remained one of the worst countries in the world for pregnancy-related deaths, with one in eight women dying during pregnancy or childbirth compared with one in 8,000 in western countries.

About 80% of the country's healthcare facilities were destroyed during nearly a decade of civil war in the 1990s.

Just one in four women currently have their babies delivered in healthcare facilities, which are often poorly equipped, and the majority of births still take place at home with unskilled attendants.

FACILITIES

Many hospitals also lack the facilities to perform life-saving caesarian sections, and in some rural areas the caesarian rate is 10 times lower than the recommended rate required to reduce maternal deaths.

Since it was founded seven years ago, MedicAid has donated a CT scanner, the first in Sierra Leone, to the Choithram Memorial Hospital in Freetown, as well as an ambulance and equipment, including ultrasound technology, to improve obstetric care at Kindoya Hospital, in the Bo district.

The charity is now calling for help to improve access to emergency obstetric care at Kindoya Hospital, increase routine antenatal screening so that life-threatening complications can be diagnosed early enough, and strengthen the ambulance service so that more women can access good-quality ma-



APPEAL: Dr Mohamed Yilla says delivering emergency obstetric care in Sierra Leone is vital

ternal health services in time.

Dr Yilla said delivering a free emergency obstetric service to the most vulnerable, poor and inaccessible communities was vital.

He said: "With a huge shortage of specialist doctors,

we are also keen to engage volunteers who may value contributing to resource-poor healthcare development while experiencing an international perspective on health."

Aberdeen Central MSP Lewis Macdonald, who is a

supporter of the charity, said: "One of the things Aberdeen has always done really well is to support work, especially in health and nutrition, in poorer countries."

To get involved in the charity's work visit www.medicaidafrica.org



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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	21 June, 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Members' Laptops and Printed Agendas
REPORT NUMBER:	CG/12/078

1. PURPOSE OF REPORT

- 1.1 The report addresses requests for a number of Members that they continue to be provided with paper copies of agendas in addition to the recently issued laptops. Council had decided previously, as a PBB option, that Members would be provided with laptops to facilitate the electronic delivery of agendas which would bring significant savings as a result of greatly reduced print runs and also have environmental benefits.

2. RECOMMENDATION(S)

- 2.1 That the Committee determines if it wishes Members to continue to be provided with printed agendas.

3. FINANCIAL IMPLICATIONS

- 3.1 Council, at its meeting of 15th December, 2010, (Article 19 of the minute of meeting refers) accepted PBB option CG_LDS_09 to maximise the capabilities of the Modern.Gov committee administration package. This would give a saving of £79,000 a year through the reduction in the establishment of the Democratic Services Team by one post and through greatly reduced printing and copying, giving a significant saving in the use of paper. Instead, agendas would be delivered to Members electronically and Committee Room 2 was enabled for this purpose through the provision of wi-fi and sockets. An allocation of £40,000 for the purchase of tablets/laptops for Members was transferred from the Democratic Services budget of 2011/12 to a Members' code in 2012/13, and the laptops provided recently to Members have been met from this source.

- 3.2 Recently, a number of Members have indicated that they would wish to continue to receive complete paper agendas, and I have been asked to provide all Members of the Labour Group with complete sets of every agenda. This would increase the printing costs significantly. At a very rough estimate, providing every member with a copy of each agenda, would run to approximately 2.5m pages a year; the maximum print run permitted annually in terms of the Council's contract for the two bulk copiers operated by Democratic Services is 2.64m and any printing above this amount would be surcharged by 0.9p per page.
- 3.3 It would not be intended to increase the establishment by an additional post to cover the return to printing on a large scale; the print duties are now shared between a number of staff and it is hoped that cover will always be available. There have been occasions when both of the Council's bulk copiers are unavailable, and when this occurs it may be necessary to send printing to Woodhill House which incurs an additional expense. However, it is expected that the additional costs of providing agendas to all Members will not be greater than £15,000, which includes a small element to cover any potential surcharge. The Director of Corporate Governance has indicated that this amount could be accommodated within the wider Corporate Governance budget.

4. OTHER IMPLICATIONS

- 4.1 At a time when other authorities are moving to electronic delivery or providing Members with ipods, there may be a perception in some quarters that returning to printing full sets of agendas for Members would be a retrograde step and would not be environmentally conscious.

5. BACKGROUND/MAIN ISSUES

- 5.1 There is no statutory requirement for Members to be provided with complete sets of printed agendas, although this has clearly been the case for many decades. There is a requirement in terms of the Local Government (Scotland) Act 1973 that Members who require it be provided with printed copies of the calling notice, (i.e. the yellow agenda pages not the complete agenda) at their home or such other address as they may identify and a small number of Members have specified this requirement. Complete agendas, however, do not require to be delivered to home or other addresses and these are left in each Member's room at the end of the day by the Town Sergeants. Accordingly, there are no additional delivery costs associated with the return to the printing of agendas.
- 5.2 The reasons for Members wishing to return to paper agendas is something which colleagues in ICT may wish to investigate further as

electronic delivery is seen as the way forward in many areas of business. One drawback highlighted by a number of Members is the fact that, in the Council Chamber, battery packs would require to be used as there are a limited number of sockets and these are around the periphery of the room; however, this issue will be addressed in the forthcoming refurbishment of the Council Chamber later this year. In other areas, it may be that additional training would be necessary to allow Members to be more comfortable with the technologies available to them. This is perhaps something which can be addressed prior to the renewal of the Council's contract for the two bulk copiers (which runs until December, 2014) and a decision can be taken as to whether this is a facility which the Council should continue to provide at that time.

6. IMPACT

- 6.1 Following the acceptance of PBB option CG_LDS_09, the Council's position was that the printing of agendas for Members would cease and delivery would take place electronically. Any decision to change this would have the financial implications identified earlier in this report.
- 6.2 Some Members have raised health concerns in respect of the use of electronic equipment. It was always the case that officers would make arrangements to assist those Members who had particular needs.

7. BACKGROUND PAPERS

No background papers were used in the preparation of this report.

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	21 June 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Financial Protocol for Surplus & Vacant Properties
REPORT NUMBER:	EPI/12/130

1. PURPOSE OF REPORT

To advise the Committee of the intention to implement the recently produced Financial Protocol for Surplus & Vacant Properties.

2. RECOMMENDATION

1. Approve the Financial Protocol for Surplus & Vacant Properties and instruct that it is fully implemented.

3. FINANCIAL IMPLICATIONS

As detailed in **Appendix A** when a property is declared surplus the associated budget is transferred to the Surplus & Vacant Property Contingency budget.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

The protocol was created in response to a need to appropriately fund the management of vacant assets. The protocol is shown in Appendix A. The Protocol should be read as an Appendix to the Surplus Property Procedure approved by the Finance & Resources Committee on 29 September 2011 (article 30, page 15 of minutes).

Key elements of the Protocol are:-

- The generic policy that Services should be aware of and adhere to is “the budget follows the building”.
- When a property is declared surplus the associated budget is transferred to the Surplus & Vacant Property Contingency budget.
- Services should only hold budgets for vacant properties if the Service intends to retain the property for future use.

- If a property is to be transferred directly to another Service for new use, the property budgets should follow.
- All property costs incurred after the Committee date should be met from the Surplus and Vacant Property Contingency budget and not charged to the Service.
- The cost of clearing the asset falls to the Service declaring the asset surplus
- Any savings achieved on the original budgets (e.g. rates rebate) will be retained to support necessary maintenance and security pending formal sale of the property.
- The Surplus and Vacant Property Contingency budget will be reassessed each year as part of the annual exercise and the savings achieved on disposals will be used to offset the burden of increasing property costs across the Council.

The Financial Protocol for Surplus & Vacant Properties was approved by the Corporate Asset Group on 21 March 2012. It was subsequently approved by CMT at its meeting on 5 April 2012.

This report seeks approval to implement the Protocol.

6. IMPACT

Corporate - Within the single Outcome Agreement there is a requirement for the Council to make the best use of all resources, this policy helps achieve this.

Public - None

7. BACKGROUND PAPERS

Surplus Property Procedure approved by the Finance & Resources Committee on 29 September 2011(article 30, page 15 of minutes).

8. REPORT AUTHOR DETAILS

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Appendix A - Financial Protocol for Surplus & Vacant Properties

This Protocol should be read as an Appendix to the Surplus and Vacant Property Procedure approved by the Finance & Resources Committee on 29 September 2011.

The generic policy that Services should be aware of and adhere to is “the budget follows the building”.

Services should be aware that some budget headings no longer need to be included in the Surplus & Vacant Property procedures as they have been consolidated for management within EP&I or H&E as a result of the removal of internal recharges exercise. These include Property Repairs; Internal Building Cleaning; Grounds Maintenance etc. This may be extended to other budget headings such as Refuse Collection (bulk bins) in due course.

Services now have Asset Management Plans which detail the property resources required to deliver their services, and which must be reviewed annually. These Plans should indicate those properties which are likely to be declared surplus to a Service's requirements. The Plan and its implications should always be discussed with members of the Asset Management Team within EP&I. It must be understood that an inclusion of a property as “surplus” within an approved Service Asset Management Plan immediately commences the first stage of the Surplus & Vacant Property Procedure. Any queries on budgetary implications should also be discussed with the Service's assigned Finance Partner or the Budgeting Team.

Budgets for Business Rates and Utilities are now set corporately alongside the annual Priority Based Budgeting exercise. The new zero-based budget approach to these budget headings will incorporate budget increases to cover anticipated inflation on utility contracts and changes in rateable value. Underspends achieved on any of these budgets headings may be reported as assisting the service to stay within budget in any given financial year, but should never be considered available for budget virement within the Service. The Surplus and Vacant Property Contingency budgets for Business Rates and Utilities are now held by the Asset Management's Estates Team.

Services should only hold budgets for vacant properties if the Service intends to retain the property for future use.

If a property is to be transferred directly to another Service for new use, the property budgets should follow. In these circumstances it is acceptable to move the budgets directly from Service to Service, provided both Services agree on the date of transfer.

Under no circumstances should Services assume that budgets for Business Rates or Utilities are available to be retained within their revenue budgets when a property is declared surplus at a Service Committee

When a Service receives Committee approval to declare a property surplus, the officer writing the report should contact the Budgeting Team who will arrange for the property budgets to be moved to the Surplus & Vacant Property Contingency budget. All property costs incurred after the Committee date should be met from the Surplus and Vacant Property Contingency budget and not charged to the Service. It is assumed that the property will be handed over at this time, completely cleared of furniture and equipment, with all appropriate Health and Safety manuals, keys, alarm codes etc. The costs for this should be met from the Service's existing budget.

Once a property is formally declared surplus to the Council, officers within Asset Management will assess the property for rebates on Business Rates and other appropriate budgetary savings (including possible disconnection of utilities). Any savings achieved, at this stage, on the original budgets will be retained to support necessary maintenance and security pending formal sale of the property.

The Surplus and Vacant Property Contingency budget will be reassessed each year as part of the annual exercise and the savings achieved on disposals will be used to offset the burden of increasing property costs across the Council. This should benefit all Services by reducing the requirement for additional budget reductions on non-property budgets through PBB.

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Asset Management & Operations
EP&I

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 June 2012
DIRECTOR	Pete Leonard
TITLE OF REPORT	Non-Scheme Municipal Houses
REPORT NUMBER:	H&E/12/042

1. PURPOSE OF REPORT

The purpose of this report is for members to give consideration and approval to sell of the only remaining council property in the block at 60 Rosemount Viaduct which has had a Serious Disrepair Notice served on it.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Consider the main issues that contained within this report regarding the necessary works which need carried out and approve the sale of this property, 60 Rosemount Viaduct, once repairs are complete

3. FINANCIAL IMPLICATIONS

Cost to the Housing Revenue Account for works to be carried out would be in the region of £59,759.65 inclusive of professional fees and VAT. It should be noted that this is dependant on the overall project completing within the accepted tender price of £283,000.

There is also an additional cost as the property is currently off charge however the council has made allowances for the rent loss due to unoccupied properties in its budget process.

4. OTHER IMPLICATIONS

Selling this property would result in a reduction on the total amount of housing stock available to applicants and tenants.

5. BACKGROUND/MAIN ISSUES

Aberdeen City Council purchased the property at 60 Rosemount Viaduct from the previous tenant and her then husband in 1978. The building is a 4½ storey traditional granite tenement fronting onto Rosemount Viaduct and is 6½ storey's high at the rear elevation, consisting of 2 shop units at ground level, 8 residential units above, 2 stores and 2 single room basement flats at lower ground floor with wash-house and cellars at basement level. The 2 single room basement flats on the lower ground floor were closed on 30 November 1983 as part of Aberdeen City Council's basement closure plan and cannot be inhabited until works to meet current building standards are carried out. Also, due to structural instability, access to the basement floor has been secured at the lower ground floor and at the garden area.

This property was included as part of the Rosemount Viaduct/Upper Denburn Housing Action Area in 1985 and this is the last property requiring works in this area. A Serious Disrepair Notice was served on 3 June 2004 in an attempt to move this contract forward, although the powers under the SDN have now lapsed due to changes in legislation. However the Housing (Scotland) Act 2006 will be used where required.

Andy Pitblado, Private Sector Housing Strategy Officer submitted a report to Housing and Environment Committee on 24 August 2010 to seek authority to move this project forward. The Committee approved his recommendations for the works to begin. An Agent has been appointed by the joint owners, tenders sought and grants approved for all relevant owners. It is anticipated that works will commence on site in June 2012.

The works that required to be carried out include roof repairs, gutter down pipes, pointing to external walls, window replacement to staircases, timber treatment works and re-instatement of the access stair to the basement. The building currently has no door entry system, no lighting in the communal stairs and the smoke detectors would need replaced.

The water flow to the council property at 60 Rosemount Viaduct is extremely reduced due to the old lead pipes either having furred or leaking. Only one tap can be run at a time in the property and cracks are now appearing in the plasterwork to the living room, kitchen and bedroom walls. The two private flats at the top of the building, and directly above our property, have no water supply and the tenants have now moved out due to this reason. The window in our property's rear

bedroom is leaking and on 1 October 2010, the ceiling in this room collapsed due to the heavy rainfall.

At the time the original survey was carried out in 1998 the estimated costs of the works varied between £250,000 to £400,000 for the whole block. It was estimated at that time that the cost to the HRA would be £62,000. A new feasibility study was carried out in August 2011 and it is estimated the costs to the HRA would be £60,000 - £80,000.

The proposal is to have the works carried out and thereafter put the property on the open market for sale.

6. IMPACT

This report is in line with the Council's key aims to improve the quality of housing and environment for individuals and the community.

7. BACKGROUND PAPERS

A Surplus Housing Pro-forma that was approved by Donald Urquhart, Head of Service on 28 September 2011 and officers within the council and local elected members were consulted in this process and their comments are included on this pro-forma.

A feasibility study was also carried out on the property in August 2011 by Andy Pitblado and the findings of this study are attached.

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	19 June 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Request for Authority to Procure on Debt Collection Services
REPORT NUMBER:	CG/12/063

1. PURPOSE OF REPORT

This report seeks the approval of the Committee to conduct a tender exercise for the provision of:

- (i) Debt Collection Services – Community Charge, Council Tax, Business Rates, Parking, Service Income, Housing Benefit Overpayments and Former Tenancy Arrears collection.

2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) the Recovery Manager, Revenues and Benefits in conjunction with the aligned Category Manager, Central Procurement Unit, conducting a competitive tendering exercise in line with Council Standing Orders, Financial Regulations and EU Legislation for the provision of Debt Collection Services;
- (ii) the award of a contract, following a fully compliant tendering exercise, to the bidder who submits the most advantageous tender in accordance with the award criteria stated in the Invitation to Tender and subject to the satisfactory conclusion of the contractual documentation.
- (iii) the contract be awarded for 4 years with an option to extend up to at least a further 1 year.
- (iv) the total estimated expenditure is approximately £800K annually as indicated in Section 3 Financial implications below.

3. FINANCIAL IMPLICATIONS

It should be recognised that, the debt collection service is provided at no cost to the Council as commission fees are paid from statutory penalties raised. Fees are only paid on sums collected to the Debt Collection Agents.

The anticipated value of the contract is approximately £800K annually although this depends on the value of debts passed to them for collection and the monies the Debt Collection Agents collect.

It is essential as an organisation we continue to pursue outstanding debts and have access to clear, impartial, professional, Debt Collector Services to maximise income for the Council.

4. OTHER IMPLICATIONS

The Council is committed to collecting outstanding income to improve and support Services for the citizens of Aberdeen.

The existing Debt Collection Agents have been the Council's collectors since 1989 through the evaluation and tendering process and they have improved collection on a yearly basis for the following debts

- Community Charge
- Council Tax
- Business Rates
- Parking
- Service Income
- Housing Benefit Overpayments
- Former Tenancy Arrears

The continued provision of a Debt Collection service demonstrates the Council's continuing commitment to collection at a strategic level.

5. BACKGROUND/MAIN ISSUES

The current contract for the provision of Debt Collection Services:

- (i) expires on 1 January 2013
- (ii) The option of extension for 12 month period has been utilised.

6. IMPACT

It must be recognised that the recovery and collection of outstanding income by the contractor should be seen as a seamless transition and extension of the Council's own operation. It is also important to recognise that the Council expects certain standards of operation in

terms of security of funds and customer care. The ability to actually undertake such a complex and large contract and to show commitment to invest in their people and systems are seen as important factors in ensuring that the Council maximises collection levels.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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