

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

FEBRUARY, 2011

<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>
1.	Resources Management Committee 29/03/07 article 44 Area Committee Central 19/11/08 article 18	<u>105-107 Urquhart Road</u> At its meeting of 19/11/08, the Committee resolved:- to request that a Planning Brief be developed for this property, and instruct the Head of Resources, Development and Delivery to report back thereafter.	A report is on the agenda at item 9.2. Recommended for removal.	Head of Asset Management and Operations	01/02/11	28/09/10
2.	Area Committee Central 23/09/08 article 14; and 01/04/09 article 12	<u>Frederick Street Development Site</u> At its meeting of 1/4/09, the Committee resolved:- to recommend to the Resources Management Committee that in light of the information conveyed to the Committee in relation to the timescales of NHS Grampian, including that capital receipt may not be realised until 2011/12, for officers to continue discussions with NHS Grampian.	An update report is on the agenda at item 14.5.	Head of Asset Management and Operations	07/01/09	02/12/10
3.	Finance and Resources Committee 12/11/09 article	<u>Great Southern Road/Holburn Street (Disused Public Toilet and Advertising Site)</u>	A report is on the agenda at item 14.6.	Head of Asset Management and Operations	28/09/10	02/12/10

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	33	The Committee resolved:- that the Head of Resources Development and Delivery be authorised to consider other options for the disposal of the site including, if appropriate, further negotiation with the current neighbour with a report back to the Committee at an appropriate time.	Recommended for removal.			
4.	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	<u>Leaking of Report - St Nicholas House Site</u> At its meeting of 17/06/10 the Committee resolved: to refer this matter to the Leadership Board for consideration, and that if there was no resolution, to refer the members in question to the Standards Commission.	At its last meeting, the Committee noted that the elected members concerned had agreed to be interviewed; and requested that the Monitoring Officer provide an update next cycle to confirm that these interviews had taken place. A verbal update will be provided by the Head of Legal and Democratic Services at the meeting.	Head of Legal and Democratic Services Head of Office of Chief Executive	02/12/10	
5.	Finance and Resources Committee 10/12/09 article 30	<u>Physiotherapy Pilot</u> The Committee resolved:- to approve the continuation of the project and to request that the pilot be assessed for impact, including a cost benefit analysis; and a report submitted to this Committee once this evaluation has been completed.	The Physiotherapy pilot is complete but the Head of Human Resources has asked the Occupational Health Provider, SERCO, to expand on the evaluation report in order that meaningful decisions can be taken in relation to future practice. An update was included in the information bulletin last cycle.	Head of Human Resources and Organisational Development	11/03/10	02/12/10

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6.	Finance and Resources Committee 10/12/09 article 42	<u>8 Alford Place</u> The Committee resolved:- to instruct the Head of Resources Development and Delivery to advertise the property at 8 Alford Place for sub-lease from 1 April, 2010 until the termination date under the Council's head lease, and report further.	Ryden advise that property market for offices is currently flat with no interest currently expressed in leasing this property. Without prejudice discussions are now taking place with the Council's landlord on possible alternative courses of action.	Head of Asset Management and Operations	06/05/10	21/04/11
7.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34	<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.	Update: A report will be considered at the next Social Care and Wellbeing Committee. Where recommendations involve other corporate services, these will be reported to the Service Committees and Corporate Committees as required.	Head of Adult Services	Every cycle	
8.	Finance and Resources Committee 28/01/10 article 13	<u>Altens Community Centre and Dyce (Carnegie Hall) Community Centre – Remedial Works</u> The Committee resolved:- that appropriate officers be requested to undertake consultation with the community groups concerned in order to ascertain whether the funding identified is actually required and to report back to the Committee thereon in due course.		Director of Education, Culture and Sport	17/06/10	01/02/11

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9.	Finance and Resources Committee 28/01/10 article 25	<u>Capital Planning</u> The Committee resolved:- to approve the amended Capital Prioritisation Process and instruct the Director of Enterprise, Planning and Infrastructure to commence its implementation for 2011/12, and to instruct that regular reports be submitted back to this Committee.	This information is included in the report 'Capital Budget Progress Report' at item 6.2 of the agenda.	Head of Asset Management and Operations	28/09/10	
10.	Finance and Resources Committee 28/01/10 article 26	<u>Status of Surplus Education and Other Properties</u> The Committee resolved:- to authorise the Head of Resources Development and Delivery to enter into negotiations with the landlord of the site of the former Woodlands Special School, with a view to agreeing an appropriate exit strategy for the Council and to report back to this in due course on the outcome.	Discussions are underway with other interested parties in relation to a lease surrender.	Head of Asset Management and Operations	17/06/10	16/06/11
11.	Finance and Resources Committee 11/03/10 article 11	<u>Common Good Budget</u> The Committee resolved:- to seek a review of Council funding for all trusts in order to assess Best Value.	Update: While data to evaluate best value has been gathered for the Trusts funded by the Common Good the final report has been delayed due to other finance priorities. The work will be completed to support the Common Good Budget 2011/12 report to Council and will be incorporated to inform the decision making process.	Head of Finance	28/09/10	01/02/11

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12.	Finance and Resources Committee 11/03/10 article 20	<u>Applications for Financial Assistance 2009/10</u> 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.	Update: Unfortunately this has not progressed and will require to be considered at the next meeting.	Head of Finance	28/09/10	21/04/11
13.	Finance and Resources Committee 11/03/10 article 26	<u>Corporate Asset Management System – Progress</u> The Committee resolved:- that the Director of Corporate Governance be requested to report back on progress at every cycle, and for the reports to be presented in a format that is easily read and understood.	A bulletin report will be submitted to the next Committee meeting.	Director of Corporate Governance	Every cycle	
14.	Finance and Resources Committee 11/03/10 article 28	<u>Grove Lodge</u> The Committee resolved:- that a further report be prepared in due course advising the Committee of the outcome of the marketing exercise.	This property is included in the current surplus property bulletin.	Head of Asset Management and Operations	28/09/10	
15.	Finance and Resources Committee 11/05/10 article 30	<u>Leadside Hall – Future Use</u> The Committee resolved: that the Head of Asset Management and Operations be authorised to arrange for the combined site to be	Update: The property is on the market, with a closing date set. Accordingly a report will be submitted to the next Committee meeting	Head of Asset Management and Operations	02/12/10	21/04/11

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		advertised for sale on the open market and to submit a further report to the appropriate meeting of this Committee in due course, detailing the outcome of the marketing exercise and including the appropriate financial and legal advice.				
16.	Finance and Resources Committee 11/05/10 article 42	<p><u>Station House Media Unit</u></p> <p>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.</p>	<p>Update: This is currently under review, and a report will be submitted to a future Committee meeting.</p>	Head of Asset Management and Operations	02/12/10	16/06/11
17.	Finance and Resources Committee 11/05/10 article 45	<p><u>Granitehill Site</u></p> <p>The Committee resolved: to instruct the Head of Asset Management and Operations to (i) progress preliminary design and costing of the redevelopment of the site at Granitehill for Council purpose in anticipation of submitting a bid to the Non Housing Capital Plan appraisal process for 2011/12, and (ii) maintain a watching brief on market conditions and report back as and when exposure of the site to the market might yield a favourable outcome.</p>	<p>In terms of (i) the Heads of Environment Services and Regeneration and Housing Investment are working to progress on this remit.</p> <p>In terms of (ii) there is no present evidence that market conditions have improved so as to justify exposing the site on the open market</p>	Head of Asset Management and Operations	02/12/10	16/06/11

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18.	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.		Head of Finance	16/06/11	
19.	Finance and Resources Committee 17/06/10 article 24	<u>Kinship Care Service – Business Case</u> The Committee resolved: (i) to approve the posts as outlined above on a one year fixed term basis; (ii) to instruct that officers report back, reviewing the situation when required.		Head of Children's Services	16/06/11	
20.	Finance and Resources Committee 17/06/10 article 27	<u>Pay Protection Arrangements – Review</u> The Committee resolved: to instruct that officers report back with an update on this policy in due course.	An update is included in the information bulletin. Recommended for removal.	Head of HR and Organisational Development	01/02/11	

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21.	Finance and Resources Committee 17/06/10 article 49	<p><u>Queen's Links Outdoor Centre</u></p> <p>The Committee resolved: that in the event that the provisions referred to at (c) above come to pass (ie if Transition Extreme Sports Limited cannot either obtain appropriate loan funding or evidence its financial stability by 30 September, 2010, then the Head of Asset Management and Operations be authorised, if appropriate, to advertise the Queen's Links Outdoor Centre for lease on the open market for any use capable of achieving planning permission), it be remitted to appropriate officers to report back to a future meeting of the Committee on the responses received to the advertising process.</p>	<p>Update: Transitions are in active discussion with their Funder and a decision on the award is imminently expected.</p> <p>If necessary a verbal update will be given to today's meeting.</p>	Head of Asset Management and Operations		02/12/10
22.	Finance and Resources Committee 17/06/10 article 7	<p><u>Employment Costs – Officers' Declaration of Interests</u></p> <p>The Committee resolved: to concur with the Convener's request to instruct appropriate officers to carry out a review of the rules and regulations surrounding the declaration of interests when dealing with Council specific matters such as the employment costs report, as these may become more prevalent given the present economic climate, and to report thereon to a future meeting of</p>	The Head of Legal and Democratic Services will provide a verbal update at the meeting.	Head of Legal and Democratic Services		

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		the Committee.				
23.	<p>Council 18/08/10 article 17</p> <p>Finance and Resources 02/12/10 article 32</p> <p>Council 15/12/10 article tbc</p>	<p><u>Future Funding and Development of AECC</u></p> <p>The Committee resolved: to instruct that reports be submitted to the Enterprise, Planning and Infrastructure and/or Finance and Resources Committees each cycle.</p> <p>At its meeting of 02/12/10, the Committee resolved:</p> <p>(d) instruct officers to prepare and submit a report to both the Enterprise, Planning and Infrastructure Committee and this Committee outlining the options and terms for reverting all existing leases relating to land currently leased to AECC, and transferring ownership of all currently owned buildings and assets, from AECC Ltd to the Council; and</p> <p>(g) instruct officers to prepare and submit a report to both the Enterprise, Planning and Infrastructure Committee and this Committee outlining the proposed:</p> <p>(a) terms for creating the proposed joint venture development company;</p> <p>(b) terms for creating a LABV;</p>	<p>Update:</p> <p>The report submitted on 02/12/10 was remitted to full Council on 15 December and Council duly approved the paper's recommendations in full.</p> <p>Following this decision officers are currently working to produce the two reports referred to in the recommendations (i.e. one on the transfer of leases and assets and one on proposals for producing, funding and implementing a long-term development plan land in and around the AECC, with a suitable development partner).</p> <p>These reports will be submitted to both the Enterprise, Planning and Infrastructure Committee and the Finance and Resources Committee at the earliest opportunity.</p>	Director of Enterprise, Planning and Infrastructure/ Head of Finance	Every cycle	

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		<p>(c)assets to be included in the LABV and the terms relating to their inclusion;</p> <p>(d)long term development plan for Council owned land and buildings in and around AECC; and</p> <p>(e)relationship, if any, between the joint venture development company and the City Development Company.</p>				
24.	Finance and Resources 28/09/10 article 20	<p><u>Tax Increment Financing for the City Garden Project</u></p> <p>The Committee resolved: to instruct that a report be submitted to the next meeting with an update on the consultancy costs.</p>	<p>Update: The terms of reference for the extended TIF Business Case Report have now been approved by Scottish Enterprise and sufficient funding has been found to cover the cost of PWC's input to the production of this Report, allowing for the fact that ACC is making no contribution, other than officer time, towards the completion of the report</p> <p>As part of the revised ToR, Council Officers will lead on the drafting of the TIF business case and contribute to the Business Case content by providing PWC with information relating to;</p> <p>a. The production of a visioning piece that sets out high level aims/objectives and reasons for using TIF, outlines how the vision fits within local</p>	Economic and Business Development Project Director	02/12/10	

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			<p>development plans and other local, regional and national policy objectives and initiatives and identifies the key stakeholders, landowners, partners and their roles/resources.</p> <p>b. The identification of overall infrastructure requirements and prioritised assets and the provision of a high level description of each asset and associated costings – as well as a timeline for delivery and an indication of how the principles of sustainable development will be accommodated.</p> <p>c. Delivery structures and options considered. Project governance and management structures. How structure mitigates risks. Procurement and value for money. Operational aspects incl monitoring, resourcing etc</p> <p>d. Programme and milestones. Critical next steps. Council officers will also produce an Executive Summary of the final Business Case Report. PWC will:</p> <p>e. Provide templates for ACC to input key project information into business case</p>			

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			<p>f. Analyse likely private sector investment/development created by the project. Summarise revenue sources and their key features in relation to by the project.</p> <p>g. Identify the range of options considered in determining suitability and requirement for TIF funding by highlighting the 'but for' case</p> <p>h. Revisit the red line area completed as part of phase A and review this as part of financial assessment.</p> <p>i. Identify potential sources of funding out with TIF</p> <p>j. Undertake a comprehensive economic impact assessment that analyses, test and assesses the benefits and outcomes expected to arise as a result of the project, including an assessment of the level of net additionality of the incremental revenues identified.</p> <p>k. Undertake a comprehensive financial analysis of the proposals undertaken through modelling the project over a 25 year period. This will be an iterative process based on defining the final red line area, revenue profile and level of</p>			

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			<p>borrowing that ACC is sufficiently comfortable can be repaid from incremental revenues within the timescale of the TIF and under a range of upside and downside scenarios. It is assumed that 6 models will be run for different capex/red line combinations and 3 runs of sensitivities</p> <p>l. Consider the risks including key viability risks, delivery risks, legal risks and opportunities for transferring risk to the private sector</p> <p>m. Drafting of conclusion</p> <p>n. Review the final business case document for consistency and make changes following liaison with SFT or Council following their review</p> <p>The total cost of PWC's input towards the production of the business case will be £144,000 +VAT. This fee will be paid for by some of the other main project stakeholders. It is anticipated that PWC will be commissioned sometime towards the end of January 2011 and that the assignment will be completed by end June 2011.</p>			

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25.	Finance and Resources 28/09/10 article 23	<u>Society of Personnel Directors – Annual Conference</u> The Committee resolved: to instruct officers to include a summary report on the conference in a future information bulletin.	An update will be included in the information bulletin. Recommended for removal.	Head of Human Resources and Organisational Development	01/02/11	
26.	Finance and Resources 28/09/10 article 24	<u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u> The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.		Head of Asset Management and Operations		
27.	Finance and Resources 28/09/10 article 25	<u>Property Asset Management Plan</u> The Committee resolved: (d) 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.	Update: A report on further tranches of this review is scheduled for submission to the next Committee meeting.	Head of Asset Management and Operations	02/12/10	21/04/10
28.	Finance and Resources 28/09/10	<u>Pinewood/ Hazledene</u> The Committee resolved:	A report is on the agenda at item 14.7.	Head of Asset Management and Operations	21/04/11	

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	article 51	to confirm that it does not wish to follow up at this time the unsolicited offer received and to instruct the Director of Enterprise, Planning and Infrastructure to (1) finalise an agreement with the Council tenant, (2) develop a marketing strategy, (3) develop a tender evaluation strategy, (4) develop a joint working agreement with Robert Gordon's College, (5) report with regard to recommendations (c)(1), (2), (3) and (4) to Committee within the next three Committee cycles for its consideration and approval.				
29.	Finance and Resources 02/12/10 article 7	<u>Lease Request</u> The Committee resolved: to instruct the Head of Asset Management and Operations (1) to carry out further investigations in relation to the transfer of assets to community groups, and the use of powers under 'The Disposal of Land by Local Authorities (Scotland) Regulations 2010'; and (2) to include his findings in the 2011 Property Asset Management Plan Update.		Head of Asset Management and Operations	27/09/11	
30.	Finance and Resources 02/12/10 article 26	<u>Aberdeen Local Development Plan</u> The Committee resolved: to note that a further report will be presented at the next meeting to	Update: The date of submission of observations on the Local Plan was deferred until 17 January, 2011. Accordingly a report will be submitted to the next Committee	Head of Asset Management and Operations	01/02/11	21/04/11

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		identify future actions required to further promote and advance Council sites, including initial budget requirements.	meeting.			
31.	Finance and Resources 02/12/10 article 27	<u>Forestry Consultancy Services</u> The Committee resolved: to instruct officers to report back at the meeting of this Committee of 21 April, 2011 with progress made.		Head of Environment Services	21/04/11	
32.	Finance and Resources 02/12/10 article 35	<u>London 2012</u> The Committee resolved: to make clear that the costs have to be agreed by a committee of Council.		Economic and Business Development Project Director		
33.	Finance and Resources 02/12/10 article 37	<u>Land at Pitmedden Road, Dyce</u> The Committee resolved: (i) to defer consideration of this report until the next meeting of this Committee of 1 February, 2011; and (ii) to instruct officers to organise a meeting between Dyce Sports and Leisure Development Trust, officers and local members prior to the next meeting of this Committee.	A report is on the agenda at item 14.1. Recommended fore removal.	Head of Asset Management and Operations	01/02/11	
34.	Finance and Resources 02/12/10 article 39	<u>Review of Shops</u> The Committee resolved: that the shops and shop ground leases contained within appendix B be held for further investigation, with		Head of Asset Management and Operations	16/06/11	

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		a report on the proposed future of these property leases to be submitted for the consideration of this Committee in due course.				
35.	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 Granitehill closing.</p>		Head of Asset Management and Operations	06/12/11	
36.	Council 15/12/10 article tbc	<p><u>Bon Accord Indoor Bowling Centre</u></p> <p>Council resolved: to authorise the Head of Asset Management and Operations to investigate appropriate alternative uses for the property and report back to the Finance and Resources Committee at the earliest opportunity.</p>		Head of Asset Management and Operations		
37.	Enterprise, Planning and Infrastructure 19/01/11 article tbc	<p><u>2010/2011 Revenue Budget Monitoring</u></p> <p>The Committee resolved: to instruct officers to submit a report advising of areas where the Council remained the client and the contractor and the recharge method was still utilised, to the Finance and Resources Committee.</p>		Head of Finance	21/04/11	