

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

SEPTEMBER, 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.	Area Committee Central 23/09/08 article 14; and 01/04/09 article 12. Finance and Resources Committee 24/04/11 article 50	<p><u>Frederick Street Development Site</u></p> <p>At its meeting of 21/04/11, the Committee resolved:</p> <p>(i) to note the current progress in relation to the development;</p> <p>(ii) to approve the receipt of a capital grant from NHG Grampian to allow the Council to construct a multi storey car park, subject to the full cost of the grant being determined; and</p> <p>(iii) to instruct the Head of Legal and Democratic Services to include a clawback provision in the conditions of sale.</p>	<p>A report is on the agenda at item 11.10.</p>	Head of Asset Management and Operations	07/01/09	27/09/11
2.	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	<p><u>Leaking of Report - St Nicholas House Site</u></p> <p>At its meeting of 01/02/11 the Committee resolved:</p> <p>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.</p>	<p>A verbal update will be provided at the meeting by the Head of Legal and Democratic Services.</p>	Head of Legal and Democratic Services	16/06/11	

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3.	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 have taken place with the Council's landlord on possible alternative courses of action, but no agreement was reached. The marketing strategy is urgently being reviewed. An update is available in the Information Bulletin.	Head of Asset Management and Operations	06/05/10	27/09/11
4.	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.	A report will be considered at the next Social Care and Wellbeing Committee (November). Where recommendations involve other corporate services, these will be reported to the Service Committees and Corporate Committees as required.	Head of Adult Services	27/09/11	
5.	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	This information is included in the cyclical reports by the Head of Finance. Recommended for removal.	Head of Asset Management and Operations	16/06/11	06/12/11

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		submitted back to this Committee.				
6.	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.	Update: Discussions continue with the Council's Landlord in relation to a lease surrender. An initial offer has been made and rejected. It is envisaged that a Report will be brought to the next Committee meeting.	Head of Asset Management and Operations	17/06/10	27/09/11
7.	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.	Internal Audit have prepared terms of reference for a review of the Common Good Fund which will be the subject of a report back to this committee after reporting to the Audit and Risk Committee following the recess.	Head of Finance	28/09/10	06/12/11
8.	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.		Head of Finance	28/09/10	21/04/11
9.	Finance and Resources Committee	<u>Station House Media Unit</u> The Committee resolved:	An update is available in the information bulletin.	Head of Asset Management and Operations	02/12/10	27/09/11

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	11/05/10 article 42	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.				
10.	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> <p>An update is available in the information bulletin.</p>	Head of Asset Management and Operations	02/12/10	27/09/11
11.	Finance and Resources Committee 17/06/10 article 19	<p><u>Annual Housing and Council Tax Benefit Report</u></p> <p>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.</p> <p>It was agreed at the meeting of 16</p>	A report is on the agenda at item 7.6.	Head of Finance	27/09/11	

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		June, 2011 that this report would be presented to Committee in September each year.				
12.	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	
13.	Finance and Resources 28/09/10 article 25	<p><u>Property Asset Management Plan</u></p> <p>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.</p>	Reports on farms, advertising hoarding sites and advance factories were the subject of reports at the previous meeting. All the other groups of properties are programmed to be the subject of reports before the spring of 2012.	Head of Asset Management and Operations	15/03/12	
14.	Finance and Resources 02/12/10 article 7	<p><u>Lease Request</u></p> <p>The Committee resolved: to instruct the Head of Asset Management and Operations (1) to carry out further investigations in</p>	A report is on the agenda at item 8.3.	Head of Asset Management and Operations	27/09/11	

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		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.				
15.	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.	A report is on the agenda at item 7.11. Recommended for removal.	Head of Environment Services	21/04/11	16/06/11
16.	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 a report on the proposed future of these property leases to be submitted for the consideration of this Committee in due course.	Update: A report is on today's agenda relating to the outcome of the marketing of several groups of shops. The future of the "Appendix B" group of shops is still being considered, with a view to reporting on 06/12/11, possibly proposing further shop sales.	Head of Asset Management and Operations	16/06/11	06/12/11
17.	Finance and Resources 02/12/10 article 43	<u>Review of Business Centres</u> 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.		Head of Asset Management and Operations	06/12/11	

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18.	Council 15/12/10 article 28	<u>Bon Accord Indoor Bowling Centre</u> 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.	Discussions are ongoing with the Council's landlord on possible redevelopment options. The technical feasibility of these is currently being investigated. An update is available in the information bulletin.	Head of Asset Management and Operations	27/09/11	
19.	Housing and Environment Committee 12/01/11 article 13	<u>Former Cairnfield Community Centre – Future Use</u> The Committee resolved: to instruct that a report be submitted to the appropriate meeting of the Finance and Resources Committee detailing any offers received, and for this report to be referred to the Housing and Environment Committee for its information.	An application has been made to the Scottish Government, asking for approval to sell an HRA asset. Marketing unable to commence until this authority received.	Head of Asset Management and Operations	27/09/11	
20.	Enterprise, Planning and Infrastructure 19/01/11 article 12	<u>Internal Recharges</u> 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.	A report is on the agenda at item 7.5. Recommended for removal.	Head of Finance	21/04/11	27/09/11
21.	Finance and Resources 01/02/11	<u>105 – 107 Urquhart Road</u> The Committee resolved:	A report is on the agenda at item 11.5.	Head of Asset Management and Operations	27/09/11	

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	article 28	to instruct that a report be submitted to this Committee in due course , detailing the outcome of the marketing exercise.	Recommended for removal.			
22.	Finance and Resources 01/02/11 article 29	<u>Causewayend School and Lodge</u> The Committee resolved: (i) to instruct the Head of Asset Management and Operations to market the whole site for sale on the open market after the future approval of the Planning Brief by the Development Management Sub Committee has been obtained; and (ii) to instruct that a report be submitted to this Committee in due course , detailing the outcome of the marketing exercise.	Update: This property is being actively marketed. A closing date and future report will not be advanced until officers are confident 'best value' can be obtained.	Head of Asset Management and Operations	27/09/11	
23.	Finance and Resources 01/02/11 article 41	<u>Disposing of Council Properties</u> The Committee resolved: to instruct officers to investigate ways of improving the process for declaring properties surplus to Service requirements and disposing of them, and to report back on this in due course.	A report is on the agenda at item 8.2. Recommended for removal.	Head of Asset Management and Operations		27/09/11
24.	Finance and Resources 01/02/11 article 32 & Budget Meeting	<u>Accord Card – Citizen Roll Out</u> The Committee resolved: to instruct that a progress report be submitted to this Committee every	A report is on the agenda at item 9.1.	Head of Customer Service and Performance	16/06/11	29/09/11

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	of Council 10/02/11 article 2.	second cycle. At the budget meeting of Council of 10/02/11, members resolved: to support the roll out of the Accord card as a citizen pass and to instruct that the Finance and Resources Committee receive reports on implementation of discounted pricing for Accord card holders for Council services, and in consultation with partners who deliver services on behalf of the Council to offer a similar benefit, where appropriate.				
25.	Finance and Resources 01/02/11 article 34; 21/04/11 article 39	<u>Land at Pitmedden Road, Dyce</u> The Committee resolved: to defer consideration of this report to allow local members, members of this Committee, and appropriate officers to meet at a date after the Dyce/Bucksburn/Danestone ward by-election on 19 May, 2011, to discuss innovative ways to deliver this project.	A report is on the agenda at item 11.3. Recommended for removal.	Head of Asset Management and Operations	27/09/11	
26.	Finance and Resources 01/02/11 article 39	<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.	A report was included in the information bulletin at the last meeting. A further update will be provided next cycle.	Head of Customer Service and Performance	16/06/11	

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27.	Budget Meeting of Council 10/02/11 article 2	<u>General Fund Budget</u> Council resolved: to instruct the Director of Enterprise, Planning and Infrastructure, through CMT and the Corporate Asset Group, to provide details on a capital modernisation plan.	Update: CAG are currently in process of reviewing possible in year and future year bids for capital spend. The proposed approach is to longer term programme of projects set out over up to a ten year period which will reflect not only supported borrowing but also likely capital receipts. This will allow a longer term view to be taken of likely spend and resource demands but also opportunities for alternative delivery models and use of planning gain etc.	Director of Enterprise, Planning and Infrastructure	16/06/11	
28.	Audit and Risk 29/03/11 article 12	<u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u> 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: <ul style="list-style-type: none"> • Citizens' Advice Bureau. 	. A report is on the agenda at item 10.3. Recommended for removal.	Head of Finance	27/09/11	
29.	Finance and Resources 21/04/11 article 4	<u>3Rs Project Working Group</u> The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to appropriate meetings of this		Head of Asset Management and Operations	As appropriate	

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		Committee.				
30.	Finance and Resources 21/04/11 article 28	<u>Conditions and Suitability Programme</u> The Committee resolved: to instruct that progress reports be submitted at every second meeting of this Committee.	Update: Information on progress of expenditure relating to the Condition and Suitability Programme is incorporated as an Appendix in the Non Housing Capital Monitoring Report ref. EPI/11/247.	Head of Asset Management and Operations	27/09/11	
31.	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: This remit is being actioned. Officers have selected several advance factories, each typical of their type and will have a repair programme identified and costed for only those properties. This exercise should produce a broad estimate of the likely cost of repairing all the advance factories.	Head of Asset Management and Operations	06/12/11	
32.	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.		Head of Asset Management and Operations	19/06/12	
33.	Finance and Resources 21/04/11 article 42	<u>Four Former Group Homes – Marketing</u> The Committee resolved:	Update: Three of the properties are on today's agenda. The other property will be reported to the	Head of Asset Management and Operations		

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		to instruct that a further report be submitted to the appropriate meeting of this Committee in due course, detailing the outcome of the marketing exercise.	next appropriate Committee meeting.			
34.	Finance and Resources 21/04/11 article 47	<u>Wallace Tower</u> The Committee resolved: to instruct that officers report back on the outcome of the advertising exercise to a future meeting.		Head of Asset Management and Operations	15/03/12	
35.	Finance and Resources 21/04/11 article 48	<u>Former Victoria Road Primary School</u> The Committee resolved: instruct that a further report be submitted to the appropriate meeting of this Committee, in due course, detailing the outcome of the marketing.		Head of Asset Management and Operations	06/12/11	
36.	Finance and Resources 21/04/11 article 51	<u>Funding Opportunities for Delivering Projects</u> The Committee resolved: (i) to instruct the Head of Asset Management and Operations to continue discussions with Hub Co along with the completion of detailed business cases by all appropriate Services, to determine the financial viability of this proposal; (iii) to instruct officers to continue to consider other funding arrangements;	A report on the current position is included within the report on today's agenda in relation to the Capital Plan.	Head of Asset Management and Operations		

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		(iv) to instruct that a full report be submitted to the next meeting of this Committee on the outcome of the above instructions.				
37.	Council 27/04/11 article 17	<p><u>Estate Management Contracts Legionella Preventative Maintenance</u></p> <p>Council resolved: to not proceed with the recommendation contained within the report, and instruct officers to report back to the Finance and Resources Committee on other available options, whilst putting in place the necessary short term measures.</p>	<p>Update: Officers identified the opportunity to use current provisions within the service contract for housing properties to undertake sampling, testing etc for non-housing assets in the short term. This has been put in place. In the interim staff are being trained within the Building Services team to undertake this work in-house at equivalent cost to that being paid under the original contract terms.</p> <p>Recommended for removal.</p>	Head of Asset Management and Operations	27/09/11	
38.	Education, Culture and Sport 24/03/11 article 5	<p><u>2010/11 Budget Monitoring</u></p> <p>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 submitted to a future meeting of the Finance and Resources Committee</p>	<p>This item is being progressed by the Finance team.</p>	Head of Finance	27/09/11	

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		on the matter.				
39.	Social Care and Wellbeing 17/05/11 article 23	<u>25 Westfield Terrace</u> The Social Care and Wellbeing Committee resolved: to instruct officers to report to Finance and Resource Committee to agree renunciation of the lease, if the building is vacated before 28 January 2014.	A report is on the agenda at item 11.8. Recommended for removal.	Head of Asset Management and Operations		
40.	Finance and Resources 17/06/11 article 11	<u>Housing Revenue Account Budget Savings</u> The Committee resolved: to instruct that a report be presented to this Committee at its next meeting of 27 September, 2011 detailing progress made with all changes that have been implemented since the budget meeting of Council, and further any financial implications that the changes to the welfare reform system would have on the Service.	A report is on the agenda at item 7.10. Recommended for removal.	Director of Housing and Environment	29/09/11	
41.	Finance and Resources 17/06/11 article 12	<u>Community Toilet Scheme</u> The Committee resolved: to instruct (1) that the Housing and Environment Service look to fund the £30,000 required from within its own budget, and (2) that a report be presented to the next meeting of this Committee on how officers will	A report will be presented next cycle.	Head of Environment Services	29/09/11	06/12/11

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		achieve this.				
42.	Finance and Resources 17/06/11 article 15	<u>26 Netherhills Avenue</u> The Committee resolved: to instruct officer to submit a further report to a future meeting of this Committee detailing any offers received.	Update: The property is currently on the market.	Head of Asset Management and Operations		
43.	Finance and Resources 17/06/11 article 31	<u>Whitemyres Centre</u> The Committee resolved: to instruct the appropriate officers to consider the future of this facility, and to report back to this Committee at the meeting of 6 December, 2011 in this regard.	A report is on the agenda at item 8.5. Recommended for removal.	Head of Procurement	06/12/11	
44.	Finance and Resources 17/06/11 article 32	<u>Kaimhill Community Facilities</u> The Committee resolved: to instruct officers to report back on establishing a community development fund of £50,000 per annum that can be bid for by community groups to provide not for profit registered childcare and pre school provision.		Head of Communities, Culture and Sport		
45.	Finance and Resources 17/06/11 article 35	<u>Procurement of Consultancy Service (Social Care)</u> The Committee resolved: to instruct that a report be submitted by the Chief Executive at the next meeting of this Committee, advising	A verbal report will be provided by the Chief Executive at item 12.1 of the agenda.	Head of Office of Chief Executive	29/09/11	

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		as to the outcome of her investigations into this matter.				
46.	Finance and Resources 17/06/11 article 36	<u>Area Offices at Bucksburn and Peterculter</u> The Committee resolved: to instruct that a report be submitted to a future meeting of this Committee detailing any offers received.	Update: The Bucksburn property is being marketed. The Peterculter site will be advanced when outstanding issues have been resolved.	Head of Asset Management and Operations		
47.	Finance and Resources 17/06/11 article 52	<u>Pinewood/Hazledene</u> The Committee resolved: to instruct the Head of Asset Management and Operations, in consultation with the Head of Legal and Democratic Services, to take forward a legal agreement with other stakeholders to allow the marketing strategy of the site to be advanced in late summer 2011 (as per option 1 in the report), without this prejudicing the Council's interest and the reporting back to this Committee on the outcome of the marketing exercise in due course.	Update: Discussions are ongoing in relation to finalising a legal agreement with the tenant prior to marketing.	Head of Asset Management and Operations		

Members: Please note that five items have transferred to the Corporate Policy and Performance Committee Business Statement, namely (1) Trade Union Facility Time; (2) Social Care and Wellbeing Performance; (3) External Support to Deliver the Business Plan; (4) Corporate Governance Business Case; and (5) Kinship Care Service – Business Case.