

**FINANCE AND RESOURCES COMMITTEE**

**COMMITTEE BUSINESS**

**DECEMBER, 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.	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	<b><u>Leaking of Report - St Nicholas House Site</u></b>  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.	<b>Update:</b> Correspondence has been received from the Standards Commission requiring further information which has been sent. Anything further will be reported verbally at Committee.	Head of Legal and Democratic Services		06/12/11
2.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34  Audit and Risk 29/03/11 article 12	<b><u>CAB – Debt Advice Service</u></b>  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.  <b><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></b>  The Committee resolved: to instruct officers to report on the	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.  <b>A report on this matter was considered last cycle.</b>  <b>A further report will be presented when an SLA has been established.</b>	Head of Adult Services  Head of Finance	15/03/12	

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		<p>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"> <li>• Citizens' Advice Bureau.</li> </ul>				
3.	Finance and Resources Committee 11/03/10 article 11	<p><b><u>Common Good Budget</u></b></p> <p>The Committee resolved: to seek a review of Council funding for all trusts in order to assess Best Value.</p>	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.	Head of Finance	<b>28/09/10</b>	15/03/12
4.	Finance and Resources Committee 11/03/10 article 20	<p><b><u>Applications for Financial Assistance 2009/10</u></b></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>		Head of Finance	<b>28/09/10</b>	15/03/12
5.	Finance and Resources Committee 11/05/10 article 42	<p><b><u>Station House Media Unit</u></b></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>An update was provided in the information bulletin last cycle.</p> <p>A report will be submitted next cycle.</p>	Head of Asset Management and Operations	15/03/12	

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6.	Finance and Resources Committee 17/06/10 article 19	<p><b><u>Annual Housing and Council Tax Benefit Report</u></b></p> <p>The Committee resolved: to instruct that an <b>annual</b> 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 June, 2011 that this report would be presented to Committee in September each year.</p>		Head of Finance	September, 2012	
7.	Finance and Resources 28/09/10 article 24	<p><b><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></b></p> <p>The Committee resolved: to note that officers would provide <b>regular updates</b> 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><b><u>Property Asset Management Plan</u></b></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</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	

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		this Committee.				
9.	Finance and Resources 02/12/10 article 43	<b><u>Review of Business Centres</u></b>  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		15/03/12
10	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<b><u>Accord Card – Citizen Roll Out</u></b>  The Committee resolved: to instruct that a progress report be submitted to this Committee <b>every second cycle</b> .		Head of Customer Service and Performance	15/03/12	
11	Finance and Resources 01/02/11 article 39	<b><u>Joint Customer Contract Centre</u></b>  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 meeting of 16/06/11.	Head of Customer Service and Performance	<b>16/06/11</b>	
12	Budget Meeting of Council 10/02/11 article 2	<b><u>General Fund Budget</u></b>  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.	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	Director of Enterprise, Planning and Infrastructure	<b>16/06/11</b>	

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			taken of likely spend and resource demands but also opportunities for alternative delivery models and use of planning gain etc.			
13	Finance and Resources 21/04/11 article 4	<b><u>3Rs Project</u></b>  The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to <b>appropriate</b> meetings of this Committee.		Head of Asset Management and Operations	As appropriate	
14	Finance and Resources 21/04/11 article 28	<b><u>Conditions and Suitability Programme</u></b>  The Committee resolved: to instruct that progress reports be submitted at every second meeting of this Committee.	It is the intention that this information is included in each monitoring report, and accordingly this item is <b>recommended for removal</b> .	Head of Asset Management and Operations	06/12/11	
15	Finance and Resources 21/04/11 article 30	<b><u>Review of Advance Factories</u></b>  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.	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.  <b>Update:</b> The research on this has proved to be more complicated than first anticipated. A full report will be submitted next cycle.	Head of Asset Management and Operations	15/03/12	

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16	Finance and Resources 21/04/11 article 35	<b><u>Cotton Street Site – SCARF</u></b>  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	
17	Finance and Resources 21/04/11 article 51	<b><u>Funding Opportunities for Delivering Projects</u></b>  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; (iv) to instruct that a full report be submitted to the next meeting of this Committee on the outcome of the above instructions.	<b>Update:</b> This item is being progressed as part of item 12 above (General Fund Budget).	Head of Asset Management and Operations	15/03/11	
18	Council 27/04/11 article 17	<b><u>Estate Management Contracts Legionella Preventative Maintenance</u></b>  Council resolved: to not proceed with the recommendation contained within the report, and instruct officers to	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	Head of Asset Management and Operations	06/12/11	

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		report back to the Finance and Resources Committee on other available options, whilst putting in place the necessary short term measures.	Building Services team to undertake this work in-house at equivalent cost to that being paid under the original contract terms.  <b>An update is included on the information bulletin, recommended for removal.</b>			
19	Education, Culture and Sport 24/03/11 article 5	<b><u>2010/11 Budget Monitoring</u></b> 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 on the matter.	<b>This item is being progressed by the Finance team.</b>	Head of Finance	15/03/12	
20	Finance and Resources 17/06/11 article 12	<b><u>Community Toilet Scheme</u></b> 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 achieve this.	<b>Update:</b> A meeting is to be convened between officers and the Conveners of Finance and Resources, and Housing and Environment prior to this report being presented to Committee.	Head of Environment Services	29/09/11	06/12/11

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21	Finance and Resources 17/06/11 article 32	<b><u>Kaimhill Community Facilities</u></b>  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.	<b>Update:</b> A report is being presented to the Education, Culture and Sport Committee of 24 November, 2011 on this issue; depending on the decision, it could be remitted back to this Committee.	Head of Communities, Culture and Sport	06/12/11	
22	Finance and Resources 29/09/11 article 8	<b><u>0845 Numbers</u></b>  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.		Head of Customer Service and Performance	September, 2012	
23	Finance and Resources 29/09/11 article 32	<b><u>Review of Corporate Accommodation</u></b>  The Committee resolved: (iii) instruct the Head of Asset Management and Operations to undertake an options appraisal in relation to the occupational requirements of the Services currently occupying Exchequer House, and to report back to this Committee within six months; (iv) to instruct the Corporate		Head of Asset Management and Operations	15/03/11	



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		Asset Group to undertake a review of the future utilisation of the Town House, reporting back to this Committee in due course on all possible options and financial consequences.				
24	Finance and Resources 29/09/11 article 33	<b><u>Whitemyres Stores – Corporate Storage</u></b>  The Committee resolved: to instruct that a report be presented to this Committee detailing a corporate approach to records management.		Head of Legal and Democratic Services	15/03/12	
25	Finance and Resources 29/09/11 article 36	<b><u>Pitmedden Road</u></b>  The Committee resolved: 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.	<b>Update:</b> DSLDT have been advised of the Committee decision and invited to negotiate, as per the remit. Thus far, they have not responded, but officers will continue efforts to make contact.	Head of Asset Management and Operations	15/03/12	

**Members: Please note that a number of items have been removed from the list, in accordance with the decision taken at the previous meeting (to note that the property list managed by the Asset Management team detailed the status of all pending and ongoing property items, and therefore to agree to delete all items relating to property from the business statement on the proviso that the property list be reported each cycle), namely (1) Frederick Street Development Site; (2) 8 Alford Place; (3) Status of Surplus Education and Other Properties; (4) Granitehill Site; (5) Review of Shops; (6) Bon Accord Indoor Bowling Centre; (7) Former Cairnfield Community Centre – Future Use; (8) Causewayend School and Lodge; (9) Four Former Group Homes – Marketing; (10) Wallace Tower; (11) Former Victoria Road Primary School; (12) 26 Netherhills Avenue; (13) Area Offices at Bucksburn and Peterculter; (14) Pinewood/Hazledene; (15) 30 Springfield Avenue; (16) 25 Westfield Terrace; and (17) Broadhill Bar.**