

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

MARCH, 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>
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	<p><u>Leaking of Report - St Nicholas House Site</u></p> <p>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.</p>	<p>Correspondence has been received from the Standards Commission requiring further information which has been sent.</p> <p>A verbal update will be provided by the Head of Legal and Democratic Services.</p>	Head of Legal and Democratic Services		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 29/03/11 article 12	<p><u>CAB – Debt Advice Service</u></p> <p>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.</p> <p><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></p> <p>The Committee resolved:</p>	A report will be presented when an SLA has been established.	Head of Finance	19/06/12	

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		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. 				
3.	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: 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	19/06/12
4.	Finance and Resources Committee 11/03/10 article 20	<u>Applications for Financial Assistance 2009/10 – Grant Application System</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		19/06/12
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	Update: A report is scheduled for the next meeting of the Enterprise Planning & Infrastructure Committee on the feasibility of opening this site as a public car park (including charging mechanisms and refurbishment	Head of Asset Management and Operations	15/03/12	

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		area which is not to be included within the subjects leased.	costs).			
6.	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 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><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</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 Review is</p>	Head of Asset Management and Operations	19/06/12	

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		schedule of property reviews with a view to completing within eighteen months and to report on those reviews, to appropriate meetings of this Committee.	Common Good Farms and that is scheduled to be reported to the next meeting of this Committee			
9.	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.	An update is included in the information bulletin.	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.	<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 is included in the information bulletin.	Head of Customer Service and Performance	15/03/12	
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	A report was included in the information bulletin at the meeting of 16/06/11.	Head of Customer Service and Performance	16/06/11	September, 2012

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		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.				
12	Budget Meeting of Council 10/02/11 article 2 Finance and Resources 21/04/11 article 51	<p><u>General Fund Budget / Funding Opportunities for Delivering Projects</u></p> <p>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.</p> <p>The Committee resolved:</p> <ul style="list-style-type: none"> (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. 	<p>Update: This issue was considered within the report "Non Housing Capital Programme 2012/13 – 2014/15 Budgets" considered by Council at its Meeting on 2 February 2012.</p> <p>Recommended for removal.</p>	Director of Enterprise, Planning and Infrastructure	16/06/11	

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13	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	
14	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	
15	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	

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16	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:</p> <p>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.</p>	<p>A verbal update will be provided at the meeting.</p>	Head of Finance	15/03/12	
17	Finance and Resources 29/09/11 article 32	<p><u>Review of Corporate Accommodation</u></p> <p>The Committee resolved:</p> <p>(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;</p> <p>(iv) to instruct the Corporate Asset Group to undertake a review of the future utilisation of the Town House, reporting back to this Committee in due</p>	<p>A report is included in the information bulletin.</p> <p>Recommended for removal.</p>	Head of Asset Management and Operations	15/03/11	

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		course on all possible options and financial consequences.				
18	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.		Head of Legal and Democratic Services	19/06/12	
19	Finance and Resources 29/09/11 article 36	<u>Pitmedden Road</u> 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.	A report is on the agenda. Recommended for removal.	Head of Asset Management and Operations	15/03/12	
20	Council 25/01/12 article tbc	<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		(iii) - Project Director – Economic/ Business Development/ Head of Legal and Democratic Services/ Head of Asset Management and Operations (iv) - Project Director –	November 2012 By 1 May, 2012	

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21	Housing and Environment 24/01/12 article 13	<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>Update: A report will be issued on the outcome of consultation with Scottish Government.</p>	Head of Finance/ Revenues and Benefits Manager		
22	Housing and Environment 24/01/12 article 23	<p><u>Trade Waste Charges Review – sensitive information</u></p> <p>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.</p>		Head of Legal and Democratic Services	16/06/12	