

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.

<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>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.</p> <p>Recommended for removal.</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	<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</u></p>	<p>A report will be presented when an SLA has been established.</p>	Head of Finance	19/06/12	

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	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 Finance and Resources Committee	<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		

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	15/03/10 article 18	<p>financial assistance and grant applications; and</p> <p>(ii) to request that a final report be brought back on the process when it is implemented.</p>				
5.	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:</p> <p>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.</p>	Head of Asset Management and Operations	15/03/12	04/10/12
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	04/10/12	

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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 Granitehill 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

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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	

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13	Finance and Resources 21/04/11 article 30	<p><u>Review of Advance Factories</u></p> <p>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.</p>	<p>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.</p>	Head of Asset Management and Operations	19/06/12	04/10/12
14	Finance and Resources 21/04/11 article 35	<p><u>Cotton Street Site – SCARF</u></p> <p>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.</p>	<p>A report is on the agenda.</p> <p>Recommended for removal.</p>	Head of Asset Management and Operations	19/06/12	
15	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</p>	<p>A verbal update will be provided by the Head of Finance at the meeting.</p> <p>Recommended for removal.</p>	Head of Finance	15/03/12	

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		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	

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		<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>		(v) - Project Director – Economic/ Business Development/ Head of Finance	July 2012	
18	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>	A report will be issued on the outcome of consultation with Scottish Government.	Head of Finance/ Revenues and Benefits Manager		

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19	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>	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	<p><u>Alternative Delivery Model</u></p> <p>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.</p>	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	<p><u>Youth Activities Small Grants Fund</u></p> <p>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.</p>		Head of Communities, Culture and Sport		

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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>	A report is on the agenda.	Director of Education, Culture and Sport		

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		Committee providing details of the final outcome of the above.				
24	Finance and Resources 15/03/12 article 34	<p><u>Review of Common Good Misc. Properties (Garages in Hilton/Footdee)</u></p> <p>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.</p>	<p>Update: A detailed assessment is currently being undertaken. This matter will be reported to the next Committee.</p>	Head of Asset Management and Operations	04/10/12	
25	Finance and Resources 15/03/12 article 36	<p><u>Review of Commercial Office Properties</u></p> <p>The Committee resolved:</p> <p>(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</p> <p>(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.</p>	<p>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.</p>	Head of Asset Management and Operations	06/12/12	

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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	

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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