

## FINANCE AND RESOURCES COMMITTEE

### COMMITTEE BUSINESS

4 OCTOBER 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.	<p>Finance and Resources Committee 28/01/10 article 2 &amp; 11/03/10 article 31 &amp; 11/05/10 article 34</p> <p>Audit and Risk 29/03/11 article 12</p>	<p><b><u>CAB – Debt Advice Service</u></b></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><b><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></b></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"> <li>• Citizens' Advice Bureau.</li> </ul>	<p><b>A report will be presented when an SLA has been established.</b></p> <p>Financial Inclusion has recently become the responsibility of the Head of Housing and Community safety. All of the issues around the commissioning of services from partners including the CAB will of necessity be given consideration as part of our considered response to Welfare reform. Our response to welfare reform is a major piece of work and a bulletin update was provided to members at the last F and R meeting. The major issues for the Council will only become clear over the next few weeks and arrangements are being put in place for joint working arrangements with The Department of Work and Pensions to develop an appropriate response. Consideration of the role to be played by partners will be integral to this. Discussions have been held recently with the CAB about an SLA and agreement to the benefits of this</p>	Head of Finance	19/06/12	06/12/12

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			have been agreed. The CAB has shared key financial information with the City Council as to its cost base etc. A sensible SLA can only be developed once the issues around welfare reform are clear. Council will be kept advised on progress.			
2.	Finance and Resources Committee 11/03/10 article 11	<b><u>Common Good Budget</u></b>  The Committee resolved: to seek a review of Council funding for all trusts in order to assess Best Value.	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	<b>28/09/10</b>	06/12/12
3.	Finance and Resources Committee 11/03/10 article 20  Finance and Resources Committee 15/03/10 article 18	<b><u>Applications for Financial Assistance 2009/10 – Grant Application System</u></b>  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.  The Committee resolved: (i) to note the progress in moving towards a more streamlined process for financial assistance and grant applications; and (ii) to request that a final report be brought back on the process when it is implemented.		Head of Finance	06/12/12	

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4.	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>It is intended to submit a Report to 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</p> <p><b>Recommended for removal.</b></p>	Head of Asset Management and Operations		
5.	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	<b>04/10/12</b>	06/12/12
6.	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	

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7.	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 this Committee.</p>	The final TNRP Reviews (including Common Good Farms) will be on reported to the next Committee meeting.	Head of Asset Management and Operations	<b>04/10/12</b>	06/12/12
8.	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<p><b><u>Accord Card – Citizen Roll Out</u></b></p> <p>The Committee resolved: to instruct that a progress report be submitted to this Committee <b>every second cycle</b>.</p>	<b>A progress report is on the agenda.</b>	Head of Customer Service and Performance	04/10/12	04/10/12
9.	Finance and Resources 01/02/11 article 39  Finance and Resources 29/09/11 article 8	<p><b><u>Joint Customer Contact Centre</u></b></p> <p>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.</p> <p>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 <b>0845 numbers</b> for the related services</p>	<p>A report was included in the information bulletin at the meeting of 16/06/11.</p> <p><u>Joint Customer Contact Centre</u> Grampian Police have advised that they have prepared an internal report to be considered in October 2012 recommending that the project be closed given the decision to form a single Scottish police force. If this is approved no further updates / reports will be provided.</p> <p><u>0845 Numbers</u> Having consulted the Ofcom website the following should be noted:</p>	Head of Customer Service and Performance	<b>16/06/11</b>	06/12/12

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	Finance and Resources 21/06/12 article 3	included in this report. The Committee resolved: in relation to item 11 (Joint Customer Contact Centre), to request in any report back that the costs involved in implementing 0845 numbers be made explicit.	"Subject to the results of the <u>consultation, Ofcom intends to make a final decision on the new rules by early 2013.</u> " Following analysis of Ofcom's decision in 2013 a further update will be provided to committee. In the interim both 0845's and 01224's will continue to be advertised, as previously agreed, for services offered by Customer Service and Performance to enable customers to choose how they wish to access services.			
10.	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 and when required	
11.	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.	<b>A report is on the agenda.</b>	Head of Asset Management and Operations	<b>19/06/12</b>	04/10/12

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12.	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.	Internal Transfer taking place in Service. A report will be provided to a future meeting of the Committee once the transfer has been completed.	Head of Legal and Democratic Services	19/06/12	06/12/12
13.	Council 25/01/12 article 6	<b><u>City Garden Project</u></b>  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 - (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. (b) secures a further £22 million towards the other projects identified within the City Centre Regeneration Programme (c) mitigates the risks to ACC and	<b>In light of the Council decision of 22 August 2012, it is recommended that this item be removed.</b>	(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  (v) - Project Director – Economic/ Business Development/ Head of Finance	November 2012  By 1 May, 2012  July 2012	

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		<p>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>				
14.	Housing and Environment 24/01/12 article 13	<p><b><u>Affordable Housing Delivery</u></b></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	06/12/12	06/12/12
15.	Housing and Environment 24/01/12 article 23	<p><b><u>Trade Waste Charges Review – sensitive information</u></b></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>	<b>An oral update will be provided by the Head of Legal and Democratic Services.</b>	Head of Legal and Democratic Services	16/06/12	04/10/12 – oral report

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16.	Council 04/04/12 article 24	<p><b><u>Alternative Delivery Model</u></b></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>	<b>A report is on the on the agenda.</b>	Director of Corporate Governance	04/10/12	
17.	Finance and Resources 15/03/12 article 19	<p><b><u>Youth Activities Small Grants Fund</u></b></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>	<p><b>Update:</b> The Youth Council has not yet met to consider this issue. A report will be prepared to the next suitable committee after the Youth Council has had the opportunity to fully consider the implications of this proposal.</p>	Head of Communities, Culture and Sport	<b>04/10/12</b>	06/12/12
18.	Finance and Resources 15/03/12 article 29	<p><b><u>Satrosphere Limited</u></b></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>	<b>A report is on the agenda.</b>	Head of Communities, Culture and Sport	04/10/12	04/10/12
19.	Finance and Resources 15/03/12 article 30	<p><b><u>Grampian Japan Trust Loan Request</u></b></p> <p>The Committee resolved: (i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;</p>		Director of Education, Culture and Sport	<b>04/10/12</b>	06/12/12



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	Finance and Resources 21/06/12 article 14	<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) <b>to instruct the Director of Education, Culture and Sport to report back to this Committee providing details of the final outcome of the above.</b></p> <p>The Committee resolved: to instruct that a report be presented to the next meeting of this Committee of 4 October, 2012, which should either confirm that the further information sought has been provided and the loan made, or that the loan offer has been withdrawn.</p>				

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20.	Finance and Resources 15/03/12 article 34	<p><b><u>Review of Common Good Misc. Properties (Garages in Hilton/Footdee)</u></b></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>	A report is on the agenda.	Head of Asset Management and Operations	04/10/12	04/10/12
21.	Finance and Resources 15/03/12 article 36	<p><b><u>Review of Commercial Office Properties</u></b></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>	In relation to item (ii) a report will be reported within two cycles; and item (iii) will be reported during the course of 2013.	Head of Asset Management and Operations	06/12/12	
22.	Finance and Resources 15/03/12 article 38	<p><b><u>Jessiefield Farm</u></b></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</p>	<b>As at the end of August, the parties are still in provisional negotiation. It is anticipated that this matter can be reported to the next Committee meeting.</b>	Head of Asset Management and Operations	<b>04/10/12</b>	06/12/12

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		<p>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) <b>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.</b></p>				
23.	Finance and Resources 15/03/12 article 42	<p><b><u>Queen's Links Leisure Park</u></b></p> <p>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.</p>	<p><b>As at the end of August, the parties are still in provisional negotiation. It is anticipated that this matter can be reported to the next Committee meeting.</b></p>	Head of Asset Management and Operations	<b>04/10/12</b>	06/12/12

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24.	Finance and Resources 15/03/12 article 43	<b><u>Ferryhill Engine Shed</u></b>  The Committee resolved: to instruct officers to report back on progress in 6 months.	<b>A report is on the agenda.</b>	Head of Asset Management and Operations	04/10/12	04/10/12
25.	Council 09/02/12 article 5	<b><u>Non Housing Capital Programme 2012/13 - 2014/15 Budgets</u></b>  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.	<b>A report is on the agenda.</b>	Head of Finance	04/10/12	04/10/12
26.	Finance and Resources 2/06/12 article 19	<b><u>Non Scheme Municipal Houses (60 Rosemount Viaduct)</u></b>  The Committee resolved: to instruct that a report be brought back on the feasibility of ring fencing the profit made from the sale for affordable (preferably Council) housing.	<b>Update:</b> This property is held on the Housing Revenue Account, which is a ring fenced account relating to the Council's social housing stock. Currently, investment decisions around the provision of affordable housing are made as part of the annual financial planning process where the HRA 30 year business plan is reviewed. This process is carried out via the Housing and Environment Committee, and ultimately the Council at the February Budget Meeting.  A separate budget line could be created in the HRA to hold the proceeds of this sale as "ring fenced".	Director of Housing and Environment	06/12/12	

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			<p>However, given that the sum raised would be very small in relative terms, this would not really be very useful. It is recommended that the existing budget process as described above is continued.</p> <p><b>Recommended for removal.</b></p>			
27.	<p>Finance and Resources 21/04/11 article 25</p> <p>Corporate Policy and Performance Committee 14/06/12 article 4</p>	<p><b><u>External Support to Deliver the Business Plan</u></b></p> <p>The Committee resolved: to instruct that a report be brought back to the Corporate Policy and Performance Committee (or the Urgent Business Committee if during recess) to deal with any securing of external support that may be required to assist with the delivery of service options relating to external delivery. Updates to be provided by the Director as and when required.</p> <p>At its meeting of 14 June, the Corporate Policy and Performance Committee recommended that this item be transferred to the Finance and Resources Committee.</p>		Directors as appropriate	As and when required	
28.	Council 22/08/12	<p><b><u>Loirston Development Sites</u></b></p> <p>Council resolved amongst other things, to instruct officers to undertake a strategic review of the Council's landholdings at Bobby Calder Park, giving consideration to:-</p> <ul style="list-style-type: none"> <li>• the 'Leisure Asset and Pitch Strategy Audit'</li> <li>• the masterplanning of adjoining</li> </ul>		Asset Management and Operations	February 2013	

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		<p>sites</p> <ul style="list-style-type: none"> <li>• the outcome of further discussions with CRFCL (see (h))</li> <li>• other development opportunities in the area including the possibility to establish regional sports facilities with a report being brought back to the meeting of the Finance and Resources Committee in February 2013.</li> </ul>				