

## FINANCE AND RESOURCES COMMITTEE

### COMMITTEE BUSINESS

6 DECEMBER 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 months 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 Housing and Community Safety	19/06/12	13/06/13

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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 was presented to the June meeting of the Audit and Risk Committee and recommendations were agreed. The Common Good Budget 2013/14 report is on the agenda and further work on assessing best value is continuing.	Head of Finance	<b>28/09/10</b>	25/04/13
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.	A process will be prepared and implemented for financial year 2013/14, and reported to Finance and Resources Committee in February.	Head of Finance	<b>06/12/12</b>	21/02/13

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4.	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>	A report is on the agenda.	Head of Finance	04/10/12	06/12/12
5.	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	
6.	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>	A report on Common Good Farms is on this agenda. The remaining T.N.R.P. Reports will be prepared and submitted by December 2013, a timescale set by Committee on 04/10/12, after consideration of a report on the Property Asset Management Plan 2012.	Head of Asset Management and Operations	04/10/12	6/12/12 – Common Good Farms  Other matters December 2013

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7.	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>	A report was considered by the Committee on 4 October 2012.	Head of Customer Service and Performance	21/02/13	
8.	Finance and Resources 01/02/11 article 39  Finance and Resources 29/09/11 article 8  Finance and Resources 21/06/12 article 3	<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 included in this report.</p> <p>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.</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><b>The Grampian Joint Police Board on 2 November 2012 closed this project. The main reason for this discussion was Police Reform.</b></p> <p><b>Recommended for removal.</b></p> <p><u>0845 Numbers</u> Having consulted the Ofcom website the following should be noted: <u>“Subject to the results of the 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</p>	Head of Customer Service and Performance	<b>16/06/11</b>	

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			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.			
9.	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	
10.	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 whole case is being further researched and considered by Asset Management with the assistance of colleagues from Finance.	Head of Asset Management and Operations	<b>19/06/12</b>	21/2/13
11.	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.  <b>A report is on the agenda.</b>	Head of Customer Service and Performance	<b>19/06/12</b>	06/12/12

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12.	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>	<p>A report will be issued on the outcome of consultation with Scottish Government.</p> <p><b>It is believed that the discount is being reduced from next year onwards; this will be confirmed for the final agenda.</b></p>	Head of Finance/ Revenues and Benefits Manager	06/12/12	06/12/12
13.	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>	<p>At its meeting on 4 October 2012, the Committee considered the Corporate Governance Improvement Discussion Paper which presented options for the future direction of the service.</p> <p><b>Recommended for removal.</b></p>	Director of Corporate Governance		
14.	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> <p>A report will be submitted next cycle.</p>	Head of Communities, Culture and Sport	<b>04/10/12</b>	021/02/13

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15.	<p>Finance and Resources 15/03/12 article 30</p> <p>Finance and Resources 21/06/12 article 14</p>	<p><b><u>Grampian Japan Trust Loan Request</u></b></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) <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>	<p>Discussions are ongoing and a report will be submitted in early 2013.</p>	<p>Head of Communities, Culture and Sport</p>	<p>04/10/12</p>	<p>21/02/13</p>

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16.	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>	<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.</p> <p>A report on (ii) hasn't been completed for inclusion on the agenda, due to competing priorities. This item will be reported in the Spring of 2013.</p>	Head of Asset Management and Operations	<b>06/12/12</b>	21/2/13
17.	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 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</p>	<b>A report is on the agenda.</b>	Head of Asset Management and Operations	<b>04/10/12</b>	06/12/12



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		<p>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><b>(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.</b></p>				
18.	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>	Provisional negotiations have still not been concluded.	Head of Asset Management and Operations	<b>04/10/12</b>	21/2/13
19.	Finance and Resources 15/03/12 article 43	<p><b><u>Ferryhill Engine Shed</u></b></p> <p>The Committee resolved: to instruct officers to report back on progress in 6 months.</p>	At its meeting on 4 October 2012, the Committee resolved to instruct officers to report to the appropriate Committees at the earliest opportunity on progress on all the identified issues.	Head of Asset Management and Operations	21/2/13	
20.	Council 09/02/12 article 5	<p><b><u>Non Housing Capital Programme 2012/13 - 2014/15 Budgets</u></b></p> <p>The Council instructed officers to bring a report to a suitable meeting of Council on</p>	<b>A report is on the agenda.</b>	Head of Finance	<b>04/10/12</b>	06/12/12

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		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.				
21.	Finance and Resources 21/04/11 article 25  Corporate Policy and Performance Committee 14/06/12 article 4	<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	
22.	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>		Head of Asset Management and Operations	21/2/13	

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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>				
23.	Finance and Resources 04/10/12 article 29	<p><b><u>Satrosphere</u></b></p> <p>At its meeting on 4 October 2012 the Committee agreed amongst other things, to instruct officers to provisionally negotiate terms and conditions of lease, or an extension to an existing lease, or other potential property transaction, in the event that consideration leads Satrosphere to the conclusion that either relocation to another venue held on the Council's Property Account or redevelopment of their existing facility at 179 Constitution Street was the preferred option, on the basis that any provisional agreement between the parties be reported to a future meeting of this Committee, in order that members might consider formal approval.</p>	<p>As at the end of October, Officers were awaiting additional response from Satrosphere Limited in respect of further consideration by its Board of feasibility planning around potential redevelopment and/or relocation.</p> <p>Timescales for future reporting will be dependant on the outcomes of the organisations own financial assessments and, where relevant, further engagement with the Council's Asset Management teams.</p>	Head of Educational Development, Policy and Performance	25/04/13	
24.	Finance and Resources 04/10/12 article 30	<p><b><u>Appeal Of Decision Not To Sell Ground Adjacent To 132 Johnston Gardens North</u></b></p> <p>The Committee resolved to defer the report to the next meeting of the Committee on 6 December at which</p>	<b>A report is on the agenda.</b>	Head of Asset Management and Operations	06/12/12	06/12/12

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		time officers were requested to ensure that the report contained a more detailed map of the location and photographs and that representatives from the Housing and Environment Service be present.				
25.	Finance and Resources 04/10/12 article 34	<p><b><u>Newhills Expansion – Initial Consultants Appointment</u></b></p> <p>The Committee resolved, amongst other things, to note that this commission would be the 1<sup>st</sup> phase of the programme of work for the implementation of a Development Framework for the site, and that a further report would be submitted to this Committee.</p>		Head of Asset Management and Operations	21/2/13	