

## ST NICHOLAS HOUSE WORKING GROUP

ABERDEEN, 22 November 2012. - Minute of Meeting of the ST NICHOLAS HOUSE WORKING GROUP. Present:- Councillors Allan, Boulton, Malone and Noble.

Officers in Attendance:- Hugh Murdoch, Mike Duncan and Stephen Booth (Enterprise, Planning and Infrastructure); and Ian Jamieson, Roderick MacBeath and Allison Swanson (Corporate Governance).

### **APPOINTMENT OF CHAIRPERSON**

1. Roderick MacBeath called for nominations for a Chairperson, whereupon Councillor Malone moved, seconded by Councillor Boulton:  
that Councillor Allan be appointed as Chairperson.

### **The Working Group resolved:-**

that Councillor Allan be appointed as Chairperson for the duration of the Working Group.

### **STAGE 2 CONCEPT / TIMELINE AND REMIT OF GROUP**

2. The Working Group had before it a discussion paper which sought members' views on the role and remit of the Group, and advised of the actions required to be undertaken and the timescales for the St Nicholas House project.

The paper provided an overview of the sale process for the St Nicholas House site and advised of the actions that would be required of the Working Group, namely:

- (1) consider its remit and role;
- (2) note the process undertaken so far;
- (3) receive information on the preferred bidders' initial design proposals;
- (4) discuss in general terms the development issues critical to elected members and the community and agree the importance of each issue;
- (5) discuss the process and timescale for formal legal offers being submitted;
- (6) discuss the procedure for receiving presentations from bidders, following a formal closing date;
- (7) identify any training needs for members of the Working Group; and
- (8) identify any other actions required.

In relation to the remit of the Group, the paper proposed that the following be endorsed and referred to the Finance and Resources Committee for approval:

- (a) to provide support to the Project Owner (Head of Asset Management and Operations) and Project Decision Maker (Finance and Resources Committee);

- (b) to operate as a high level consultation group, addressing strategic issues and any potential major points of difficulty and ensuring that other stakeholders were committed to the project;
- (c) to assist in the assessment of the non-financial elements of proposals that related to the cultural, heritage, aesthetic, community and business perceptions of the designs;
- (d) to hold meetings as required; and
- (e) to respect the confidentiality of the process.

Speaking in furtherance of the report Stephen Booth provided an overview of the timeline and emphasised the importance of the timescales being met.

Members supported the proposed remit and the process to be followed for stage 2 of the project.

**The Working Group resolved:-**

- (i) to note the process undertaken to date;
- (ii) to endorse the proposed remit detailed above and to recommend approval of this to the Finance and Resources Committee on 6 December 2012;
- (iii) subject to approval of the remit by the Finance and Resources Committee, to: (a) note the actions to be undertaken by the Group and the associated timeline; (b) instruct officers to identify training requirements for members; and (c) instruct officers to arrange a further meeting of the Working Group to discuss actions 4, 5, 6 and 7 detailed above.

- **YVONNE ALLAN**, Chairperson.