

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

21 FEBRUARY 2013

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 & 11/03/10 article 31 & 11/05/10 article 34</p> <p>Audit and Risk 29/03/11 article 12</p>	<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: 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. 	<p>A report will be presented when an SLA has been established.</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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			<p>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.</p> <p>At its meeting on 6 December 2012, the Committee noted the Director of Corporate Governance's assurance that a report on this matter would be submitted to the Committee at its meeting on 13 June 2013.</p> <p>An oral update will be provided at the meeting.</p>			
2.	<p>Finance and Resources Committee 11/03/10 article 20</p> <p>Finance and Resources Committee 15/03/10 article 18</p>	<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:</p> <ul style="list-style-type: none"> (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. 	<p>A process will be prepared and implemented for financial year 2013/14, and reported to Finance and Resources Committee in February.</p>	Head of Finance	06/12/12	25/4/13

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3.	Finance and Resources 28/09/10 article 24	<u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u> The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.		Head of Asset Management and Operations	As and when required	
4.	Finance and Resources 28/09/10 article 25	<u>Property Asset Management Plan</u> 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.	The Report in relation to the Common Good farms is currently being progressed by officers and is likely to be presented in the spring. A Report in relation to Bucksburn Farm is on today's Agenda.	Head of Asset Management and Operations	04/10/12	21/2/13 – Common Good Farms Other matters December 2013
5.	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 .	A report was considered by the Committee on 4 October 2012. A report is on the agenda.	Head of Customer Service and Performance	21/02/13	21/02/13
6.	Finance and Resources 01/02/11 article 39 Finance and Resources	<u>Joint Customer Contact 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	<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	Head of Customer Service and Performance	16/06/11	21/02/13 – information bulletin

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	29/09/11 article 8 Finance and Resources 21/06/12 article 3	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. 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.	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. An information bulletin report is available.			
7.	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.	It is suggested that the next Property Asset Management Plan (due in Autumn 2013), and all subsequent Plans, include a Section on the specific performance of these assets. Recommended for removal.	Head of Asset Management and Operations	As and when required	
8.	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.	This whole case is being further researched and considered by Asset Management with the assistance of colleagues from Finance. A report is on the agenda.	Head of Asset Management and Operations	19/06/12	21/2/13

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9.	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	06/12/12	25/4/13
10.	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>	<p>The Youth Council has now met to consider this issue and have taken a decision that they would not wish the power to award this funding to be transferred exclusively to the Youth Council.</p> <p>Recommended for removal</p>	Head of Communities, Culture and Sport	04/10/12	21/02/13
11.	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</p>	Discussions are ongoing and a report will be submitted in early 2013.	Head of Communities, Culture and Sport	04/10/12	25/4/13

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	Finance and Resources 21/06/12 article 14	<p>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 Committee providing details of the final outcome of the above.</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>				
12.	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>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 to the Committee meeting on 13 June, 2013.</p>	Head of Asset Management and Operations	06/12/12	25/4/13

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13.	Finance and Resources 15/03/12 article 42	<p><u>Queen's Links Leisure Park</u></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>Planning application by the tenant/ developer to create a new drive-thru restaurant on site was rejected by the Development Management Sub-Committee on 17/01/13.</p> <p>At present, that decision halts the provisional negotiation process on the property aspects of the proposal, unless the tenant/ developer determines to appeal the planning decision.</p>	Head of Asset Management and Operations	04/10/12	25/4/13
14.	Finance and Resources 15/03/12 article 43	<p><u>Ferryhill Engine Shed</u></p> <p>The Committee resolved: to instruct officers to report back on progress in 6 months.</p>	<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.</p> <p>A report is on the agenda.</p>	Head of Asset Management and Operations	21/2/13	21/2/13
15.	Finance and Resources 21/04/11 article 25 Corporate Policy and Performance Committee 14/06/12 article 4	<p><u>External Support to Deliver the Business Plan</u></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</p>		Directors as appropriate	As and when required	

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		recommended that this item be transferred to the Finance and Resources Committee.				
16.	Council 22/08/12	<p><u>Loirston Development Sites</u></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"> • the 'Leisure Asset and Pitch Strategy Audit' • the masterplanning of adjoining sites • the outcome of further discussions with CRFCL (see (h)) • 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. 	An update report is on the agenda.	Head of Asset Management and Operations	21/2/13	21/2/13
17.	Finance and Resources 04/10/12 article 29	<p><u>Satrosphere</u></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</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	

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		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.				
18.	Finance and Resources 04/10/12 article 34	<u>Newhills Expansion – Initial Consultants Appointment</u> The Committee resolved, amongst other things, to note that this commission would be the 1 st 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.	Initial works have been progressed although discussions with other interested parties are not yet at a stage where they can be reported to Committee. It is hoped that a report will be submitted to the next meeting.	Head of Asset Management and Operations	21/2/13	25/4/13
19.	Finance and Resources 06/12/12 article 18	<u>Annual Housing And Council Tax Benefit Report</u> The Committee resolved to note that an annual report advising of Housing and Council Tax Benefit Service performance would be presented to the Committee.		Head of Finance	December 2013	
20.	Finance and Resources 06/12/12 article 21	<u>Provost Skene's House</u> The Committee resolved amongst other things, to instruct officers to identify and cost extended opening hours at other Museums and the Art Gallery, and to undertake a survey to gauge public demand for extended open hours at these locations, thereafter, to report to Education, Culture and Sport, and Finance and Resources Committees,		Head of Communities, Culture and Sport	25/4/13	

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		with recommendations.				
21.	Finance and Resources 06/12/12 article 30	<p><u>Property Sales – 29 Redmoss Avenue, Nigg</u></p> <p>The Committee resolved:</p> <p>(i) to approve the recommendations contained in the report and to request officers to endeavour to conclude the missives for the sale with the highest offer by the end of January 2013 and that the status of the sale be reported at the next meeting of the Committee; and</p> <p>(ii) to request officers to review the current procedure for property sales and report back to a future meeting of the Committee in this regard.</p>	<p>An update in provided in the vacant/ surplus Report.</p> <p>Recommend for removal.</p>	Head of Asset Management and Operations	21/2/13	21/2/13
22.	Housing and Environment 15/01/13 article	<p><u>Local Authority Mortgage Scheme</u></p> <p>The Committee resolved to approve the principle of taking the scheme forward subject to further exploration of the financial and legal position with a detailed report to Finance and Resources Committee on 21 February 2013.</p>	<p>Subsequent to the decision of the Housing and Environment Committee, officers are awaiting advice from legal services regarding the Local Authority Mortgage Scheme. A report will be submitted to the Committee once this information has been received.</p> <p>An information bulletin report is available.</p>	Head of Housing and Community Safety	21/2/13	25/4/13