

## FINANCE AND RESOURCES COMMITTEE

### COMMITTEE BUSINESS

12 November, 2009

<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>Resources Management Committee 08/02/05, 30/09/08 article 25 &amp; 10/03/09 article 55</p> <p>Area Committee Central 12/09/08 article 15</p>	<p><b><u>Westburn House and Park House – Westburn Road</u></b></p> <p>At its meeting of 23/09/08, Area Committee Central approved the following recommendations and referred the item to the Resources Management Committee:-</p> <p>(a) that the European Procurement Process be abandoned;</p> <p>(b) that Westburn House be re-marketed for sale and re-development for a use capable of achieving planning permission;</p> <p>(c) that before the start of the re-marketing process, it be remitted to relevant officers in conjunction with the Westburn House Project Board, to identify other Council-owned properties in and around Westburn Park, that could be included in any re-marketing exercise that may improve the attractiveness of Westburn House to potential bidders/developers; and</p> <p>(d) that the relevant officers be remitted to report back at the next cycle with an analysis of the benefits and draw backs of including other</p>	<p>At the meeting of the Resources Management Committee of 10 March, 2009, a report presenting recommendations as to the future of Westburn House was noted and the Head of Resources Development and Delivery was instructed to liaise with all interested parties and the Convener with a view to identifying a corporate solution to the matter and to report again to the next meeting of the Committee.</p> <p><b>A report is on the agenda at item 9.4.</b></p>	Head of Resources Development and Delivery	19/11/08	12/11/09

<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>
		Council owned properties in the re-marketing of Westburn House, in order that Members can determine the basis on which Westburn House will be re-advertised for sale and development.				
2.	Resources Management Committee 29/03/07 article 44  Area Committee Central 19/11/08 article 18	<b><u>105-107 Urquhart Road</u></b> At its meeting of 19/11/08, the Committee resolved:- to request that a Planning Brief be developed for this property, and instruct the Head of Resources, Development and Delivery to report back thereafter.	<b>Update:-</b> Development Brief for the site is well advanced and is hope to be reported to Planning Committee In November, following which there will be a period of consultation, before being approved and reported to the Finance and Resources Committee in due course.  Grampian Police have indicated that they wish to formally withdraw their interest in the site.	Head of Resources Development and Delivery		28/01/10
3.	Area Committee Central 23/09/08 article 14; 01/04/09 article 12	<b><u>Frederick Street Development Site</u></b> At its meeting of 1/4/09, the Committee resolved:- to recommend to the Resources Management Committee that in light of the information conveyed to the Committee in relation to the timescales of NHS Grampian, including that capital receipt may not be realised until 2011/12, for officers to continue discussions with NHS Grampian.	<b>An update is available on the information bulletin.</b>	Head of Resources Development and Delivery	<b>07/01/09</b>	12/11/09

<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>
4.	Resources Management Committee 06/06/06 article 25	<p><b><u>Granitehill Road Premises</u></b>            The Committee agreed that the Head of Service be instructed to report to the next meeting with suggestions for future uses of the buildings/site.</p>	<p>The Committee on 29.03.07 approved the principle of a land swap at Granitehill with the neighbouring building company Mansell, undertook to reserve part of the site for use as a North East Safety Centre pending the outcome of a feasibility study, agreed to lease part of the site to William Walker Transport on a short-term let pending the outcome of the Kittybrewster options appraisal, and also agreed that the remainder of the site be determined following that options appraisal. On 19.2.08, the Committee approved in principle the reservation of 2 acres for use by Glencraft if a deal could be done with their landlords at West Tullos subject to this matter being reported in more detail to a future meeting of the Committee.</p> <p>The Committee on 18/11/08 approved in principle a long lease to Aberdeen Safer Communities Trust Ltd for construction of a North East Safety Centre and the allocation of a site for the Transformation of Waste Management Services both subject to the City Chamberlain being satisfied as to the funding and financial consequences, and</p>	City Chamberlain/ Head of Resources Development and Delivery		10/12/09

<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>
			instructed the Head of Resources Development and Delivery to report to the meeting on 26 May, 2009. At its meeting of 16 June, 2009, the Committee requested the Head of Resources Development and Delivery to report on progress to the relevant Committee in <b>December 2009</b> .			
5.	Resources Management Committee 07/02/07 article 27	<b><u>Summerhill Education Centre</u></b> A progress report on the whole matter of alternative locations for community and office uses which are to be displaced from Summerhill Education Centre should be submitted to the next meeting.		Head of Resources Development and Delivery		28/01/10
6.	Resources Management 23/09/03 article 71	<b><u>Grove Nursery Site, Hazlehead</u></b> Officials instructed to assess the nature and scope of facilities currently provided by Grove Nursery, to identify alternative sites for location and that these, together with costs, be reported to a future Resources Management Committee meeting.	Further to the recent decision by the MacKenzie Club not to continue with their proposed development on the scale envisaged at Hazlehead for the time being, the Committee is advised that the previous potential inclusion of Grove Nursery into that development is no longer under consideration.  Discussions with the Head of Shelter and the Environment (South) have indicated that the future operational use of Grove Nursery is still under consideration.	Head of Resources Development and Delivery	<b>28/05/09</b>	10/12/09

<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>
7.	Continuous Improvement 02/06/09 article 12	<b><u>School Transport Contracts</u></b> The Committee resolved to request officers to investigate the use and capacity of the school bus service contracts across the city for 2010/2011 and to report back to the appropriate Committee.		Head of Procurement	10/12/09	
8.	Council 01/10/07 article 16 & Resources Management Committee 16/06/09 article 32	<b><u>Corporate Asset Management Plan</u></b> The Resources Management Committee of 16/06/09 resolved:- (a) that the Committee approve the Corporate Property Asset Management Plan and instruct the Corporate Asset Group to implement and develop the Plan, reporting to Resources Management Committee on a regular basis on progress; and (b) that the Corporate Asset Group report to Resources Management Committee at its meeting on 15 September, 2009 on progress in completing the Capital Prioritisation Process and Procedures.	<b>Update:-</b> Progress is ongoing. A report will be considered by the next Corporate Asset Group, the CMT and the Finance and Resources Committee on both (a) and (b) at the first cycle thereafter.	Head of Resources Development and Delivery	<b>15/09/09</b>	10/12/09
9.	Resources Management Committee 26/08/08 article 40	<b><u>Grove Lodge</u></b> Officers are instructed to present a report on alternative uses for Grove Lodge following its vacation by the counselling service to be submitted to Area Committee North.	Asset Policy (Non Housing) officers continue in discussion with their counterparts from the Counselling Service. The property has not yet been declared surplus. If necessary, a report will be submitted later in 2009.	Head of Resources Development and Delivery	<b>25/11/08</b>	10/12/09

<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>
10.	Resources Management Committee 25/11/09 article 26	<b><u>Queens Links Outdoor Centre</u></b> The Committee resolved that the Head of Resources Development and Delivery be authorised to enter into without prejudice discussions with Transition Extreme Sports Limited on the potential incorporation on the Queens Links Outdoor Sport Centre into their existing lease and report back to the next appropriate meeting of Resources Management Committee on the outcome.	<b>Update:-</b> A report will be submitted next cycle.	Head of Resources Development and Delivery	<b>10/03/09</b>	10/12/09
11.	Resources Management Committee 25/11/09 article 27	<b><u>58 Polmuir Road</u></b> The Committee resolved for the Head of Resources Development and Delivery to advertise the property for sale on the open market and report back in due course.	<b>A report is on the agenda at item 9.2.</b>  <b>Recommended for removal.</b>	Head of Resources Development and Delivery	<b>10/03/09</b>	12/11/09
12.	Area Committee Central 19/11/08 article 17  Resources Management Committee 25/11/08 article 37	<b><u>Causewayend School and Lodge</u></b> The Committees requested that a report be brought back to Area Committee Central and the Resources Management Committee with the outcome of the approved recommendations, and which would detail recommendations for the future of Causewayend School and Causewayend School lodge. It was also requested that the Head of Resources Development and Delivery report back on the development of a planning brief and alternative accommodation for	Officers have been progressing this matter within the wider context of the Council's management of tied properties and a report on the Causewayend School and school lodge will be submitted to the Education Culture and Sport Committee on 24 November 2009 which includes specific recommendations to be referred to the Finance and Resources Committee of 10 December 2009.  Officers have also been	Head of Service, Culture and Learning	<b>18/02/09</b>	10/12/09

<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>
		tenants of the Causewayend School Lodge.	progressing discussions with the tenant of Causewayend school lodge.  A report will therefore be on the agenda for 10 December			
13.	Resources Management 10/03/09 article 27	<b><u>Actuarial Valuation - Employer Contribution Rate</u></b> The Committee noted the employer contribution rates in 2010/11 and 2011/12 would be 19.2% and 19.3% of payroll and that a report would be brought back later in the year as to how this equated to a percentage of employee contribution rates.		City Chamberlain	10/12/09	
14.	Resources Management 10/03/09 article 53 and Finance and Resource Committee 17/09/09 article 56	<b><u>Pinewood/Hazledene, Countesswells Road</u></b> The Committee resolved:- To instruct the Head of Resources, Development and Delivery to report back to Committee early 2010 on progress made or earlier if necessary should circumstances materially alter from those currently being reported to Members.		Head of Resources Development and Delivery		11/03/10
15.	Resources Management Committee 05/05/09 article 32	<b><u>Physiotherapy Service</u></b> The Committee resolved:- that the Council run a six month pilot physiotherapy service as already covered in occupational health contract with Serco Occupational Health and a report submitted to this Committee once evaluation is	<b>Update:-</b> The Committee requested that a report on this item be submitted in December for consideration.	Head of Human Resources	10/12/09	

<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>
		complete.				
16.	Resources Management Committee 05/05/09 article 49	<b><u>54/55 Springbank Terrace</u></b> The Committee resolved:- at the Head of Resources Development and Delivery be authorised to market the property for sale on the open market and to report back to Committee with the offers received in due course.	<b>A report is on the agenda at item 9.2.</b>  <b>Recommended for removal.</b>	Head of Resources Development and Delivery		12/11/09
17.	Resources Management Committee 16/06/09 article 37	<b><u>Tillydrone Sites</u></b> The Committee resolved:- that the Head of Resources, Development and Delivery be requested to continue negotiations with the interested party with a view to concluding the sale of the Gordon's Mills Road site and to report again to a future meeting of the appropriate Committee of the Council with details of the progress made.	<b>Update:-</b> Discussions ongoing. Officers will report in December cycle.	Head of Resources Development and Delivery		10/12/09
18.	Resources Management 25/11/08 article 2	<b><u>Corporate Time Recording System</u></b>  The Resources Management Committee resolved to note that the Corporate Time Recording System had been discussed by the Scrutiny Panel at its meeting on 3 <sup>rd</sup> October, 2008, and to transfer this item to the Continuous Improvement Committee business statement to deal with through the item on "Accord Card".	At the 2 June, 2009, meeting of the Continuous Improvement Committee a report was considered which provided an update on the potential for the use of the Accord card for activity costing and time recording.  <b>A report is on the agenda at item 2.2.</b>	Customer Relations Manager	12/11/09	

<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>
19.	Finance & Resources Committee 17/09/09 article 13	<b><u>ICT Connectivity for Educational Establishments</u></b> The Committee resolved:- (ii) to instruct that a formal procurement exercise be undertaken to identify a preferred supplier and establish a desired network; details of which should be reported back to a future meeting requesting permission to proceed with procurement and implementation.		Director of Corporate Governance		28/01/10
20.	Finance & Resources Committee 17/09/09 article 21	<b><u>Aberdeen City Council Charitable Trusts</u></b> The Committee resolved:- to instruct officers to write to the Scottish Government in order to ascertain whether it would be possible for the Council to wind up all charitable trusts with a fund of £20,000 or less in order to create a worthwhile fund for the citizens of Aberdeen, and to report back thereafter.	<b>Update:-</b> Currently undertaking a review of the terms & conditions for each trust.	City Solicitor & City Chamberlain		
21.	Finance & Resources Committee 17/09/09 article 29	<b><u>Culter Grounds Depot</u></b> The Committee resolved:- To authorise the Head of Resources Development and Delivery to market the property for sale, and to report back in due course on the offers received.		Head of Resources Development and Delivery		11/03/10
22.	Finance & Resources Committee 17/09/09	<b><u>Croft House Care Home – Future Use/Disposal</u></b> The Committee resolved:- To authorise the Head of Resources		Head of Resources Development and Delivery		11/03/10

<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>
	article 30	Development and Delivery to pursue the possibility of transferring the property to the HRA account and to report back to this Committee and the Housing and Environment Committee in due course.				
23.	Finance & Resources Committee 17/09/09 article 31	<b><u>Aberdon Care Home – Future Use/Disposal</u></b> The Committee resolved:- to authorise the Head of Resources Development and Delivery to pursue the possibility of transferring the property to the HRA account and to report back to this Committee and the Housing and Environment Committee in due course.		Head of Resources Development and Delivery		11/03/10
24.	Finance & Resources Committee 17/09/09 article 36	<b><u>Employee Assistance Service – Delegated Powers</u></b> The Committee resolved:- (iv) to instruct the Head of Procurement to submit a report to the next meeting on the outcome of the tendering process.	<b>An update is provided in the information bulletin.</b>  <b>Recommended for removal.</b>	Head of Procurement		
25.	Finance & Resources Committee 17/09/09 article 41	<b><u>St Machar Outdoor Centre</u></b> The Committee resolved:- that the Head of Resources, Development and Delivery be requested to carry out a detailed assessment of the options available to the Council as regards the damage to the pavilion, <b>and to report back at the next meeting with all costs and implications associated with the different aspects of the St Machar Outdoor Centre</b> including (1) the	<b>A report is on the agenda at item 7.2.</b>	Head of Resources Development and Delivery	12/11/09	

<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>
		possibility of retaining the play park; and (2) any problems associated with the fact that the surrounding areas have been categorised as green space				
26.	Finance & Resources Committee 17/09/09 article 51	<b><u>Behavioural Impact Training – Tender Outcome and Award of Contract</u></b> The Committee resolved:- to defer the report for one cycle in order to be provided with more information (1) on the style and format of the training ; and (2) on the differences it had made to members of staff who had undertaken the training.	<b>Update:-</b> A report will be submitted next cycle.	Head of Service - HR	12/11/09	10/12/09
27.	Audit & Risk Committee 8/09/09 article 5	<b><u>Property Sales Investigation - Follow-up Report</u></b> To instruct each Director to report to their Service Committee in the next cycle on how many tied houses were still in existence, where they were located and with a statement explaining the justification for being tied houses, and request the Finance and Resources Committee to take a corporate overview by producing a corporate register for reporting back to the Audit and Risk Committee thereafter.	<b>In relation to the Office of the Chief Executive, a report is on the agenda at item 7.1.</b>	Director of Corporate Governance	12/11/09	
28.	Corporate Policy and Performance Committee 10/09/09	<b><u>Anti Poverty Strategy</u></b> At its meeting on 10th September, 2009, the Corporate Policy and Performance Committee agreed to remit the draft anti poverty strategy		Director for Corporate Governance		

<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>
		to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty				