

**FINANCE, POLICY AND RESOURCES COMMITTEE**

**COMMITTEE BUSINESS**

**20 FEBRUARY 2014**

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. Where a report instructed requires no decision to be made this will be reported in the Committee's information bulletin.

<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.	Housing and Environment 24/01/12 article 13	<b><u>Affordable Housing Delivery</u></b>  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.	A report will be issued on the outcome of consultation with Scottish Government.  <b>A report is on the agenda.</b>	Head of Finance/ Revenues and Benefits Manager	<b>06/12/12</b>	20/2/14
2.	Finance and Resources 15/03/12 article 30	<b><u>North East Scotland Japan Trust Loan Request</u></b>  The Committee resolved: (i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;  (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	At its meeting on 5 December 2013, the Committee resolved, amongst other things, to: (a) instruct officers to enter into negotiations with the Grampian Japan Trust regarding a possible transfer of the property and to report back to the next meeting of this Committee;  (b) instruct relevant officers to present to the next meeting of this Committee a fully costed proposal for any future use of Glover House including any benefits which might accrue	Enterprise, Planning and Infrastructure	20/2/14	20/2/14

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	Finance and Resources 21/06/12 article 14	<p>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) 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>	<p>to the Council as a result of the property being in Council ownership; and</p> <p>(c) instruct relevant officers to report to the next meeting of this Committee on progress with the proposal in order that officers could continue to prepare any documentation which would be required to facilitate the transfer of the property Glover House, to the Council subject to:-</p> <ul style="list-style-type: none"> <li>• the Head of Legal and Democratic Services being satisfied that the proposed use of the property conforms to any contractual terms which might be imposed by the Trust; and</li> <li>• the Head of Finance being satisfied that any risk to the Council could be mitigated and that the Council neither inherited any debts nor financial liabilities of the Grampian Japan Trust; and that the financial implications for the Council could be met and sufficient budget was in place to cover the costs of any legal fees which were to be incurred and any fees relating to the repair and maintenance of the building as well as identifying a future budget beyond 2013/2014</li> </ul>			

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			<p>from the appropriate Council budgets to cover the costs of on-going maintenance and upkeep of the building in the event of the transfer of ownership being completed.</p> <p><b>A report is on the agenda.</b></p>			
3.	<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. 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>	<p>The Council's Financial Regulations and Standing Orders provide a framework within which officers are required to operate and seek appropriate Committee approval. Therefore this item is recommended for removal and appropriate authority will be sought through Committee as and when required.</p> <p><b>Recommended for removal.</b></p>	Directors as appropriate	As and when required	
4.	<p>Finance and Resources 04/10/12 article 29</p>	<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</p>	<p>At its meeting on 25 April 2013, the Committee resolved, amongst other things,</p> <p>(a) to note the position in respect of both the potential re-development of the premises at 179 Constitution Street and discussions around the establishment of a Partnership Agreement to formalise continued support of</p>	Head of Educational Development, Policy and Performance	20/2/14	20/2/14

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		<p>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>Satrosphere Limited by the Council instructed at the Committee meeting of 4<sup>th</sup> October 2012; and</p> <p>(b) to approve the recommendation, identified within 5.3.8 (i) that oversight of Satrosphere's operational and educational outcomes, linked to the development of a formal partnership framework, is provided annually through the Culture and Sports Sub-Committee with consideration of future renewals of the Bank Guarantee being considered separately by this Committee.</p> <p>With the appointment of a full-time Chief Executive Officer, commencing in late August/September 2013, Satrosphere have signalled an intent to enhance it's capacity to effectively move forwards with these projects and a report will be made available to Committee on conclusion of the Partnership Agreement negotiations and, dependant on the progress of the re-development option, as and when additional authorities are required in connection with the premises lease.</p> <p>At its meeting on 5 December 2013, the Committee resolved, amongst other things, to note the outline and principles incorporated within the draft Strategic Partnership</p>			

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			<p>Agreement and instruct officers to conclude negotiations on the document with Satrosphere Limited and report back to the Committee in February 2014.</p> <p><b>A report is on the agenda.</b></p>			
5.	Finance and Resources 21/2/13 article 16	<p><b><u>Centre for Scottish Public Policy</u></b></p> <p>The Committee resolved to request that a report on the benefit to the Council of membership on this body be submitted to the Committee within one year to enable members to determine if it should continue the membership.</p>	<p><b>An information bulletin is available. This item is recommended for removal</b></p>	Chief Executive	20/2/14	
6.	Finance and Resources 25/4/13 article 21	<p><b><u>Joint Commissioning Strategy for Older People 2013-2023 - Financial Framework</u></b></p> <p>The Committee resolved amongst other things to agree to receive a report on the baseline integrated budget, once the work on this was completed</p>	<p>The Committee received a verbal update at its meeting on 5 December 2013.</p> <p><b>This item cannot be reported until the NHS budget for integrated pot is determined. The scope of the NHS services to be included in integration will be recommended by the Transitional Leadership Group (TLG) and then the associated budget will be agreed. The TLG will report to Council and NHS Board in May, probably, and thereafter a report to this Committee. The SC&amp;W services/budget are known.</b></p>	Head of Older People and Rehabilitation	<b>26/9/13</b>	19/6/14

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7.	Finance and Resources 13/6/13 article 10	<p><b><u>Annual Housing And Council Tax Benefit Report</u></b></p> <p>The Committee resolved to note that an annual report advising of Housing and Council Tax Benefit service performance would be presented to the Committee.</p>	<p>The Director of Corporate Governance will be providing corporate performance data and as such this item can be removed.</p> <p><b>Recommended for removal.</b></p>	Head of Finance	19/6/14	
8.	Council 26/6/13	<p><b><u>Tillydrone Project</u></b></p> <p>Council resolved, amongst other things, to authorise officers to implement mitigation measures to reduce the uncertainty over grant funding contribution, and request that reports be submitted to the Housing and Environment and Finance and Resources Committees once grant funding levels were known.</p>	<p><b>At this time grant funding levels remain unknown, however officers are seeking this information and will report to the Committee once this has been obtained.</b></p>	Head of Regeneration and Housing Investment	5/12/13	
9.	Continuous Improvement 06/05/08 Article 10  Scrutiny Panel 19/01/09 Article 2	<p><b><u>Local Code of Corporate Governance</u></b></p> <p>The Continuous Improvement Committee agreed that the refreshed Local Code of Corporate Governance be brought to its meeting on 17 June 2008, having been updated in light of the improvement agenda set out in the Audit of Best Value and Community Planning and in line with the new Framework for Delivering Good Governance in Local Government.</p> <p>At its meeting on 19 January 2009, the Scrutiny Panel agreed to instruct officers to investigate, in consultation with appropriate Councillors, all appropriate and viable alternative methods other than investigations to address the issue of</p>	<p>Any further information on development of the Local Code of Corporate Governance will be reported as appropriate.</p> <p><b>Recommended for removal.</b></p>	Head of Service, Office of Chief Executive	<b>As required</b>	

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		<p>leaked reports and report back to the next meeting of the Panel on 2 March 2009.</p> <p>At its meeting on 29 November 2012, the Committee (i) noted the update on the ongoing implementation of the Council's Local Code of Corporate Governance; and (ii) agreed that further updates on the development of the Code in light of the decisions made by the Audit and Risk Committee would be brought to the Corporate Policy and Performance Committee when required.</p>				
10.	Finance and Resources 21/04/11 article 35	<p><b><u>Trade Union Facility Time</u></b></p> <p>The Committee resolved: to instruct the Head of Human Resources and Organisational Development to report back to this Committee on the review within six months.</p> <p>At its meeting on 22 September, the Committee agreed to refer the report to Aberdeen City Council's Local Government Employee's Joint Consultative Committee for discussion, not negotiation, and that a report on this matter be considered at the next meeting of the Corporate Policy and Performance Committee on 1 December 2011.</p>	<p>At its meeting of 20 February 2013, the Committee noted that discussions were still ongoing, with a report due before CMT in a few weeks, following which there would be a formal engagement process where Councillors could be involved. The report back to Committee would therefore be expected in a few months' time.</p> <p>This matter is now being discussed at the Local Government Employee's Joint Consultative Committee, thereafter should a decision be required a report will be submitted to this Committee.</p> <p><b>A report is on the agenda.</b></p>	Head of Human Resources and OD	<b>01/12/11</b>	20/2/14

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11.	Corporate Policy and Performance Committee 27/09/12 Article 13	<p><b><u>Parenting Strategy</u></b></p> <p>At its meeting of 27 September 2012, the Committee approved the Parenting Strategy and asked that a review of the policy be brought back to Corporate Policy and Performance Committee in six months' time.</p>	<p>In line with the SOA this work will be reported as part of the supporting families' priority. A revised strategy will be reported to the Committee in May 2014.</p> <p>The ECS service is currently working with parents on the detail of the Parent Involvement Strategy. The focus of the strategy is involving parents in their children's learning in the nursery and school context. And would be more appropriate for this to be reported to ECS Committee.</p> <p>The timetable to report the supporting vulnerable families that will incorporate parenting to the CPP families has been scheduled for June 2014.</p> <p><b>It is recommended that this item be transferred to the Education, Culture and Sport Committee.</b></p>	Education, Culture and Sport	06/06/13	06/05/14
12.	Corporate Policy and Performance Committee 18/04/13 Article 13	<p><b><u>Impact and Potential for Social Media</u></b></p> <p>The Committee resolved, amongst other things, to approve a further review of Council business use of social media to be presented to this Committee in April 2014.</p>		Communications Manager	06/05/14	06/05/14
13.	Finance and Resources 25/04/13 Article 27	<p><b><u>Social Care and Wellbeing Management Structure – Monitoring Officer Investigation</u></b></p> <p>The Finance and Resources Committee resolved to instruct the Monitoring</p>	At its meeting on 5 December 2013, the Committee resolved to note the content of the report and to instruct the Director of Corporate Governance to investigate why there was a delay in the report and why the	Monitoring Officer	06/05/14	20/02/14



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		Officer to conduct an investigation into the leaking of this exempt report to the press and to request that all Councillors and officers make themselves available to be interviewed as part of this process.	report did not contain all of the information that was requested.  <b>A report is on the agenda.</b>			
14.	Corporate Policy and Performance Committee 06/06/13 Article 7	<b><u>Corporate Parenting Policy</u></b>  At its meeting of 6 June 2013, the Committee, amongst other things, resolved to instruct officers to report back on the implementation and review of the Corporate Parenting Policy and action plan to the Corporate Policy and Performance Committee in May 2014.		Director of Social Care and Wellbeing	06/05/14	
15.	Enterprise, Strategic Planning and Infrastructure Committee 29/8/13	<b><u>Subsistence Rate for Foreign Travel</u></b>  At its meeting of 29 August 2013, the Committee, amongst other things, to request officers to review the method of calculating the subsistence rate for foreign travel and report to the Finance, Policy and Resources Committee on the outcome.	This will form part of the review of Financial Regulations and can therefore be removed as the revised regulations will require Committee Approval. The regulations are to be distributed shortly for consultation.  <b>Recommended for removal.</b>	Head of Finance	<b>5/12/13</b>	
16.	Finance, Policy and Resources 26/09/13 Article 19	<b><u>Failure To Attend Work Due To Bad Weather</u></b>  The Committee resolved, amongst other things, to instruct officers to report back to the Committee on the guidance in one year		Head of Human Resources and Organisational Development	30/9/14	
17.	Finance and Resources 28/09/10 Article 24  Finance, Policy	<b><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></b>  The Committee resolved: to note that officers would provide	<b>Updates will be included in the information bulletin.</b>  <b>Recommended for removal.</b>	Head of Asset Management and Operations	<b>5/12/13</b>	

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	and Resources 26/09/13 Article 33	<p><b>regular updates</b> to Committee in relation to progress with land acquisition against budget.</p> <p>At its meeting on 26 September 2013, the Committee resolved, amongst other things, to notwithstanding the progress report being submitted to the next meeting of the Committee, to instruct officers to bring forward the determination of the land tribunal decision to the Council or this Committee, whichever was sooner.</p>				
18.	Finance, Policy and Resources 5/12/13 Article 19	<p><b><u>Posts to deliver Key Goal 1 of the Strategic Infrastructure Plan (Affordable Houses)</u></b></p> <p>The Committee resolved, amongst other things, to instruct officers to submit a report to a future meeting of this Committee providing an update on the project.</p>	<p>The key posts have been advertised and the interview process has been arranged with a view to having the personnel in post as soon as possible.</p> <p>Further progress updates in relation to this project will be provided as part of regular SIP updates.</p> <p><b>Recommended for removal.</b></p>	Head of Regeneration and Housing Investment	06/05/14	
19.	Finance, Policy and Resources 5/12/13 Article 20	<p><b><u>Business Requirements for Service Improvement - Building Services</u></b></p> <p>The Committee resolved, amongst other things, to instruct officers to submit a report to a future meeting of this Committee providing an update on the project.</p>	<p>Building Services have appointed 'Simply ISO' as a consultancy provider to progress the Service Improvements. The gap analysis to identify and plan the work needed to take the Service towards ISO accreditation is currently being undertaken.</p> <p><b>Recommended for removal.</b></p>	Head of Regeneration and Housing Investment	06/05/14	

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20.	Finance, Policy and Resources 5/12/13 Article 23	<p><b><u>Haudagain Upgrade (Middlefield) Update</u></b></p> <p>The Committee resolved, amongst other things,</p> <p>(i) instruct officers to proceed with the project subject to negotiating acceptable financial guarantees from the Scottish Government or one of its agencies by 30 April 2014, in order for a report to come forward to this Committee on 6 May 2014; and</p> <p>(ii) instruct officers to prepare a report for the Committee's meeting on the 6 May 2014, outlining proposals including where appropriate costs for the regeneration of Middlefield without the proposed Haudagain improvements should the Scottish Government or one of its agencies refuse to commit to providing the Council with acceptable financial guarantees as requested.</p>		Head of Regeneration and Housing Investment	06/05/14	
21.	Council Budget Meeting 6/2/14	<p><b><u>General Fund Revenue Budget 14/15</u></b></p> <p>Council resolved, amongst other things, to note the significant cost of living challenges faced by our employees and instruct officers, in consultation with trades unions, to gather evidence on the cost of this and other relevant factors affecting City Council employees and present this evidence to a future meeting of the Finance, Policy and Resources Committee for consideration.</p>		Head of Human Resources and Organisational Development	19/6/14	