
RESOURCES COMMITTEE AD HOC PROPERTY MANAGEMENT PLANNING SUB COMMITTEE

Meeting of Tuesday 14 April 2009
at 2.00pm in Council Offices, English Street, Dumfries
and reconvened at 2.00pm on 28 April 2009

Present Members

Graham Nicol (Chairman)	- Mid Galloway
Ian B Carruthers	- Annandale South
Brian Collins	- Castle Douglas and Glenkens
* Archie Dryburgh	- Annandale East and Eskdale
* Gill Dykes	- Mid and Upper Nithsdale
Patsy Gilroy (Convener)	- Dee
Robert J Higgins	- Wigtown West
Sean W Marshall	- Annandale South
Sandra McDowall	- Mid Galloway
Ronnie Nicholson	- North West Dumfries
Ronald Ogilvie	- Annandale South
* Doug Snell	- North West Dumfries

Officials

Gordon Lawson	- Service Director Support Services
Carol Henshall	- Service Manager Committee and Member Services

Apologies

Iain W Dick	- Stranraer and North Rhins
Peter Duncan	- Castle Douglas and Glenkens

* denotes substitute

Alex Haswell
Director Chief Executive Service

10 Members present**1. APPOINTMENT OF CHAIRMAN****Decision****AGREED**

1.1 that Peter Duncan be appointed as Chairman of the Ad hoc Property Management Planning Sub Committee; and

1.2 in the absence of Peter Duncan that Graham Nicol be appointed as Chairman of this meeting.

1.A PROCEDURE**VOTE**

1.A.1 **MOTION** by **IAN B CARRUTHERS**, seconded by **ROBERT J HIGGINS**, that as a consequence of the late issue of the agenda and papers, the meeting be adjourned to allow for Members to fully consider the papers and to provide for an opportunity to view properties in Dumfries and to be provided with a property location map.

1.A.2 **AMENDMENT** by **RONNIE NICHOLSON**, seconded by **SEAN W MARSHALL**, that notwithstanding the late delivery of the papers that the meeting should continue to consider the reports.

1.A.3 On a vote being taken by roll call, Members voted as follows:-

Motion – 7 Members, being:-

Ian B Carruthers, Brian Collins, Gill Dykes, Patsy Gilroy, Robert J Higgins, Sandra McDowall and Graham Nicol.

Amendment – 3 Members, being:-

Sean W Marshall, Ronnie Nicholson and Ronnie Ogilvie.

Decision

1.A.4 **AGREED** that as a consequence of the late issue of the agenda and papers, the meeting be adjourned to allow for Members to fully consider the papers and to provide for an opportunity to view properties in Dumfries and to receive a location map.

ADJOURNMENT OF MEETING – the meeting adjourned at 3.15pm and reconvened at 2.00pm on 28 April 2009 with 11 Members present being:-

Ian B Carruthers, Brian Collins; Gill Dykes, Archie Dryburgh*, Patsy Gilroy, Robert J Higgins, Sean W Marshall, Sandra McDowall, Gram Nicol, Ronnie Ogilvie and Doug Snell*

PROCEDURE – Member Substitutes entered the meeting, being Doug Snell for Ian W Dick and Archie Dryburgh for Ronnie Nicholson. Advice was given that notwithstanding the fact that Ronnie Nicholson had already entered the meeting and voted, that as none of the reports had been considered prior to the adjournment and that the adjournment was a procedural one which obviated the requirement for Full Council to agree a new date for this meeting, that both these substitutions were in accord with the Council's constitutional arrangements and the meeting could progress.

PROCEDURE - Following Member debate and challenge, the Chairman ruled on the competency of the Governance advice provided. **AGREED** need for a report on Standing Orders and their application in respect of adjourned meetings to Full Council.

2. ROLE, REMIT AND RESPONSIBILITIES OF THE AD HOC PROPERTY MANAGEMENT PLANNING SUB-COMMITTEE - Report dated 2 April 2009 by Director Chief Executive Service

Decision

NOTED

2.1 that the role and remit of this Sub-Committee, as set by the Full Council on 19 March 2009 and as contained in the Scheme of Administration and Delegation to Committees for the Resources Committee, was to facilitate Member direction, scrutiny input and decision-making in the development of the Property and Land Asset Management Plan including Office Estate Management Plan and to report to the Resources and appropriate Service Committees;

2.2 that the membership of this Sub Committee, which comprised 11 Members, based on proportionality, was as follows:-

Scottish Conservative & Unionist Group/Liberal Democrats – 5 Members

Scottish Labour Group – 3 Members

Scottish National Party/Independent Group – 3 Members;

AGREED

2.3 to receive a report to the next meeting in respect of objectives, targets, and outcome measures for this Committee, the Committee's remit in respect of Corporate Asset Management and arrangements for reporting to the Council on progress and need for continuation of this Committee in March 2010.

PROCEDURE - The Chairman intimated his intent, with the consent of Members, to hear the presentations on reports 3, 4 and 5 and would then take report 5, then report 4 and then report 3 on the agenda calling the meeting.

5. PROPERTY ASSET MANAGEMENT PLAN – SCRUTINY OF OFFICE ESTATE MANAGEMENT PLAN ACTION PLAN - Report dated 3 April 2009 by Service Director Support Services

Decision

5.1 **NOTED** the Office Estate Management Action Plan; and

AGREED

5.2 the priority actions (**Appendix 1**); and

5.3 to receive a report to the next meeting on timescales, outcomes and responsibilities, **APPRECIATING** that the review window for the Cargenbridge Depot Opportunity was two months and that the other actions not prioritised for 2009/10 would need to be progressed in the longer term.

4. EXPANSION OF CARGENBRIDGE OFFICE ACCOMMODATION – Report dated 6 April 2009 by Corporate Director of Combined Services

Decision

AGREED

4.1 that a full business case be prepared as a matter of urgency to support additional investment at Cargenbridge to provide further operational efficiencies, and flexibility and capacity to the Corporate Property Asset Management Plan and that this business case be founded;

4.2 that this business case be progressed only on options for either purchase of the site or extension of the lease for 50 years to assure best value and recognising the two month opportunity window for this development; **FURTHER AGREED** that negotiations with the site owners be progressed as a matter of urgency and consideration be given to options for storage of the Council's Archives; and

4.3 that the business case be presented to the Resources Committee and Corporate Policy Committee within the next two months to ensure consideration of this business opportunity.

3. COMMUNITY AND SUPPORT SERVICES - CAPITAL PROGRAMME MAINTENANCE BLOCK ALLOCATION FOR SHARED ADMIN PREMISES FOR 2009/10 - Report dated 3 April 2009 by Service Director Support Services

Decision

3.1 **NOTED** the presentation by officers on the challenges facing the Dumfries Office Estate; and

3.2 **AGREED** to receive a report on capital investment priorities for the Capital Maintenance Block Allocation for shared admin premises and the funding allocation for the Shared Admin Premises Maintenance Block 2009/10 at the next meeting to enable the position in respect of Irish Street and Cargenbridge Depot to be further clarified, **APPRECIATING** Members' views that English Street should continue in the long term as the Council's Democratic Centre and that a Business Case was currently being developed to evaluate the opportunity for the premises in Irish Street being acquired to address Social Work accommodation needs.

6. PROVISION OF PROPERTY CONDITION SURVEYS AND ENERGY PERFORMANCE CERTIFICATES - Report dated 2 April 2009 by Service Director Support Services

Decision

6.1 **AGREED** to recommend to Resources Committee that Design Services be commissioned to undertake an annual 5 year rolling programme of property condition surveys commencing with the properties identified; and

6.2 **NOTED** that Design Services had been requested to provide costing and timescales for discharging the Council's responsibilities for displaying Energy Performance Certificates to the properties identified.

OFFICE ESTATE MANAGEMENT PLAN ACTION PLAN

PRIORITY ACTIONS AGREED BY AD HOC PROPERTY MANAGEMENT
PLANNING SUB-COMMITTEE ON 28 APRIL 2009

1	Commission condition surveys on all buildings based on a prioritised rolling programme.
2	Energy Performance Certificates - funding is required as a matter of urgency to provide EPC on those public buildings over 1000m ² . Provision of EPC is a statutory requirement and failure to provide them could lead to prosecution.
3	Determine whether Members wish to continue with Council Headquarters, English Street as the Corporate Democratic Core, or move forward with new build for office accommodation in Dumfries.
4	Work with developer to complete the feasibility study of the Greensands development as agreed by Members at Resources Committee in January.
5	Serve notice in May 2009 to cease leasing County House and re-accommodate staff in currently vacant office space.
6	Proceed to investigate acquisition/lease of 122-124 Irish Street as potential accommodation for 140 Social Work staff.
7	Continue to develop in conjunction with the Social Work Delivery Centre Board alternative options for a social work delivery centre within Dumfries and Stranraer.
8	Continue to develop with Dumfries Area Management a specification for a customer access point in Dumfries. In the meantime as an interim measure design and develop the Queensberry Square office as a customer access point.
9	Carry out feasibility study for Militia House and Loreburn Hall, the remit of this is to be agreed by members. Review the options for disposal for Rae Street offices. Continue to use English Street as Democratic Centre – feasibility of footprint.
20	Carry out an Option Appraisal to determine the most suitable occupancy for the Midsteepie. Prepare Business Case for expansion of Cargenbridge office accommodation.

OTHER ACTIONS

21	Continue to work towards the reduction of permanent workstations by 25% in the next 10 years - to flow from other asset management actions.
22	Undertake a review of office rationalisation, looking at working practices of home working, hot desking and mobile working - to be progressed as resources became available.