



Business bulletin

Finance and Resources Committee

10.00am, Thursday, 23 March 2017

Dean of Guild Court Room, City Chambers, High Street, Edinburgh

Finance and Resources Committee

Convener:	Members:	Contact:
<p>Convener Cllr Alasdair Rankin</p>  <p>Vice – Convener Cllr Bill Cook</p> 	<ul style="list-style-type: none"> ▪ Cllr Adam McVey ▪ Cllr David Walker ▪ Cllr Denis Dixon ▪ Cllr Paul Edie ▪ Cllr Gavin Corbett ▪ Cllr Iain Whyte ▪ Cllr Joan Griffiths ▪ Cllr Ricky Henderson ▪ Cllr Paul Godzik ▪ Cllr Allan Jackson ▪ Cllr Bill Henderson ▪ Cllr Andrew Burns (ex officio) ▪ Cllr Frank Ross (ex officio) 	<p>Veronica Macmillan Committee Officer Tel: 0131 529 4283</p> <p>Joanna Hamilton-Rigg Departmental Adviser Tel: 0131 529 5219</p>

Recent news	Background
<p><u>Property Conservation – Legacy Closure Programme and Edinburgh Shared Repairs Service (ESRS)</u></p> <p><u>October 2016-February 2017 Update</u></p> <p><u>Legacy Closure Programme</u></p> <p>Progress in the closure of the former Property Conservation service over the last three months has seen a further reduction in debt outstanding from £3.8m to £3.2m.</p> <p>The total recovery rate in debt collected and secured debt has now reached £14.1m equivalent to 81%.</p> <p>Ongoing issues relate predominantly to debt recovery, settlement and technical queries that will be subject to handover into mainstream services in due course.</p> <p><u>ESRS Update</u></p> <p>The ESRS provides a range of advisory and intervention services designed primarily to help owners carry out their own maintenance and repairs.</p>	<p>Contact:</p> <p>Andrew Field, ESRS Senior Manager, Property & Facilities Management</p> <p>Tel : 0131 529 6778</p>

The service will report to the Property Sub-Committee on a quarterly basis.

The [Contractors Framework Agreement](#) was approved by the Finance and Resources Committee in January 2017.

The number of cases dealt with in the service pilot phase is 42 to end of January 2017. In 54% of these, the service has helped owners take the project back to arrange works privately.

Seven cases are currently in the enforcement stage. The first major enforcement project carried out by the service has been completed on schedule and within estimated costs.

The Emergency Repairs service has attended an average of 80 site visits per month between October 2016 and January 2017.

Monitoring Officer Investigation: Tron Kirk

At the Finance and Resources Committee on [1 December](#), an update was provided on the B Agenda. It was agreed that an update would be brought back to Committee setting out a mechanism to include necessary training identified for procedures to be adopted to ensure that collaborative working was implemented.

A standardised missive for all property transactions will be brought into use from 1 April 2017. This will clearly set out termination provisions and a notice to quit will be issued as a matter of course, within the relevant timescale, prior to the expiry date of each missive other than where a particular arrangement is advantageous to the Council and an active decision is taken that it should be undisturbed.

An agreement has been made with the Licensing team to ensure that the Investment Portfolio team receive notification of all applications. A similar process is in place with Planning where weekly lists of applications and decisions are circulated. Consequently Investment Portfolio officers will have sight of any applications affecting Council owned property.

All members of the Investments team have access to the Estates Operational Handbook and a guidance note on the standardised missive and procedure for issuing Notices to Quit has been prepared. Each officer within the team has been issued with a copy of the missive and the guidance note. In addition, a training seminar will be delivered by colleagues in Legal Services on 18 May 2017 and an update seminar delivered bi-annually.

Contact: [Nick Smith](#), Head of Legal and Risk