

**Minute of the Public Sector Property Group Meeting
Held on 15 December at 10.00 am
In Elgin Library**

Present:

Gerry Donald, NHS Grampian (Chair)
Alan Cormack, Grampian Police (Vice Chair)
Syd Gray, Aberdeenshire Council
John Black, Moray Council
Ken Walker, NHS Grampian
Brian Jaffrey, Scottish Ambulance Service
Fraser Burr, Grampian Fire and Rescue Service
Steve Homer, NESJPSG

In Attendance:

Stewart Wardlaw, Highland Wellbeing Alliance

Item	Subject	Action
1	Apologies Gordon Daniels and Mhairi Begg. Mhairi agreed to attend the next meeting.	
2	Minute of Meeting of 10 November 2006	
2.1	The minute was agreed as an accurate record.	
3	Matters Arising It was agreed to defer item 3.1 of the Agenda to follow item 4.4 and to take item 4.3 before item 4.2 Item 3.2 – <u>Efficient Government Bid</u> Alan advised that the bid by Grampian Police had been unsuccessful and feedback is being sought. The bid by Highland Wellbeing Alliance had also been unsuccessful. It was noted that only four in Scotland had been successful. Both organisations are still attempting to progress their projects and seek alternative funding.	AC

Item	Subject	Action
4	PSPG	
4.1	<u>Public Sector Property Group Strategic Plan</u>	
4.1.1	Review Membership of PSPG	
	Universities	
	<p>Although Universities have membership of the Group it was noted that they are not participating actively. It was agreed however that communication with Universities should be maintained. It was also agreed to advise them of the intention not to invite them to meetings of the PSPG but to continue to keep them informed of the business of the Group.</p>	GD/SC
	<p>Stewart advised that the University of Highland and Islands might wish to join. It was agreed to give consideration to the matter in the event of an approach.</p>	
	<p>It was noted that an invitation had been extended to Aberdeen College but had not been accepted.</p>	
	Enterprise Companies	
	<p>Scottish Enterprise Grampian has been invited to join the Group and has participated for some time. It was agreed to continue to inform them of the business of the Group.</p>	
	<p>It was also agreed to keep Highlands and Islands Enterprise advised.</p>	
	<p>Both enterprise companies are to be invited to present on their property related proposals at a later meeting.</p>	SC
	<p>Contact details for Highlands and Islands Enterprise and Highlands and Islands Enterprise Moray are to be provided to Gerry.</p>	SW/JB
	Communities Scotland	
	<p>It was noted that Communities Scotland has funding and need to acquire development sites (through RSL's) for affordable housing off market. It was agreed to maintain communication with Communities Scotland and to include them in surplus property circulation following in-house circulation.</p>	
	<p>The surplus property disposal protocol is to be adjusted to allow first bite of partners.</p>	JB

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	<p>Membership of the Ministry of Defence was discussed but was not considered likely to be of benefit to the Group. Surplus hangar accommodation for storage however may be of interest.</p>	
	<p>Extension of North East Area</p>	
	<p>The extension of the northeast area to include Highlands and Islands is already in place. Tayside NHS has expressed interest in the PSPG model. The Highland Wellbeing Alliance is considering making its areas common to other organisations in the area. Some agreement regarding Community Planning has been reached through the Joint Premises Project Board by way of the Hub initiative.</p>	
4.1.2	<p>Consider Extending Property Group Remit</p>	
	<p>It was agreed to leave the remit of the Group as it currently stands.</p>	
4.1.3	<p>Establish Joint Framework for Resources</p>	
	<p>John advised that opportunities existed for working with HIE Moray in economic development in providing advice to business and providing industrial and commercial infrastructure.</p>	
	<p>SG agreed to take the lead in bringing the issue forward.</p>	SG
4.1.4	<p>Promote Joint Capital Planning</p>	
	<p>To be considered in the development of the Property Strategy. It was agreed not to abrogate total responsibility to the Finance Group.</p>	
4.1.5	<p>Promote Joint Capital Planning</p>	
	<p>To be considered in the development of the Property Strategy.</p>	
4.1.6	<p>Develop/Promote a Joint Property Strategy approach</p>	
	<p>To be considered at item 4.3 of the Agenda.</p>	
4.1.7	<p>Encourage CE's to brief / promote the PSPG Strategy</p>	
	<p>Steve expressed the view that the vision of a fully integrated public service in North East was not being delivered by the PSPG. Ability to draw line under any Sub Groups. Business case for additional resources required.</p>	

4.1.8	Encourage / promote alignment of financial and legal frameworks	
	The existence of the surplus property protocol and licence was acknowledged. Alan agreed to investigate work already done on frameworks by Argyll NHS.	AC
	The opportunity arising from disposals for disposals through the District Valuer and allowing partners to comment was noted.	AA
	The Property Hand Book should be updated. Anthony Andrew is to take the issue back to the Scottish Executive. Negotiation using the DV is preferred on the basis of clear instructions.	
4.1.9	Establish a Joint Staff Resource	
	Gerry agreed to discuss the matter further with Steve.	GD
4.1.10	Promote Master Planning of Townships	
	To be dealt with in the development of a Joint Property Strategy. Links with Planning authorities are required to ensure that the wider needs of the public sector are taken on board. Attendance of planning authorities at Group meetings is agreed on a Chatham House Rule basis. Gerry agreed to raise the issue with planning officers and others with property strategies.	GD/SC
4.1.11	Encourage and Facilitate Regular Meetings of Sub Group Chairs	
	It was agreed that this was a matter for the NESJPSG	SH
4.1.12	Encourage members of JPSG to participate in PSPG meetings	
	It was noted that Richard Carey had been invited to attend a meeting. Chief Executives had agreed to develop a rota for representation at meetings.	SH
4.1.13	Promote revisions of NHS handbook	
	Anthony Andrew has undertaken to progress the issue with the Scottish Executive.	GD
4.1.14	Develop Linkages with all LA Regeneration Plans	
	Steve agreed to progress the matter.	SH

4.1.15	Encourage the Broadening of LA Architect Expertise	SG
	Syd agreed to progress the matter.	
4.1.16	Promote the Establishment of Joint LA/Health Design and Management Resource	SG
	Syd agreed to progress the matter.	
4.1.17	Establish a Joint Early Warning Disposal Protocol	
	Complete	
4.1.18	Establish Further Shared databases	
	To be considered in the development of the Joint Property Strategy	
4.1.19	Establish/Promote Further Joint Emergency Service HQs and other significant projects of this type.	AC
	Alan agreed to progress the matter.	
4.1.20	Establish/Promote Joint Public Information Centres	
	Local authority representatives are to raise the issue with Community Planning Partnerships as potential issues for call centres and walk in service centres.	
4.1.21	Establish/Promote Joint Property Repair and Maintenance Resource	SG
	Syd agreed to progress the matter.	
4.1.22	Establish/Promote Further Contact/Call Centre Solutions	
	To be addressed in conjunction with Information Centres.	
4.1.23	Establish Shared Garaging and Fleet Maintenance Workshops	
	Work is ongoing on this issue.	
4.1.24	Establish/Promote Shared Reprographic Facility	SG
	Syd agreed to progress the matter.	
4.1.25	Promote Common Signage	
	Syd agreed to investigate the potential extension of the existing services provided	SG

4.1.26 Establish/Promote Hot Desking / Touch Down Capacity

It was agreed that community fire stations, business centres were potentially suitable. It was considered appropriate to deal with the issue in the development of the Joint Property Strategy. An awareness of available meeting space was necessary. The issue also has linkage with the work of the IT Group in terms of infrastructure including video conferencing facilities.

Ken and Steve agreed to raise the matter with the IT Sub Group

KW/SH

4.1.27 Establish Joint Telephone Systems

It was agreed that the facility to dial telephone extensions instead of making external calls should be an objective. Steve agreed to progress the matter.

SH

4.1.28 Promote Wider Knowledge of Existing Shared Phone Networks

Fraser agreed to progress the matter.

FB

4.1.29 Promote Sharing of Phone Directories

Steve agreed to progress the matter.

SH

4.1.30 Circulate and Promote the Implementation of Common Space Standards

To be progressed by the HR Sub Group.

4.1.31 Encourage and Facilitate Information Sharing and Collaboration

Completed.

4.1.32 Promote Widespread Use of Document Imaging, Etc.

It was agreed to work with the IT Group in the development of electronic record keeping and to consider the implications for storage facilities and the potential for a shared archivist resource.

MD

4.1.33 Establish the feasibility of Carrying Out Town Area Reviews

The resources issue arising from this work requires consideration.

4.3 PSPG Coherent Property Strategy

Grampian is to pilot an integrated property strategy on behalf of the Joint Premises Project Board and will be led by NHS Grampian. The NHS Property Performance survey was circulated. The data required is to be collected. The OGC approach is being followed and provision is being made within the Strategy for the delivery of the Carbon Plan. Comments on the assessment criteria should be provided to Ken by mid January.

KW

ALL

Joint project development will be considered at the next meeting. A presentation lasting 10 minutes is to be provided for each constituent organisation at the next meeting on project proposals. The presentation should provide information on surplus properties, capital plans and other appropriate proposals at the next meeting.

The Coherent Property Strategy will be considered again at the next meeting.

4.2 Public Sector Property Group Membership

The matter is to be discussed at the next meeting. Each member is to give their understanding of the authority which they have from their respective organisations.

5 Moray's 20/20 Vision Presentation

It was agreed to defer the matter to the meeting in March.

JB/SC

6 **AOCB**

6.1 Fire and Rescue and Grampian Police Joint Emergency Services Centre

A National Review currently delays the proposal. Grampian Police propose to relocate some staff to Woodhill House as an interim Solution. The Emergency Planning Team will remain in King Street. The Fire and Rescue Service propose a limited investment in North Anderson Drive pending the outcome of the Review.

6.2 Common Database

It was agreed to address the need for a common database in the development of the Joint Property Strategy.

6.3 Issues for Discussion with the Scottish Executive

It was agreed to revisit the issues referred to Anthony Andrew at the next meeting.

6.4 JPSG Audit

Steve advised that the initial audit would consider property and would look at ongoing projects. The issue is to be considered at the next meeting with a view to providing a response by the end of February.

6.5 Projects at Cullen

John advised that Moray Council and Grampian Police are to collaborate regarding relocation from an existing police station.

7 **Date of Next Meeting**

The next meeting will take place on Friday 26 January 2007 at Inverurie Police Station.

Further meetings in 2007 will take place as follows:

9 March - Woodhill House, Aberdeen

27 April - Elgin Fire Station

8 June - Inverurie Police Station

24 August - Ambulance Station, Aberdeen

28 September - Moray Council Premises, Elgin

2 November - Inverurie Police Station

14 December – NHS Premises, Aberdeen

There will be no meeting in July.