

ANGUS COUNCIL

MINUTE of MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 22 October 2002 at 4.00 pm.

Present: Councillors BILL MIDDLETON, RON SCRIMGEOUR, ALEX KING, The Hon R J LESLIE MELVILLE, IAN MACKINTOSH, GLENNIS MIDDLETON, ROB MURRAY, PETER NIELD, HELEN OSWALD, BILL ROBERTON and DAVID SELFRIDGE.

Apologies: Apologies for absence were intimated on behalf of Councillors BRIAN MILNE and PETER MURPHY.

Councillor BILL MIDDLETON, Convener, in the Chair.

1. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2) that the public and press be excluded during consideration of items 2 - 6 below, so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 1, 6, 8 and 9.

2. PROPOSED NEW OFFICE FOR HOUSING DEPARTMENT STAFF IN FORFAR

With reference to Article 18 of the minute of meeting of the Housing Committee of 1 October 2002, there was submitted [Joint Report No 1119/02](#) by the Director of Property Services and the Director of Housing advising the Committee of the current accommodation utilised by the Housing Department in Forfar and proposing an investigation with a view to relocating the staff concerned to new office accommodation in the town.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Director of Property Services to investigate options for the provision of new office accommodation in Forfar for the Housing Department through the marketing of a development opportunity and report back to this and the Housing Committee in due course.

3. ALTERATIONS AND EXTENSION TO INVERKEILOR PRIMARY SCHOOL - PROGRESS REPORT

With reference to Article 4 of the minute of meeting of this Committee of 7 May 2002, there was submitted [Report No 1224/02](#) by the Director of Property Services outlining the progress achieved on the alterations and extensions to Inverkeilor Primary School, including details of tenders received and the results of a qualitative assessment issued to each contractor in order to ascertain best value to the Council in terms of price and quality. The Report also sought approval of the selection of a preferred contractor to progress the project in partnership with the Council.

The Committee agreed:-

- (i) to approve the selection of Muirfield (Contracts) Ltd, Dundee, as the Preferred Contractor to progress the project in a Partnering arrangement with the Council;
- (ii) to note that while working towards the resolution of the Partnering issues, the Preferred Contractor would be working as part of the Partnering Team without a formal contract;
- (iii) to note that, should the Partnering arrangement break down or fail to be approved, the Council could potentially be liable for costs incurred by the Preferred Contractor for abortive project development work and while this was considered unlikely, the Council's liability in such circumstances should not exceed £30,000;

- (iv) to note that a total allowance of £635,000 had been made for this project with £605,000 in the Education Financial Plan 2001/05 and £30,000 in the Education Revenue Budget 2002/03; and
- (v) to note that a further Report on the outcome of the discussions with the Preferred Contractor would be submitted in due course.

4. DISPOSAL OF PROPERTY

(a) Former Janitor's House, 25 Duke Street, Brechin

There was submitted [Joint Report No 1221/02](#) by the Director of Property Services and the Director of Education advising the Committee that the former Janitor's House at 25 Duke Street, Brechin was now vacant and no longer required for Council use as no Department had either expressed an interest or identified a suitable alternative use.

The Committee agreed to declare the former Janitor's House at 25 Duke Street, Brechin as surplus to requirements and instructed the Director of Property Services to arrange for the property to be marketed for sale on the open market.

(b) Former Roadman's House, 2 Kirriemuir Road, Forfar

There was submitted [Report No 1222/02](#) by the Director of Property Services advising the Committee that the former roadman's house at 2 Kirriemuir Road, Forfar was now vacant and no longer required for Council use as no Department had either expressed an interest or identified a suitable alternative use.

The Committee agreed to declare the house at 2 Kirriemuir Road, Forfar as surplus to requirements and instructed the Director of Property Services to arrange for the property to be marketed for sale on the open market.

(c) Former Janitor's House, Timmergreens Primary School, Arbroath

There was submitted [Joint Report No 1223/02](#) by the Director of Property Services and the Director of Education advising the Committee that the former Janitor's House at Timmergreens Primary School would shortly become vacant and would be no longer required for Council use as no Department had either expressed an interest or identified a suitable alternative use.

The Committee agreed to declare the former Janitor's House at Timmergreens Primary School, Arbroath as surplus to requirements and instructed the Director of Property Services to arrange for the property to be marketed for sale on the open market.

5. ESTABLISHMENT CHANGES - CURRENT COMMITTEE CYCLE

With reference to Article 7(b) of the minute of meeting of this Committee of 3 September 2002, there was submitted [Report No 1220/02](#) by the Chief Executive summarising changes in the establishments of the Education, Housing, Social Work and Chief Executive's Departments, as noted by service committees during the current committee cycle.

The Committee, for its interest, agreed to approve the changes to the establishments of these Departments, as detailed in the Report.

6. ACCESS OFFICE, BRECHIN - TENDER REPORT

The Committee agreed to defer this item for consideration by the Executive Sub-Committee.

7. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 3 September 2002](#) was approved as a correct record and signed by the Convener.

(b) Executive Sub-Committee

The minute of meeting of the Executive Sub-Committee of 1 October 2002, a copy of which is appended hereto, was submitted and noted ([APPENDIX 1](#)).

8. PROPOSED FUTURE ARRANGEMENTS FOR ADMINISTRATION OF GAS SERVICING AND MAINTENANCE IN COUNCIL HOUSE PROPERTIES

With reference to Article 11 of the minute of meeting of the Housing Committee of 1 October 2002 and to Article 5 above, there was submitted [Joint Report No 1118/02](#) by the Director of Housing and the Director of Property Services proposing changes to the management arrangements for the administration of gas servicing and maintenance works to the Council's Housing stock.

The Report indicated that the proposed changes would improve the effectiveness of the Gas Team and ensure a more robust compliance with the current Gas Safety Regulations.

The Committee, for its interest, agreed:-

- (i) to note and approve the contents of the Report; and
- (ii) to approve the additional staffing and other costs involved, as detailed in the Report with the Gas Team to be restructured to include the following full-time staff:-
 - Gas Safety Co-ordinator (grade AP5)
 - Gas Safety Administrator (grade AP2)
 - Clerical Assistants - two posts (grade GS1/2).