

## ANGUS COUNCIL

MINUTE of MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 11 March 2003 at 4.00 pm.

**Present:** Councillors BILL MIDDLETON, RON SCRIMGEOUR, ALEX KING, IAN MACKINTOSH, GLENNIS MIDDLETON, BRIAN MILNE, PETER MURPHY, ROB MURRAY, PETER NIELD and DAVID SELFRIDGE.

**Apologies:** Apologies for absence were intimated on behalf of Councillors The Hon R J LESLIE MELVILLE and HELEN OSWALD.

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 - 3 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 8 and 9.

### 2. OFFICE ACCOMMODATION STRATEGY - PROPOSED EXTENSION TO RAVENSWOOD OFFICES

With reference to Article 14 of the minute of meeting of Angus Council of 16 September 1999, there was submitted [Report No 321/03](#) by the Director of Property Services seeking approval to progress the design of an extension to the offices at Ravenswood as part of the overall office accommodation strategy.

The Report indicated that provision of a first floor extension at Ravenswood for approximately sixteen staff would make a valuable contribution to the Council's office accommodation strategy and make better use of an existing building at reasonable cost, removing the maintenance liability of a flat roof.

The Committee agreed:-

- (i) to approve the development of a second floor extension at Ravenswood at an estimated cost of £180,000;
- (ii) to note that tenders for the development would be submitted to this Committee for approval in due course;
- (iii) to approve the use of part of the accommodation provided for the Council's ACCESS Line service on a temporary basis until permanent office accommodation could be found within St James House; and
- (iv) to remit to the Director of Property Services the allocation of the remaining office space to be provided in the extension at Ravenswood.

### 3. REPAIRS TO BURGH HALLS - MONTROSE TOWN HALL AND REID HALL, FORFAR

There was submitted [Report No 322/03](#) by the Director of Property Services seeking approval of supplementary funding from the Property Renewal and Repairs Fund to undertake a package of repairs to Montrose Town Hall and the Reid Hall, Forfar.

The Report detailed the comprehensive range of works required and indicated that it would be necessary to close both halls for a twelve week period from August to October 2003.

The Committee, for its interest, agreed:-

- (i) to note the requirement for additional funding to undertake repairs at Montrose Town Hall and the Reid Hall, Forfar;

- (ii) to approve the programme of works to Montrose Town Hall and the Reid Hall, Forfar as noted in the Report;
- (iii) to note the required closure period to allow the works to progress;
- (iv) to note that further reports on future programmes of works on these and the other burgh halls would be submitted to this Committee for consideration in due course; and
- (v) to approve a bid for supplementary funding in the sum of £405,240 from the Property Renewal and Repairs Fund in 2003/04 for the necessary works to Montrose Town Hall and the Reid Hall, Forfar.

#### **4. MINUTES**

##### **(a) Previous Meeting**

The [minute of meeting of this Committee of 28 January 2003](#) was approved as a correct record and signed by the Convener.

##### **(b) Central Consultative Committee**

The minute of meeting of the Central Consultative Committee of 13 February 2003, a copy of which is appended hereto, was submitted and noted ([APPENDIX 1](#)).

#### **5. ADVERTISING AGENCY**

With reference to Article 3 of the minute of meeting of this Committee of 2 May 2000, there was submitted [Report No 325/03](#) by the Chief Executive recommending that the appointment of TMP Worldwide as the Council's Advertising Agency for the purposes of recruitment, public and statutory and event notice advertising services be extended to 31 March 2004.

The Report indicated that the services offered by TMP Worldwide during the period of the contract to date had been satisfactory and that there would be no direct cost to the Council in extending the contract for a further year.

The Committee agreed to extend the appointment of TMP Worldwide as the Council's Advertising Agency to 31 March 2004.

#### **6. SICKNESS ABSENCE – OCTOBER–DECEMBER 2002**

With reference to Article 9 of the minute of meeting of this Committee of 28 January 2003, there was submitted [Report No 326/03](#) by the Chief Executive advising the Committee of the level of sickness absence within the Council during the period 1 October to 31 December 2002.

The Committee agreed to note the contents of the Report.

#### **7. PROPERTY RENEWAL AND REPAIRS FUND PROGRAMME 2003/04**

With reference to Article 16 of the minute of meeting of this Committee of 7 May 2002, there was submitted [Report No 327/03](#) by the Director of Property Services setting out a proposed programme of works for the financial year 2003/04 utilising the funding to be available from the Property Renewal and Repairs Fund.

The Report indicated that substantial additional provision to this Fund would enable a major programme of repair and improvement works to be progressed with the next financial year.

The Committee, for its interest, agreed:-

- (i) to approve the summarised programme of works for 2003/04 as detailed in the Appendix to the Report;
- (ii) to note the total estimated cost of the programme was £1,703,000; and
- (iii) to note that a balance of £8,000 remained, plus the minimum reserve of £250,000.

**8. PROGRESS REPORTS**

**(a) Energy Budget Progress Report - 2002/2003**

With reference to Article 13(b) of the minute of meeting of this Committee of 3 December 2002, there was submitted [Report No 323/03](#) by the Director of Property Services setting out the current status of expenditure on the individual Council heating fuel and electricity budgets for non-housing properties as at 31 December 2002.

The Committee agreed to note the contents of the Report.

**(b) Property Maintenance Progress Report - 2002/2003**

With reference to Article 13(a) of the minute of meeting of this Committee of 3 December 2002, there was submitted [Report No 324/03](#) by the Director of Property Services setting out the current status of expenditure on maintenance of non-housing properties as at 31 December 2002.

The Committee agreed to note the contents of the Report.