

ANGUS COUNCIL

MINUTE of MEETING of the **HOUSING COMMITTEE** held in the Town and County Hall, Forfar on Thursday 21 August 2003 at 4.40 pm.

Present: Councillors FRANK ELLIS, IAN ANGUS, IAN MACKINTOSH, STEWART McGLYNN, THE HON R J LESLIE MELVILLE, Provost BILL MIDDLETON, GLENNIS MIDDLETON, JOY MOWATT, PETER NIELD, GEORGE NORRIE MBE, KITTY RITCHIE, BILL ROBERTON, JENNIFER SPEIRS, HELEN OSWALD (substituting for SHEENA WELSH) and TERRY WOOD.

Apology: An apology for absence was intimated on behalf of Councillor SHEENA WELSH.

Also in

Attendance: Councillor JOHN HENDERSON.

Councillor ELLIS, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

Councillor Ellis declared an interest in items 14, 24 and 25 as he was a Council appointee to Angus Care and Repair, and in 36(b) due to a relative having a financial interest.

Councillor Glennis Middleton and Councillor Wood declared an interest in items 14, 24 and 25 as they were the Council appointees to Angus Care and Repair.

Councillor Angus declared an interest in item 36(b) due to a relative having a financial interest.

2. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 5 June 2003](#) was approved as a correct record and signed by the Convener.

(b) Executive Sub-Committees

The [minutes of meetings of the Executive Sub-Committee of 19 June](#) and [31 July 2003](#), copies of which are appended hereto, were submitted and noted (**APPENDIX I AND II**).

3. HOUSING CAPITAL PROGRAMME - HRA BLOCK - 2003/2004

With reference to Article 5 of the minute of meeting of this Committee of 5 June 2003, there was submitted [Report No 874/03](#) by the Director of Finance setting out the latest position on the HRA Housing Capital Programme. The Report also detailed the latest estimate for the year and the actual spend figure to the end of July 2003.

The Report advised that the spend achieved to 30 July 2003 on the Housing Capital Programme was £0.967m which included internal fees to 30 June 2003.

The Committee, for its interest, agreed to note the figures presented for the HRA Capital Programme.

4. DRAFT TENANT PARTICIPATION STRATEGY

With reference to Article 5 of the minute of meeting of this Committee of 1 April 2003, there was submitted [Report No 875/03](#) by the Director of Housing on the draft Tenant Participation Strategy that had been developed as part of the implementation of the Tenant Participation Provisions of the Housing (Scotland) Act 2001.

It was clear from the results of the extensive consultation exercise that there were high levels of satisfaction amongst the respondents, given what tenants involved in developing the draft Strategy and the Council had said about implementing tenant participation in Angus.

The Report indicated that at this stage, no conclusions had been reached and a tenant participation action plan would be produced once the draft strategy had been approved

The Committee agreed to approve the contents of the draft Tenant Participation Strategy, as appended to the Report.

5. FURTHER ALTERNATIVES FOR LOCK-UP GARAGES AT HILLRISE, KIRRIEMUIR

With reference to Article 3(i) of the minute of meeting of Angus Council of 3 July 2003, there was submitted amended [Report No 876/03](#) by the Director of Housing advising members of the further alternatives for the future of the lock up garages at Hillrise, Kirriemuir, and giving details on the process followed during the course of the project.

Having heard Councillor Henderson, local member, the Committee agreed to defer consideration of the Report to its next meeting on 9 October 2003 to allow the Director of Housing to undertake further discussions with the tenants/owners, appropriate officers, and the local member.

6. TEMPORARY HOMELESS ACCOMMODATION AND SUPPORT STRATEGY - 2003- 2008

With reference to Article 8 of the minute of meeting of this Committee of 1 April 2003, there was submitted [Report No 877/03](#) by the Director of Housing seeking approval of the temporary Homelessness Accommodation and Support Strategy 2003 - 2008, a copy of which had been placed in the Members' Lounge.

The Report advised that, while some progress had already been made to increase suitable temporary homeless accommodation and support services, the temporary Homeless Accommodation and Support Strategy was to be welcomed, as there was a clear need to have an agreed framework which set out how Angus Council and its partners intended to deal with recent changes in legislation and increasing pressure on temporary accommodation. It was hoped that the current and planned funding, as well as funding applied for, would enable Angus Council and its partners to ensure that there was an adequate supply of temporary accommodation and support services to meet the wide ranging and fluctuating needs of many people who experienced homelessness.

The Committee agreed:-

- (i) to approve the Strategy and Action Plan;
- (ii) to note the recommendations from the Consultant's Report;
- (iii) to remit to the Director of Housing to publish the Strategy document for public distribution as a supplement to Angus Homelessness Strategy 2003 - 2008; and
- (iv) in the context of Community Planning, to refer Report No 877/03 to the Healthy, Safe and Caring Communities Partnership for its interest.

7. THE HOUSING IMPROVEMENT TASK FORCE - FINAL REPORT

With reference to Article 7 of the minute of meeting of this Committee of 13 August 2002, there was submitted [Report No 873/03](#) by the Director of Housing seeking homologation of the views expressed in response to the recent Scottish Executive Consultation on the final report of the Housing Improvement Task Force "Stewardship and Responsibility".

The Report indicated that local authorities and other agencies with an interest in the private housing sector had been invited to comment on the final Report of the Housing Improvement Task Force by 20 June 2003. Members of staff from the departments that had a professional or service interest in the workings of the private housing sector and the problems associated with it had reviewed the Report, and their views and responses had been collated by the Housing Department to form the basis of a considered and corporate response, which was attached as Appendix I to the Report.

The Committee agreed to homologate the comments submitted to the Scottish Executive in response to their consultation exercise on the final report of the Housing Improvement Task Force "Stewardship and Responsibility", as detailed in the Appendix to the Report.

8. GYPSY TRAVELLER RESEARCH PROJECT

With reference to Article 7 of the minute of meeting of the Policy and Resources Committee of 19 March 2002, there was submitted [Report No 878/03](#) by the Director of Housing regarding research which had been carried out into the housing needs and aspirations of the Gypsy Traveller community in Tayside from January 2003 to June 2003.

The Report indicated that the research project itself had involved the interview of both Gypsy Travellers and housing professionals in Tayside by the consultants, as well as the collection of a range of documentary evidence and contact with Gypsy Traveller Liaison Groups. Full details of the interview process could be found in the report document which had been placed in the Members' Lounge. The key findings of the research were summarised in the Report, under appropriate headings.

The Committee agreed to note the contents of the Report.

9. REGULATION AND INSPECTION- PREPARATION FOR PATHFINDER INSPECTION

There was submitted [Report No 872/03](#) by the Director of Housing advising the Committee on the preparation that had been made for the Pathfinder Regulatory Inspection of the Council's landlord, factoring and homelessness services by Communities Scotland.

The Report advised that work had been ongoing since it had been announced that Angus Council would be a pathfinder authority and notice had been received in June 2003 from Communities Scotland that inspection was due to take place later this year. The first part of the process would take the form of a meeting which would be arranged between the leader of the inspection team and the lead officer from the local authority. The authority would then be required to prepare an inspection submission within the first six weeks of the process and could give a presentation about the submission at that meeting.

The Committee agreed to note the contents of the Report.

10. "MODERNISING SCOTLAND'S SOCIAL HOUSING" - CONSULTATION PAPER

There was submitted [Report No 871/03](#) by the Director of Housing, seeking homologation of the views expressed in response to the recent Scottish Executive Consultation paper "Modernising Scotland's Social Housing".

The Report indicated that the consultation paper had been launched in April 2003 and local authorities and other agencies with an interest in the private housing sector had been invited to comment by 30 June 2003. Views and responses from other relevant departments within Angus Council had been collated by the Housing Department, to form the basis of a considered and corporate response, which was attached as Appendix 1 to the Report.

The Committee agreed to homologate the comments submitted to the Scottish Executive in response their consultation paper "Modernising Scotland Social Housing", as detailed in the Appendix to the Report.

11. BALANCED SCORECARD – PROGRESS REPORT

With reference to Article 10 of the minute of meeting of this Committee of 13 August 2002, there was submitted [Report No 880/03](#) by the Director of Housing regarding statistics gathered under the Balanced Scorecard system for the period 1 April 2002 to 31 March 2003.

The Report advised that financial year 2002/2003 was the first year for which a set of Balanced Scorecard results covering all four quarters were available. These results, as detailed in Appendix A and B to the Report, provided a valuable benchmark against which future performance could be monitored.

The Committee agreed to note the contents of the Report.

12. HOUSING FOOTPATHS

There was submitted [Joint Report No 881/03](#) by the Director of Housing and the Director of Roads advising that an inter-departmental working group had been established to determine the problems and possible solutions with regard to unadopted roads, footpaths and other public areas within Angus.

The Report summarised the findings to date with regard to footpaths which were currently the responsibility of the Housing Department and recommended a way forward to rationalise the management and maintenance of these footpaths.

The Report advised that that Council owned some 9,166 houses. Unadopted footpaths (i.e. footpaths which were not on the list of public roads) served many of these properties and the total length of these footpaths had been estimated at 55.4 kilometres.

Having heard a number of members welcome the Report, the Committee, for its interest, agreed:-

- (i) to grant approval to proceed with the Director of Housing's proposals to fund the assessment of the Housing Department's footpath network, and establish an inspection and maintenance regime, with a view to transferring responsibility for this path network to the Roads Department on the basis of option 2 detailed in Section 3.8.1 of the Report; and
- (ii) to note that further Reports, outlining the progress being made at firming up on the financial arrangements between the two departments, would be submitted to a future meeting.

13. COUNCIL HOUSE SALES - PROGRESS REPORT

With reference to Article 16 of the minute of meeting of this Committee of 5 June 2003, there was submitted [Report No 882/03](#) by the Director of Finance detailing Council House sales for the period up to 30 June 2003.

The Committee agreed to note the contents of the Report.

14. ANGUS CARE AND REPAIR - PERFORMANCE INDICATORS REPORT

There was submitted [Report No 883/03](#) by the Director of Housing advising members of the activities undertaken by Angus Care and Repair during the 2002/2003 financial year, as detailed in Appendix 1 to the Report.

The Committee agreed to note the satisfactory performance by Angus Care and Repair.

In accordance with Standing Order 20, the Committee agreed to adjourn until the conclusion of the meeting of the Door Stewards Sub-Committee.

The Committee reconvened at 7.40 pm, when all members recorded above were present except for Councillor Ritchie, who had earlier intimated her apologies.

15. A QUICK RESPONSE – ADDITIONAL HOUSING CARETAKER TEAM

With reference to Article 2 of the minute of meeting of the Contract Services Committee of 30 May 2000, there was submitted [Report No 884/03](#) by the Director of Housing advising the Committee of actions taken to establish a two person Caretaker team for Housing Revenue Account purposes in the Forfar/Kirriemuir area.

The Report concluded that the employment of an additional two-person team would enhance the quality of life within the selected Housing Revenue Account areas and provide a responsive service to the customers concerned.

The Committee agreed:-

- (i) to note the action taken, under delegated authority, to establish an additional two person caretaker team for Housing Revenue Account purposes;

- (ii) to note that the team would be based in the Forfar/Kirriemuir area; and
- (iii) to note that the salary grade applicable would be Manual Worker 3 (i.e. the same as current operatives).

16. HOUSING QUALITY NETWORK – ANALYSIS OF PERFORMANCE INDICATORS 2001/2002

There was submitted [Report No 886/03](#) by the Director of Housing which summarised the results from the Housing Quality Network paper entitled "Analysis of 2001/2002 Scottish Local Authority Performance Indicators" for the Council's Housing Department outcomes, in relation to Rent Collection, Void Management, Repairs and Housing Management Costs.

The Report concluded that the figures for Angus compared quite favourably with the Scottish average figures in relation to the aspects of work and out-turns addressed within the Housing Quality Network paper.

The Committee agreed to note the outcomes and resultant overall position of the Council's Housing Department in relation to other Scottish local authorities.

17. AIDS AND ADAPTATIONS CARRIED OUT TO ANGUS COUNCIL HOUSING REVENUE ACCOUNT PROPERTIES IN 2002/2003

With reference to Article 5 of the minute of meeting of this Committee of 1 October 2002, there was submitted [Report No 887/03](#) by the Director of Housing containing details of the number and types of permanent aids and adaptations carried out to Angus Council Housing Revenue Account properties during the financial year 2002/2003.

The Report advised that, during the financial year 2002/2003, 294 adaptations had been carried out to Council houses, with details of the type of work outlined in Appendix 1 to the Report. An additional 55 requests (17 Priority One and 38 Priority Two) had been received between 4 November 2002 and 28 March 2003, but as the budget had been nearing exhaustion, these requests had been held until the start of financial year 2003/2004.

The Committee agreed to note the contents of the Report.

18. ONE-OFF UPGRADES TO HOUSES

There was submitted [Report No 888/03](#) by the Director of Housing advising members on how the Housing Department proposed to carry out certain upgrading works to vacant houses and flats whilst void at change of tenancy.

The Report concluded that, whilst it was feasible to carry out more improvement works to houses at changes of tenancy than at present, to improve re-letting times in difficult areas, and reduce void, there could be complaints from adjoining tenants who missed out on the improvement package. The decision as to what work was required would be agreed with appropriate officers in the department on a house-by-house basis and would be based on an assessment of the difficulty of re-letting the property.

The Committee agreed to approve the proposal as detailed in para 3 of the Report, which would allow continuous improvement to the housing stock and would also allow properties to be improved as required when vacant, to assist in re-letting.

19. CRIMINAL JUSTICE (SCOTLAND) ACT 2003

With reference to Item 14 of the minute of meeting of the Social Work and Health Committee of 21 August 2003, there was submitted [Joint Report No 855/03](#) by the Director of Social Work, the Director of Housing, the Director of Law and Administration and the Chief Executive advising the Committee of the contents of the Criminal Justice (Scotland) Act 2003. This Act made provision regarding public protection, victim rights, sexual offences, prisoners and sentencing, drugs courts, non custodial sentences, childcare issues, evidential issues, bribery and corruption, criminal records, local authority functions and other miscellaneous matters.

The Report also highlighted key provisions contained within the Act and the implications for Angus Council.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to instruct the Director of Housing to make any operational changes necessitated by the Criminal Justice (Scotland) Act 2003, especially those relating to anti-social behaviour orders and anti-social behaviour strategy.

20. LOCAL PARTNERSHIP AGREEMENT

With reference to Article 7 of the minute of meeting of the Social Work and Health Committee of 21 August 2003, there was submitted [Joint Report No 848/03](#) by the Chief Executive, the Acting Director of Social Work and the Director of Housing advising the Committee of the development of a three year local partnership agreement between Social Work, Health and Housing regarding the provision of Community Care Services.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to endorse the draft Local Partnership Agreement, a copy of which had been issued with the Social Work and Health Committee papers of 21 August 2003.

21. GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998 – HARD NON ACCESS CASES – AUTHORISATION ARRANGEMENTS

With reference to Article 9 of the minute of meeting of this Committee of 1 April 2003, there was submitted [Report No 891/03](#) by the Director of Housing seeking homologation of the action taken in allowing certain Housing Department staff to be "authorised officers" in relation to hard non-access cases.

The Report indicated that the proposal, as detailed in the Report, would help safeguard the Council's position and would allow confirmation, via the "authorised officer", of the Gas Engineer's inability to gain access at the fixed date and time. This would ultimately, if required, ensure that the Council would be able to verify in Court proceedings for warrants to enter, that access, despite due notice having been given, had been refused by the tenant.

The Committee agreed:-

- (i) to note that the Director of Housing had issued individual authorisation letters to members of the Housing Department staff, clearly stating the name and position of the authorised person and the purpose of entry, as required in terms of Section 317 (Scotland) Act 1987 as amended, thereby enabling the staff member to confirm non-access in appropriate cases; and
- (ii) that given natural turn-over etc., the Director of Housing be granted delegated authority to issue letters to subsequent replacement officers for this purpose at the appropriate time.

The following matter was, on the determination of the Convener dealt with as a matter of urgency in order that the Committee be made aware of the new grant procedures.

22. HOUSING (SCOTLAND) ACT 2001 - IMPROVEMENT AND REPAIR GRANTS

There was submitted Report No 968/03 by the Director of Planning and Transport advising members on the implementation of revised housing grant procedures as a result of the introduction of the Housing (Scotland) Act 2001.

The Report advised that the most significant change to the operation of the grants system was the introduction of means testing of applicants. This would require the provision of significant amounts of personal financial information and then the calculation of grants on a sliding scale in proportion to the financial well-being of the applicant and any partner. Applicants in receipt of Income Support, Job Seekers Allowance, etc. would be deemed to have no income, while an individual with a net income of £32,000 would receive no grant.

The Committee agreed:-

- (i) to note the proposed changes to the award of housing grant procedures which would come into operation on 1 October 2003;
- (ii) that subject to funding being made available from Communities Scotland, the objective would be to implement the full potential of the revised Regulations (i.e. to pay grant for all eligible works to all eligible applicants at the earliest opportunity); and
- (iii) that in the short term (from 1 October 2003) the strategy suggested in para 5.4 of the Report (Option C) be adopted and expenditure monitored, with a view to refining the strategy at some future date, should it become necessary or appropriate.

23. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2), that the public and press should be excluded from the meeting during consideration of the following items, 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 4, 6, 8 and 9.

24. COUNCIL HOUSE SALES –QUARTERLY SCHEDULES

With reference to Article 19 of the minute of meeting of this Committee of 5 June 2003, there was submitted and noted [Report No 892/03](#) by the Director of Finance which detailed individual Council House Sales for the first quarter of 2003/2004.

25. IMPROVEMENT GRANT APPLICATIONS APPROVED UNDER DELEGATED AUTHORITY

With reference to Article 20 of the minute of meeting of this Committee of 5 June 2003, there was submitted and noted [Report No 816/03](#) by the Director of Planning and Transport detailing applications for Improvement Grants totalling £119,945.27.

26. REPAIR GRANT APPLICATIONS APPROVED UNDER DELEGATED AUTHORITY

With reference to Article 21 of the minute of meeting of this Committee of 5 June 2003, there was submitted and noted [Report No 817/03](#) by the Director of Planning and Transport detailing applications for Repair Grants totalling £46,357.45.

Arising from the above, the Committee agreed that the Director of Planning and Transport submit a Report to a future meeting detailing the criteria required when applying for Repair or Improvement Grants.

27. DISPOSAL OF GROUND

(a) 109 River Street, Brechin

There was submitted [Report No 893/03](#) by the Director of Housing regarding the disposal of an area of ground to the rear of 109 River Street, Brechin, as outlined in the plan attached to the Report.

The Committee agreed that, subject to Section 12 consent being received from Scottish Ministers and planning permission for change of use being granted, the ground be sold to the applicants on appropriate terms and conditions, including the purchasers meeting all of the Council's legal and survey costs, and that the ground be used as garden ground only.

(b) 9 Annfield Drive, Arbroath

There was submitted [Report No 894/03](#) by the Director of Housing regarding an area of ground to the front of 9 Annfield Drive, Arbroath, along with a stretch of so called common footpath immediately in front of the house and part of the common drying area immediately to the rear of the property, as outlined in the plan attached to the Report.

The Committee agreed that, subject to Section 12 consent being received from Scottish Ministers, the ground be sold to the applicant on appropriate terms and conditions, including the purchaser meeting all of the Council's legal and survey costs, and disposing to the Council her right in the remaining area of the drying area.

(c) 104 Demondale Road, Arbroath

There was submitted [Report No 895/03](#) by the Director of Housing regarding the disposal of an area of ground adjacent to 104 Demondale Road, Arbroath, as outlined in the plan attached to the Report.

The Committee agreed that, subject to Section 12 consent being received from Scottish Ministers and planning permission for change of use being granted, the ground be sold to the applicant on appropriate terms and conditions, including the purchaser meeting all of the Council's legal and survey costs.

(d) 12 Lochend Road, Carnoustie

There was submitted [Report No 896/03](#) by the Director of Housing regarding the disposal of an area of ground adjacent to 12 Lochend Road, Carnoustie, as outlined in the plan attached to the Report.

The Committee agreed that, subject to Section 12 consent being received from Scottish Ministers, the ground be sold to the applicant on appropriate terms and conditions, including the purchaser meeting all of the Council's legal and survey costs.

28. CLIFFBURN STOCK OPTIONS AND APPOINTMENT OF TENANTS' ADVISER

With reference to Article 19 of the minute of meeting of this Committee of 13 August 2002, there was submitted [Report No 870/03](#) by the Director of Housing outlining the stock options for the regeneration of Cliffburn, Arbroath and the need to appoint an independent tenants' adviser.

The Committee agreed:-

- (i) to select jointly with tenants and appoint independent consultants to act as tenants' advisers for Cliffburn;
- (ii) that the development of a range of options, including partial tenanted stock transfer for the delivery of regeneration in Cliffburn, be brought forward for consideration by tenants and this Committee;
- (iii) to approve the demolition of the remaining 58 maisonettes and flats at 13 - 35 (odd numbers) Lethnot Road; 14 - 36 (even numbers) Seafield Road, 1 - 8 and 12 - 19 Prosen Drive and the flats at 36 - 53 Mayfield Terrace, Arbroath and 7 garages at Mayfield Terrace as the next phase of the regeneration of Cliffburn;
- (iv) that the remaining tenants be re-housed and, subject to eligibility, paid home loss and disturbance payments; and
- (v) to repurchase the 6 properties in owner occupation within the blocks identified.

29. HOUSING DEVELOPMENT OPTIONS- QUEENS PARK, BRECHIN

With reference to Article 20 of the minute of meeting of this Committee of 1 April 2003, there was submitted [Report No 897/03](#) by the Director of Housing updating members on the assessment process in regard to the Housing Development options for Queens Park, Brechin.

The Committee agreed:-

- (i) to note the progress to date regarding the assessment of proposals submitted for the regeneration development options;
- (ii) to note the offers by the two short-listed parties for the Queens Park, Brechin site;

- (iii) to note the recommendation to select Baxter, Clark & Paul as agents for the Consortium;
- (iv) to note a requirement for a Development Agreement with the preferred developer; and
- (v) to ask the Director of Housing to convey the Committee's thanks to all the staff involved in the project.

30. RESTRUCTURE OF FINANCE, ADMINISTRATION, IT AND COMMUNITY SAFETY SECTIONS AT HOUSING HEADQUARTERS

With reference to Article 21 of the minute of meeting of this Committee of 8 August 2000, there was submitted [Report No 898/03](#) by the Director of Housing recommending the restructuring of certain sections of the Housing Headquarters Unit to ensure a more effective support function.

The Committee agreed to note and approve the establishment of a post of Administrative Officer (Finance), AP3 and the establishment of a post of Community Safety Liaison Assistant, AP1.

31. SERIOUS ARREARS CASES - HOUSING REVENUE ACCOUNT TENANTS

There was submitted [Report No 899/03](#) by the Director of Housing regarding serious arrears of rent in respect of seven Council house tenants, as detailed in the Appendix to the Report.

The Committee agreed that all seven cases be monitored and that approval given to evict, if regular payments to reduce the arrears were not received.

32. ANNUAL SERVICING AND MAINTENANCE OF GAS HEATING INSTALLATIONS, CONTRACTS 1 AND 2 – EXTENSIONS TO EXISTING CONTRACTS.

With reference to Article 24 of the minute of meeting of this Committee of 28 May 2002, there was submitted [Report No 900/03](#) by the Director of Property Services on the proposal to extend existing gas maintenance contracts.

The Committee agreed:-

- (i) to approve the negotiation of an extension to the existing gas maintenance contract by the Director of Property Services, based on the tender previously accepted for the Annual Servicing and Routine Maintenance of Gas Heating Installations, Contract 1, that of W R B Gas (Contracts) Ltd., Dundee;
- (ii) to approve the negotiation of an extension to the existing gas maintenance contract by the Director of Property Services, based on the tender previously accepted for the Annual Servicing and Routine Maintenance of Gas Heating Installations, Contract 2, that of Saltire Facilities Management Ltd., Airdrie;
- (iii) to note that allowance would be required to be made for these extended contracts in the HRA Planned Maintenance Programme Budget as contained in overall Housing Revenue Account Budget for 2003/2004 and that provision would be required within future years HRA Planned Maintenance programme budgets to accommodate the annual expenditure;
- (iv) to note that, once the contract costs had been negotiated by the Director of Property Services, a report would be submitted to the Committee for approval, prior to accepting the extended contracts; and
- (v) to approve the exemption of the extension to the existing contracts from any or all of the provisions of the Financial Regulations, in accordance with Clause 16.1.3(d).

33. PROPOSED NEW OFFICE FOR HOUSING DEPARTMENT STAFF, FORFAR

With reference to Article 18 of the minute of meeting of this Committee of 1 October 2002,

there was submitted [Joint Report No 901/03](#) by the Director of Property Services and the Director of Housing advising the Committee of the outcome of a recent marketing exercise to obtain new office accommodation in Forfar.

The Committee agreed:-

- (i) to note the outcome of the marketing exercise and the subsequent assessment of offers; and
- (ii) to take no action with regard to the offers received.

34. KITCHEN REFURBISHMENTS AT ARBROATH, CONTRACT 03_KITC_A1- EXTENSION TO CONTRACT TO INCLUDE ADDITIONAL PROPERTIES AT CAIRNIE LOAN AND CAIRNIE CRESCENT

With reference to Article 4 of the minute of meeting of the Housing Executive Sub-Committee of 19 June 2003, there was submitted [Report No 902/03](#) by the Director of Property Services regarding the addition of 49 houses to the Kitchen Refurbishment Contract currently being executed.

The Committee agreed:-

- (i) to approve the addition of 49 houses to the contract currently being executed by Shepherd General Builders Ltd., Forfar at an estimated additional cost of £193,409;
- (ii) to approve the estimated revised total cost of £469,123 (at out-turn prices);
- (iii) to approve the estimated revised contract sum of £410,501 which represented an overspend in excess of 5% of the original contract sum, reported to the Director of Finance in accordance with Clause 7.5 of Financial Regulations;
- (iv) to note that the revised expenditure arising from this project would be funded from allowances made for kitchen replacements of £650,000 in the HRA Repairs and Maintenance programme and £977,000 in the 2003/2004 HRA Capital programme; and
- (v) to approve the exemption of the extension to the existing contract from any or all of the provisions of the Financial Regulations, in accordance with Clause 16.1.3d.

35. KITCHEN REFURBISHMENTS AT NURSERY PARK, BRECHIN, CONTRACT 03_KITC_B2- EXTENSION TO CONTRACT TO INCLUDE ADDITIONAL PROPERTIES AT WARDS ROAD

With reference to Article 5 of the minute of meeting of the Housing Executive Sub-Committee of 19 June 2003, there was submitted [Report No 903/03](#) by the Director of Property Services regarding the addition of 18 houses to the Kitchen Replacement Contract currently being executed.

The Committee agreed:-

- (i) to approve the addition of 18 houses to the contract currently being executed by AWG Construction Services Ltd., Dundee at an estimated additional cost of £56,256;
- (ii) to approve the estimated revised total cost of £322,013 (at out-turn prices);
- (iii) to approve the estimated revised contract sum of £278,152 which represented an overspend in excess of 5% of the original contract sum, reported to the Director of Finance in accordance with Clause 7.5 of Financial Regulations;
- (iv) to note that the revised cost of this project would be funded from allowances made for kitchen replacements of £650,000 in the HRA Repairs and Maintenance programme and £977,000 in the 2003/2004 HRA Capital programme; and
- (v) to approve the exemption of the extension to the existing contract from any or all of the provisions of the Financial Regulations, in accordance with Clause 16.1.3d.

36. MODERNISATIONS AT 34-48, 25-39 PRIORY CRESCENT AND 34-48 BRUCE ROAD, ARBROATH - TENDER LIST

There was submitted [Report No 904/03](#) by the Director of Property Services giving details of contractors to be invited to tender for the modernisation of properties at 34-48, 25-39 Priory Crescent and 34-48 Bruce Road, Arbroath.

The Committee agreed that the following six contractors be invited to tender subject to any financial assessment as required by the Director of Finance, in consultation with the Director of Property Services:-

W H Brown Construction (Dundee) Ltd., Dundee
Clachan Construction Limited, Perth
Forman Construction Limited, Dundee
Muirfield (Contracts) Limited, Dundee
Shepherd General Builders Limited, Forfar
Thomson & Douglas Limited, Kingsmuir, Forfar

37. TENDER REPORTS

(a) Kitchen Refurbishments at Strathmore Avenue and Glenogil Terrace, Forfar, Contract 03_KITC_F1

With reference to Article 23 of the minute of meeting of this Committee of 1 April 2003, there was submitted [Report No 905/03](#) by the Director of Property Services on tenders received for kitchen refurbishments to sixty two properties in Strathmore Avenue and Glenogil Terrace, Forfar.

The Committee agreed:-

- (i) to authorise acceptance of the lowest tender for the several works, that of Thomson & Douglas Limited, Forfar in the amount of £286,574.36;
- (ii) to approve the estimated total cost of £327,624 (at out-turn prices); and
- (iii) to note that this project would be funded from allowances made for kitchen replacements of £650,000 in the HRA Repairs and Maintenance programme and £977,000 in the 2003/2004 HRA Capital programme.

Councillors Angus and Ellis having declared an interest in the following item, left the meeting.

Provost Middleton took the Chair.

(b) Heating Replacement Programme 2003/2006 - Bulk Procurement Contract 2 Brechin and Montrose

With reference to Article 19 of the minute of meeting of this Committee of 12 November 2002, there was submitted [Report No 906/03](#) by the Director of Property Services on tenders received for the bulk Heating Replacement Programme, Contract 2, Brechin and Montrose.

The Committee agreed:-

- (i) to authorise acceptance of the lowest tender for Heating Replacement Programme 2003/2006 - Bulk Procurement Contract 2 Brechin and Montrose, that of McGill Electrical Ltd., Dundee in the amount of £2,358,296.26;
- (ii) to approve the estimated total cost of £2,665,415;
- (iii) to note that an allowance of £3,173,000 had been made for this project in the HRA Capital programme; and

- (iv) to note that the additional revenue expenditure arising from this project (first full year 2006/2007) was £246,800 per annum in respect of loan charges calculated over 20 years.