

## ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 1 December 2005 at 4.00 pm.

**Present:** Councillors ALEX KING, STEWART McGLYNN (substitute for RON SCRIMGEOUR), JOY MOWATT (substitute for JACK GIBB), IAN MACKINTOSH, GLENNIS MIDDLETON, Provost BILL MIDDLETON, ROB MURRAY, PETER MURPHY, ROBERT MYLES, PETER NIELD, GEORGE NORRIE MBE, HELEN OSWALD, IAIN GAUL (substitute for BILL ROBERTON), MARK SALMOND and DAVID SELFRIDGE.

**Apologies:** Apologies for absence were intimated on behalf of Councillors RON SCRIMGEOUR, JACK GIBB and BILL ROBERTON.

Councillor KING, Convener in the Chair.

### 1. DECLARATIONS OF INTEREST

The Committee agreed to note that no declarations of interest were made.

### 2. MINUTES

#### (a) Previous Meeting

The [minute of meeting of this Committee of 20 October 2005](#) was approved as a correct record and signed by the Convener.

#### (b) Audit Sub-Committee

The [minute of meeting of the Audit Sub-Committee of 20 October 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

#### (c) Executive Sub-Committee

The [minute of meeting of the Executive Sub-Committee of 10 November 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

### 3. 2006/2007 REVENUE BUDGET

With reference to Article 39 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1447/05](#) by the Acting Director of Finance advising the Committee of the latest position with regard to the preparation of the Finance, Information Technology, Personnel Services, Property Services and Law and Administration Departments 2006/2007 revenue budgets and associated issues.

Appended to the Report were summaries of the departmental base budgets for 2006/2007 as submitted to, and subsequently reviewed by, the Acting Director of Finance.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the budget process: and
- (ii) to note that more detailed Reports, with specific recommendations, would be brought forward later in the budget cycle.

#### **4. 2005/2009 FINANCIAL PLAN AND 2006/2007 CAPITAL BUDGET**

With reference to Article 38 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1448/05](#) by the Acting Director of Finance advising the Committee of the latest position with regard to the preparation of the 2005/2009 Financial Plan (incorporating the 2006/2007 Capital Budget) for the Finance (Miscellaneous), Information Technology and Property Services Departments.

Appended to the Report were the departmental Financial Plan submissions for 2005/2009 as returned to the Acting Director of Finance and subsequently reviewed by the Capital Budget Sub-Group.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the Financial Plan process; and
- (ii) to note that more detailed Reports with specific recommendations would be brought forward later in the Financial Plan cycle.

#### **5. PROPERTY MAINTENANCE PROGRESS REPORT 2005/2006**

With reference to Article 7(a) of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 1449/05](#) by the Director of Property Services setting out the current status of expenditure on the maintenance of non-housing properties as at 30 September 2005.

The Committee agreed to note the contents of the Report.

#### **6. ENERGY BUDGET PROGRESS REPORT 2005/2006**

With reference to Article 8(a) of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 1450/05](#) 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 30 September 2005.

The Committee agreed to note the contents of the Report.

#### **7. PUBLIC BUILDING CLEANING CLIENT MONITORING 2004/2005**

With reference to Article 3 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 1451/05](#) by the Director of Property Services outlining the monitoring of notified complaints in respect of the Public Building Cleaning contract carried out by Contract Services and indicating that, on the basis of only two complaints recorded, which were of a minor nature, it was clear that Contract Services continued to provide a very satisfactory standard of service in accordance with the terms of the contract.

The Committee, for its interest, agreed to note contents of the Report.

#### **8. PROPOSED LEASE - JOHN STREET, FORFAR**

There was submitted [Report No 1452/05](#) by the Director of Property Services advising members of a request from Messrs Transco to lease an area of ground held on the common good account at John Street, Forfar for a gas governor site.

COUNCILLOR KING, SECONDED BY COUNCILLOR MURRAY, MOVED THAT THE COMMITTEE AGREE:

- (I) TO NOTE THE CONTENTS OF THE REPORT; AND

- (II) TO APPROVE THE LEASE OF AN AREA OF GROUND AMOUNTING TO 88 SQUARE METRES AT JOHN STREET, FORFAR TO MESSRS TRANSCO FOR A GAS GOVERNOR SITE FOR A PERIOD OF NINETY NINE YEARS AT A RENT OF £1.00 PER ANNUM, WITH A PREMIUM OF £2,000 BEING PAID BY TRANSCO AT COMMENCEMENT OF THE LEASE.

Councillor Nield, seconded by Councillor Mackintosh, moved as an amendment, that Transco be charged at the same rate per square metre as members of the public were charged for ground for the erection of garden/storage sheds.

On a vote being taken, the members voted:

For the motion:

Councillors, King, McGlynn, Mowatt, Bill Middleton, Glennis Middleton, Murray, Oswald, Gaul, Salmond and Selfridge (10)

For the amendment:

Councillors Mackintosh, Murphy, Myles, Nield and Norrie (5)

The motion was declared carried and became the finding of the meeting.

#### **9. ALTERATIONS TO EXISTING BUILDING AND NEW EXTENSION AT SOUTHESK PRIMARY SCHOOL, MONTROSE - TENDER REPORT**

With reference to Article 6 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1453/05](#) by the Director of Property Services containing details of tenders received for alterations to the existing building and a new extension at Southesk Primary School, Montrose.

The Committee agreed:-

- (i) to approve acceptance of the only tender received for the several works, that of Muirfield (Contracts) Ltd, Dundee in the modified amount of £715,528.98;
- (ii) to approve the estimated total cost of £862,715 (at out-turn prices);
- (iii) to note that an allowance of £900,000 had been made for this project in the 2005/2006 Final Capital Budget Volume; and
- (iv) to note the revenue implications as contained within the Report.

#### **10. VARIOUS SECONDARY SCHOOLS - UPGRADING OF HOME ECONOMICS ROOMS - TENDER REPORT**

With reference to Article 4 of the minute of meeting of the Education Committee of 10 November 2005, there was submitted [Report No 1454/05](#) by the Director of Property Services containing details of tenders received for the upgrading of home economics rooms at Arbroath Academy, Arbroath High School, Montrose Academy and Monifieth High School.

The Committee agreed:-

- (i) to approve acceptance of the following tenders for the several works to home economics rooms at:-
  - Arbroath Academy in the amount of £64,442.63 as submitted by Muirfield (Contracts) Ltd, Dundee, after discount applied;
  - Arbroath High School in the amount of £71,431.64 as submitted by Pert Bruce Construction Ltd, Montrose;
  - Montrose Academy in the amount of £64,809.34 as submitted by Muirfield (Contracts) Ltd, Dundee;

- Monifieth High School in the amount of £72,070.46 as submitted by Pert Bruce Construction Ltd, Montrose;
- (ii) to approve the estimated total cost of £292,529 (at out-turn prices); and
- (iii) to note that this project would be funded from the Specific School Fund Grant within the Education section of the 2005/2009 Financial Plan and capital budget 2006/2007.

#### **11. PLAYING FIELDS AND CHANGING FACILITIES, BROOMFIELD ROAD, MONTROSE**

With reference to Article 18 of the minute of meeting of the Social Work and Health Committee of 15 November 2005, there was submitted [Joint Report No 1455/05](#) by the Director of Property Services, the Director of Education, the Director of Social Work and Health and the Director of Leisure Services advising members of changes in the use of the sports ground and changing facilities at Broomfield Road, Montrose, and making recommendations with regard to various areas of land.

The Committee, noted that the Report would be submitted to the Education, Social Work and Health and Environmental and Leisure Services Committees and agreed, for its interest, and subject to the decisions of those Committees:-

- (i) to approve the appropriation of an area of the playing fields at Broomfield Road, Montrose measuring 7.35 hectares from the Education to the Leisure Services account;
- (ii) to approve the lease of an area of the playing fields measuring 7.35 hectares at Broomfield Road, Montrose to the Montrose Youth Football Club on the provisional terms and conditions detailed in the Report;
- (iii) to declare surplus to the requirements of the Council the area of land measuring 0.37 hectares and forming part of the playing fields at Broomfield Road, Montrose and to authorise the Director of Property Services to arrange for the disposal of this site; and
- (iv) to declare surplus to the requirements of the Council the former changing rooms site measuring 0.24 hectares at Broomfield Road, Montrose and to authorise the Director of Property Services to arrange for disposal of the site to Angus Housing Association, subject to the consent of Scottish Ministers.

#### **12. PROPERTY TRANSACTIONS**

With reference to Article 3 of the minute of meeting of this Committee of 20 October 2005 there was submitted [Report No 1456/05](#) by the Director of Property Services advising of the outcome of negotiations for various lease renewals, rent reviews, open market disposals and compensation claims.

The Committee agreed to note and approve the conclusion of negotiations for the transactions as detailed in Appendices 1, 2 and 3 and to authorise the compensation claims detailed in Appendix 4 of the Report.

#### **13. PERSONNEL SERVICES: TRAINING SERVICES - PROGRESS REPORT**

With reference to Article 25 of the minute of meeting of this Committee of 16 June 2005, there was submitted [Report No 1457/05](#) by the Chief Executive describing the activities of the Training Services Section of Personnel Services during the period 1 April to 30 September 2005.

The Report indicated that the Section had again been particularly active in dealing with the Skillseekers, New Deal 18–24 – Environment Taskforce, New Deal 25+, Programme Centre, and Training for Work initiatives. IT training had also been provided both to participants on the various programme managed by Training Services and to Council employees.

The Committee agreed to note the contents of the Report.

**14. QUARTERLY JOINT STAFFING WATCH**

There was submitted [Report No 1459/05](#) by the Chief Executive advising members of the Council's quarterly Joint Staffing Watch return to the Scottish Executive for the period to September 2005.

The Report indicated that the format of the return had now changed and it was considered that this represented an appropriate opportunity to advise members of the Committee of the position.

The figures were based on all staff on the payroll at the survey reference date and included temporary, fixed-term and casual employees.

The Committee agreed to note the contents of the Report.

**15. ESTABLISHMENT CHANGES**

With reference to Article 26 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1460/05](#) by the Chief Executive summarising changes to the Chief Executive's, Education, Environmental and Consumer Protection, Housing, Leisure Services, Planning and Transport, Property Services and Social Work and Health Departments during the period 24 September to 4 November 2005.

The Committee agreed to note the changes to the establishments of these departments, as detailed in the Report.

**16. EDUCATION 2004/2005 REVENUE BUDGET MONITORING FOR THE PERIOD TO 30 SEPTEMBER 2005**

With reference to Article 5 of the minute of meeting of the Education Committee of 10 November 2005, there was submitted [Joint Report No 1299/05](#) by the Director of Education and Acting Director of Finance advising members of the actual net revenue expenditure incurred in comparison to budget in respect of the Education Department for the period to 30 September 2005 and providing comment on the more significant variances arising.

The Committee, for its interest, agreed to note the contents of the Report.

**17. HOUSING CAPITAL PROGRAMME – HRA BLOCK – 2005/2006**

With reference to Article 3 of the minute of meeting of the Housing Committee of 17 November 2005, there was submitted [Report No 1346/05](#) by the Acting Director of Finance setting out the latest capital estimate for the year and the capital spend figures to the end of September 2005, in respect of the HRA Housing Programme and the HRA Planned Maintenance Programme 2005/2006.

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

**18. COMPOSITE CAPITAL PROGRAMME 2005/2006**

With reference to Article 31 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1461/05](#) by the Acting Director of Finance advising members of the capital expenditure incurred for the period from 1 April to 30 September 2005 and measuring projected capital expenditure for the year against budgeted provision.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position on the Composite Capital Programme as at 30 September 2005, as detailed in the monitoring statement which accompanied the Report;

- (iii) to note that, as part of the budget process for 2006/2007, it was expected that the Capital Budget Sub-Group, in conjunction with the Capital Projects Monitoring Group, would continue to review the position on the Composite Capital Programme and address issues relating to the projected spend position, possible slippage on projects and resources potentially available for 2005/2006; and
- (iv) to note that projections of the year-end position on the Composite Capital Programme would be ongoing and brought forward, on a regular basis, to future meetings of this Committee.

#### **19. REVENUE MONITORING STATEMENT**

With reference to Article 32 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1462/05](#) by the Acting Director of Finance advising members of the actual revenue expenditure incurred and income received in respect of the Council's departments for the period 1 April to 31 October 2005.

The Report indicated that, under some of the cost heads, the actual expenditure of individual departments was still currently ahead of the phased budget and, while there were no particular concerns arising from these, the position would continue to be monitored closely to ensure that overall net expenditure did not exceed departmental cash limited budgets.

The Committee, for its interest, agreed to note the contents of the Report.

#### **20. REVENUE BUDGET OUTTURN 2005/2006**

With reference to Article 33 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1463/05](#) by the Acting Director of Finance giving an indication of the likely revenue outturn for the financial year 2005/2006.

The Committee, for its interest, agreed to note the contents of the Report.

#### **21. RENEWAL AND REPAIRS FUNDS**

With reference to Article 35 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1464/05](#) by the Acting Director of Finance reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads, Information Technology, Equipment and Printing as at 31 October 2005, which showed a total balance available of approximately £1,812,589.

The Committee agreed to note the contents of the Report.

#### **22. REMISSION OF RATES**

With reference to Article 36 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1465/05](#) by the Acting Director of Finance advising members of an application for Remission of Rates and recommending that it be granted, which would result in annual cost to the Council of £21.71.

The Committee agreed to approve the application for Remission of Rates as detailed in the Report.

#### **23. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF**

With reference to Article 40 of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 1466/05](#) by the Acting Director of Finance containing details of miscellaneous accounts which were recommended be written off.

The Report indicated that a relatively small number of accounts had now been identified for write off. The number and value, in the context of the total number and value of accounts issued throughout the year, were relatively insignificant, although they would continue to be pursued in light of any further information which might become available.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the accounts amounting to £9,470.08, as detailed in Appendix I of the Report, being written off as irrecoverable.

#### **24. PROVISION OF BANKING SERVICES**

With reference to Article 42 of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 1467/05](#) by the Acting Director of Finance containing details of tenders received for the provision of banking services to the Council for a period of three years commencing 1 April 2006.

The Report indicated that the tender evaluation process concluded that, notwithstanding minor differences in the overall service provision, the tender submitted by the Bank of Scotland would represent the lowest charge in terms of transaction costs, in addition to providing more competitive interest rates.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the appointment of the Bank of Scotland as the Council's bankers for the period 1 April 2006 to 31 March 2009.

#### **25. COUNCIL TAX COLLECTION PERFORMANCE**

With reference to Article 24 of the minute of meeting of this Committee of 2 December 2004, there was submitted [Report No 1468/05](#) by the Acting Director of Finance advising members of the level of collection of Council Tax during the current financial year to the end of October 2005 and comparing this with the previous year's performance.

The Report indicated that the level of collection of Council Tax to the end of October 2005 was comparable with previous years and showed a slight improvement on last year's figures.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to extend thanks and appreciation to all staff involved with the high rate of Council Tax collection within Angus.

#### **26. ANGUS COUNCIL COMMUNITY GRANT SCHEME**

With reference to Article 41 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 1469/05](#) by the Chief Executive recommending payments of over £500 in respect of applications received in terms of the Council's Community Grant Scheme and advising members of applications which had been approved for £500 or less.

The Committee agreed:-

- (i) to make the following decisions in respect of applications for grants over £500:-

Monifieth Partnership – Not applicable under this scheme  
 Angus Arts – Award of £500  
 Ferryden Playgroup – Defer  
 HOPE – Award of £2,503  
 Arthritis Care in Scotland – No award  
 ENABLE Scotland – Award of £515;

- (ii) to note the following decisions in respect of applications for £500 or less:-

Angus Foster Carers Association – Award of £350  
Shelter Scotland – Award of £250  
Speakeasy – Award of £400  
Adoption and Long Term Fostering Support Group – Award of £211  
Coronary Thrombosis Trust – No award  
Tannadice Parish History Group – Award of £300

**27. 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 the following item, 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 6, 8 and 9.

**28. PERSONNEL SERVICES: TRAINING SERVICES - SUBMISSION OF TENDER FOR JOB CENTRE PLUS CONTRACT**

There was submitted [Report No 1458/05](#) by the Chief Executive advising members of the terms of the invitation to tender for the delivery of New Deal programmes on behalf of Jobcentre Plus and seeking approval for the action necessary in respect of the submission of an appropriate bid for the delivery of the New Deal programmes.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise officers to discuss and agree the issues required for the submission of a bid for the delivery of New Deal programmes.