

ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 3 May 2005 at 4.00 pm.

Present: Councillors ALEX KING, RON SCRIMGEOUR, JACK GIBB, IAN MACKINTOSH, GLENNIS MIDDLETON, Provost BILL MIDDLETON, ROB MURRAY, PETER MURPHY, ROBERT MYLES, PETER NIELD, GEORGE NORRIE MBE, HELEN OSWALD, BILL ROBERTON, and DAVID SELFRIDGE.

Apology: An apology for absence was intimated on behalf of Councillor MARK SALMOND.
Councillor KING, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

Councillor Scrimgeour declared an interest in item 23 as a Director of Angus Citizens Advice Bureau.

Councillor Glennis Middleton declared an interest in item 23 as a Director of Angus Care and Repair and indicated that she would not be taking part in the discussion.

2. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 17 March 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 17 March 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 14 April 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

3. FORFAR/CARNOUSTIE SCHOOLS PROJECT - ENABLING WORKS

With reference to Article 8 of the minute of meeting of the Education Committee of 18 April 2005, there was submitted [Report No 431/05](#) by the Director of Education outlining the conclusion of the purchase of the Whitehills site and proposals to undertake works at Langlands Primary School and Carnoustie High School in preparation for construction works, as part of the Forfar/Carnoustie Schools Project. The Report also outlined the decant proposals and associated costs which would be necessary to facilitate the construction phases of the project.

The Committee, for its interest, agreed to approve the recommendations as detailed in the Report.

4. PROPOSED DISPOSAL OF PADANARAM PRIMARY SCHOOL

With reference to Article 10 of the minute of meeting of the Education Committee of 18 April 2005, there was submitted [Report No 433/05](#) by the Director of Property Services advising members that the school at Padanaram was now surplus to the Council's requirements.

The Report indicated that the property was no longer required for educational use and that its sale on the open market would produce a capital receipt for the Council.

The Committee agreed:-

- (i) to declare the former Padanaram Primary School as surplus to the Council's requirements; and
- (ii) to authorise the Director of Property Services to market the property for sale.

5. PROPOSED DISPOSAL OF SOUTHMUIR PRIMARY SCHOOL

With reference to Article 9 of the minute of meeting of the Education Committee of 18 April 2005, the Committee noted that the Director of Property Services would be submitting a detailed Report on the condition of the former Southmuir Primary School building and the implications of its use by community groups, to an early meeting of this Committee.

6. PROPOSED DISPOSAL OF LADYLOAN PRIMARY SCHOOL, ARBROATH

There was submitted [Joint Report No 546/05](#) by the Director of Property Services and the Personnel Services Manager advising members that the former Ladyloan Primary School in Arbroath was now surplus to the Council's requirements.

The Report indicated that the Training Services Section of Personnel Services had utilised these premises as a storage facility for landscaping materials and would require some form of basic storage facility and yard when this facility was no longer available at Ladyloan.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to declare as surplus to the Council's requirements the former Ladyloan Primary School, Arbroath;
- (iii) to authorise the Director of Property Services to market the property for sale; and
- (iv) to authorise the Director of Property Services to seek an appropriate storage yard for use of the Personnel Training Services Section in Arbroath.

7. PROPOSED DISPOSAL OF FORMER ROADMAN'S HOUSE, FARNELL, BRECHIN

With reference to Article 22 of the minute of meeting of the Infrastructure Services Committee of 28 April 2005, there was submitted [Report No 522/05](#) by the Director of Property Services advising members that the former Roadman's House at Farnell, Brechin was vacant and surplus to the Council's requirements.

The Report indicated, that in terms of the title deeds, there existed a pre-emption clause which allowed Southesk Settlement Trustees first refusal to purchase the property.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to declare the former Roadman's House at Farnell, Brechin as surplus to the Council's requirements; and
- (iii) to approve disposal of the property to Southesk Settlement Trustees on the provisional terms and conditions detailed in the Report.

8. EXTENSION TO SPORTS COMPLEX CHANGING FACILITIES - MONIFIETH HIGH SCHOOL - TENDER REPORT

With reference to Article 2 of the minute of meeting of this Committee of 10 February 2005, there was submitted [Joint Report No 555/05](#) by the Director of Property Services, the Director of Education and the Director of Leisure Services containing details of tenders received for an extension to the existing sports complex changing facilities at Monifieth High School.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to approve acceptance of the lowest tender for the several works, that of RS Hill, Forfar, modified by savings in the amount of £289,959.07, subject to final approval by the Big Lottery Fund of their funding contribution of £150,000;
- (iii) to approve the estimated total cost of £333,673 (at out-turn prices);
- (iv) to note that an allowance of £290,000 had been made for this project in the Education Section of the Provisional Financial Plan 2004/2008, with the additional cost of £43,673 to be met from (a) the Educational Improvements 2005/2006 budget line in the Education budget section of the Provisional Financial Plan 2004/2008 (£18,437), and (b) subject to confirmation, from the Leisure Services Department revenue budget (£25,236); and
- (v) to note the revenue implications arising from this project (first full year 2006/2007) as detailed in the Report.

The following matter was on the determination of the Convener, dealt with as a matter of urgency, in order that the tender could be accepted timeously.

9. SYNTHETIC ALL-WEATHER SPORTS PITCH, ARBROATH HIGH SCHOOL – TENDER REPORT

With reference to Article 2 of the minute of meeting of this Committee of 10 February 2005, there was submitted [Joint Report No 572/05](#) by the Director of Property Services, the Director of Education and the Director of Leisure Services containing details of tenders received for the installation of a synthetic all-weather sports pitch, together with floodlighting, access paths for disabled persons, etc at Arbroath High School.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report:
- (ii) to approve acceptance of the lowest tender for the several works, that of The ERDC Group Ltd Newbridge, in the amount of £486,028.85, subject to final approval by the Big Lottery Fund of their funding contribution of £360,000:
- (iii) to approve the estimated total cost of £523,739 (at out-turn prices);
- (iv) to note that an allowance of £466,000 had been made for this project in the Education Section of the Provisional Financial Plan 2004/2008, with the additional cost of £57,739 to be met from (a) the Educational Improvements 2005/206 budget line in the Education budget section of the Provisional Financial Plan 2004/2008 (£17,739), and (b) the Education Revenue Budget (£40,000), which could be reduced if the identified saving could be implemented; and
- (v) to note the revenue implications arising from this project (first full year 2007/2008) as detailed in the Report.

10. EXTENSION AND REFURBISHMENT TO SOUTHESK PRIMARY SCHOOL, MONTROSE - TENDER LIST

With reference to Article 2 of the minute of meeting of this Committee of 10 February 2005, there was submitted [Report No 549/05](#) by the Director of Property Services containing details of the contractors whom it was proposed be invited to tender for the extension and refurbishment of Southesk Primary School, Montrose.

The Committee agreed that the following four contractors be invited to tender, subject to satisfactory financial assessments deemed to be necessary by the Director of Finance, in consultation with the Director of Property Services:-

W H Brown Construction (Dundee) Ltd, Dundee
 Morrison Construction Services Ltd, Aberdeen
 Muirfield (Contracts) Ltd, Dundee
 W W Pert Construction Ltd, Montrose

11. FORMATION OF ACCESS OFFICE AT THE OLD PARISH CHURCH, ARBROATH - TENDER LIST

With reference to Article 2 of the minute of meeting of this Committee of 10 February 2005, there was submitted [Report No 550/05](#) by the Director of Property Services containing details of the contractors whom it was proposed be invited to tender for the formation of an ACCESS Office at the Old Parish Church, Arbroath.

The Committee agreed that the following four contractors be invited to tender, subject to satisfactory financial assessments deemed to be necessary by the Director of Finance, in consultation with the Director of Property Services:-

Hall & Tawse Ltd t/a Mansell, Aberdeen
 Mitie Property Services (UK) Ltd, Edinburgh
 Muirfield (Contracts) Ltd, Dundee
 W W Pert Construction Ltd, Montrose

12. PROPERTY TRANSACTIONS

With reference to Article 8 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 552/05](#) by the Director of Property Services advising of the outcome of negotiations for various property transactions, namely acquisitions, new leases, lease renewals and open market disposals.

The Committee agreed to note and approve the conclusion of negotiations for the transactions as detailed in Appendices I, II, III and IV of the Report.

Councillor Nield requested, in terms of Standing Order 15(9)(ii), that his dissent be recorded to the foregoing decision on Open Market Disposals (Appendix IV) as, in his opinion, there was insufficient information.

13. ACCESS FOR THE DISABLED ADAPTATIONS PROGRAMME - PHASE 4

With reference to Article 26 of the minute of meeting of the Policy and Resources Committee of 8 May 2001, there was submitted [Report No 554/05](#) by the Director of Property Services seeking approval to the provision of supplementary funding from the Property Renewal and Repairs Fund to allow the fourth phase of an extensive programme of adaptations in non-housing properties to be undertaken, at an estimated cost of £345,000.

The Report indicated that the Disability Discrimination Act, 1995 placed a responsibility on the Council to take appropriate measures to ensure, so far as practicable, the quality of access to Council services for all members of the community with disabilities.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve a bid for supplementary funding in the sum of £345,000 from the Property Renewal and Repairs Fund in 2005/2006 for Phase 4 of an access for the disabled adaptations programme; and
- (iii) instruct the Director of Property Services to progress these adaptations and submit further reports detailing later phases of the programme.

14. COMMON HOUSING REGISTER - IT SOLUTION

With reference to Article 10 of the minute of meeting of the Housing Committee of 21 April 2005, there was submitted [Report No 472/05](#) by the Director of Housing containing information on an IT solution for the establishment of a Common Housing Register and providing details of the most suitable provider to implement this.

The Report indicated that an appropriate IT solution would allow effective implementation of the Common Housing Register and would bring operational benefit to all the partners, allowing them to share the running costs of the register.

The Committee, for its interest, agreed to approve the recommendations detailed in the Report.

15. UPGRADE TO DYNIX AUTOMATED LIBRARY SYSTEM

There was submitted [Joint Report No 556/05](#) by the Director of Information Technology and the Director of Leisure Services seeking approval to upgrade the existing Dynix Automated Library System within Council owned libraries.

The Report indicated that the existing system had been in place since 1991, during which it had proved to be a robust product, although there had now been identified a need to upgrade the system to improve quality and consistency.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the upgrading of the Dynix Automated Library System, at a cost of £107,328; and
- (iii) to exempt the procurement from competitive tendering in terms of para 16.3.2(c) of the Council's Financial Regulations.

16. REQUEST FOR HOSPITALITY - HMS MONTROSE

The Committee agreed to homologate a decision by the Hospitality Sub-Group to provide a civic reception for the officers and crew of HMS Montrose, plus the transportation costs of the crew, to be held in Montrose on Saturday 4 June 2005, at a cost of approximately £1,100 to be met from the Hospitality budget.

17. ESTABLISHMENT CHANGES

With reference to Article 27 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 557/05](#) by the Chief Executive summarising changes to the Chief Executive's, Environmental and Consumer Protection, Law and Administration, Leisure Services, Planning and Transport, Property Services and Social Work and Health departments during the period 1 March to 18 April 2005.

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

18. HOUSING CAPITAL PROGRAMME - HRA BLOCK - 2004/2005

With reference to Article 3 of the minute of meeting of the Housing Committee of 21 April 2005, there was submitted [Report No 465/05](#) by the Director of Finance setting out the latest position on the HRA Housing Capital Programme and the HRA Planned Maintenance Programme for 2004/2005 and, detailing the latest capital estimate for the year and the capital spend figures to the end of February 2005.

The Report indicated that the actual spend achieved to 28 February 2005 was £6.675 million, which included internal capital fees to 31 December 2004.

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

19. CAPITAL MONITORING - COMPOSITE CAPITAL PROGRAMME 2005/2006

With reference to Article 34 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 558/05](#) by the Director of Finance advising members of the Capital Expenditure incurred for the period from 1 April 2004 to 28 February 2005 and measuring projected capital expenditure for the year against budgeted provision for the year.

The Report indicated that the programme was currently projecting an underspend of £353,000 in terms of the net revised budget of £9.355 million for the year.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position as at 28 February 2005 on the Composite Capital Programme as detailed in the Monitoring Statement which accompanied the Report; and
- (iii) to note that the Director of Finance had been authorised to utilise capital financing resources to bring about the most advantageous year end position for financial year 2004/2005.

20. REVENUE MONITORING STATEMENT

With reference to Article 35 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 559/05](#) by the 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 2004 to 28 February 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.

21. REVENUE BUDGET OUTTURN 2004/2005

With reference to Article 36 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 560/05](#) by the Director of Finance giving an indication of the likely revenue outturn for the financial year 2004/2005 and reflecting ongoing monitoring of budget against actual expenditure.

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

22. RENEWAL AND REPAIRS FUNDS FOR PROPERTY, ROADS, INFORMATION TECHNOLOGY, EQUIPMENT, VEHICLE AND PRINTING AT 28 FEBRUARY 2005

With reference to Article 38 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 561/05](#) by the Director of Finance reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads, Information Technology, Equipment, Vehicle and Printing as at 28 February 2005, which shared a total balance available of approximately £1,187,923.

The Committee agreed to note the contents of the Report.

23. REMISSION OF RATES

With reference to Article 33 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 562/05](#) by the Director of Finance advising members of applications for Remission of Rates and recommending that these be granted, which would result in an annual cost to the Council of £296.98.

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

24. 2005/2006 FINAL REVENUE BUDGET DOCUMENTS

With reference to Article 3 of the minute of meeting of Angus Council of 10 February 2005, there was submitted [Report No 545/05](#) by the Director of Finance seeking approval of the 2005/2006 Final Revenue Budget Volume, which incorporated the updated Provisional Capital Budget 2005/2006 (a copy of which had been made available in the Members' Lounge), and requesting that it be issued, together with the budget guide booklet.

The Committee agreed:-

- (i) to approve the amendments to departmental 2005/2006 revenue budget as detailed in the Report;
- (ii) to approve the contents of the 2005/2006 Final Revenue Budget;
- (iii) to note that the departmental revenue budgets contained in the 2005/2006 Final Revenue Budget Volume represented the Council's approved budget for monitoring purposes;
- (iv) to note that an interim update of the provisional capital budget 2005/2006 had been undertaken based on movements highlighted through the 2004/2005 budget monitoring process;
- (v) to note that a comprehensive update of the 2004/2008 Financial Plan, incorporating a final 2005/2006 capital budget, would be undertaken once the actual expenditure for the financial year 2004/2005 had been established;
- (vi) to note that a separate Final Capital Budget Volume 2005/2006 would be submitted to this Committee for approval following the period of the Council's summer recess; and
- (vii) to approve the issuing of the 2005/2006 Final Revenue Budget Volume, together with the budget guide booklet, in accordance with the distribution arrangements detailed in the Report.

25. 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 items, so as to avoid the possible 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.

26. SALE OF UNIT 3, SIR WILLIAM SMITH ROAD, KIRKTON INDUSTRIAL ESTATE, ARBROATH

With reference to Article 36 of the minute of meeting of the Infrastructure Services Committee of 28 April 2005, there was submitted [Report No 544/05](#) by the Chief Executive advising members of a request from Mechserv to purchase Unit 3, Sir William Smith Road, Kirkton Industrial Estate, Arbroath.

The Report indicated that the sale of this building to Mechserv would secure 30 jobs in Arbroath, with potential for a further 5, minimise future financial risk to the Council and secure a net capital receipt.

Having heard Councillor Nield express some concerns relating to these proposals, the Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise the appropriate officers to take the necessary steps to terminate those leases which would facilitate the sale of Unit 3, Sir William Smith Road, Kirkton Industrial Estates, Arbroath to Mechserv; and

- (iii) to authorise the officers to enter into discussions with Mechserv to conclude the sale of Unit 3 for the target price as detailed in the Report.

27. COUNCIL OFFICES (HQ), ORCHARDBANK, FORFAR - TENDER REPORT

With reference to Article 2 of the minute of meeting of this Committee of 10 February 2005, there was submitted [Report No 548/05](#) by the Director of Property Services containing details of tenders received for the design and construction of new build office accommodation, complete with all associated services and external works, at Orchardbank, Forfar.

The Committee agreed:-

- (i) to approve acceptance of the most economically advantageous tender for the several works, that of Muirfield (Contracts) Ltd, Dundee in the amount of £4,278,943.68, modified to £5,287,231.97, to incorporate the options as recommended in the Report:
- (ii) to approve the estimated total cost of £6,098,347 (at out-turn prices);
- (iii) to note that an allowance of £6,000,000 had been made for this project in the Property Services Section of the Provisional Financial Plan 2004/2008 and that the balance of £98,347 could be funded from an anticipated additional £100,000 capital receipt from the sale of St James House, or would be funded by re-phasing projects in the Property Services Section at the next review of the Capital Programme, should the additional capital receipt not be achieved; and
- (iv) to note the revenue implications arising from the project (first full year 2008/2009) as detailed in the Report.