

ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 17 March 2005 at 4.00 pm.

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

Apology: An apology for absence was intimated on behalf of Provost BILL MIDDLETON.
Councillor KING, Convener, in the Chair.

1. DECLARATIONS OF INTEREST

The Convener declared an interest in item 23 as a member of the Arbroath Pageant Society.

Councillor Myles declared an interest in item 47 as a Director of Carnoustie Sports and Leisure Arena and indicated that he would not be participating in the discussion.

Councillor Selfridge declared an interest in item 47 as a Director of Carnoustie Sports and Leisure Arena and indicated that he would not be participating in the discussion.

Councillor Oswald declared an interest in item 31 as a member of a Local Government Pension Scheme and indicated that she would not be participating in the discussion.

2. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 3 February 2005](#) 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 10 February 2005](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

(c) Executive Sub-Committee

The [minutes of meetings of the Executive Sub-Committee of \(i\) 17 February 2005](#) (2.50 pm) and (ii) [17 February 2005](#) (5.00 pm), copies of which are appended hereto, were submitted and noted (**APPENDICES II and III respectively**).

The following matter was on the determination of the Convener, dealt with as a matter of urgency, in order that a submission be made by the deadline of 15 April 2005.

3. LOCAL GOVERNMENT FINANCE REVIEW COMMITTEE – LOCAL TAXATION IN SCOTLAND CONSULTATION

It was reported that the Local Government Finance Review Committee of the Scottish Parliament was carrying out a consultation exercise to inform the review of the ways in which local government services were funded through local taxation.

The Chief Executive and the Director of Finance had prepared a draft report in response to the consultation, the closing date of which was 15 April 2005.

The Committee agreed to establish a short life Working Group comprising 4 members of the Administration and 3 other members to consider the terms of the response and to make any appropriate amendments, prior to consideration by the Council.

4. PROPERTY RENEWAL AND REPAIRS FUND – UPDATE OF FUNDING ARRANGEMENTS AND PLANNED PROGRAMME OF URGENT REPAIRS

With reference to Article 8 of the minute of meeting of the Policy and Resources Committee of 7 September 1999, there was submitted [Report No 349/05](#) by the Director of Property Services advising members on the next phase of programmes of urgent repairs to be undertaken utilising the Property Renewal and Repairs Fund.

The Report indicated that the programme detailed in the Report required to be undertaken timeously to ensure that the properties concerned were quickly brought up to standard.

The Committee agreed:-

- (i) to approve the next phase of planned programmed work at an estimated cost of £570,600 from the Property Renewal and Repairs Fund for the execution of urgent property repairs, as detailed in Appendices I and II of the Report;
- (ii) to homologate the action by the Director of Property Services to use £22,000 from the Property Renewal and Repairs Fund in financial year 2004/2005 for the execution of additional urgent property repairs as detailed in Appendix III of the Report; and
- (iii) to note the re-commitment of £186,700 from the Property Renewal and Repairs Fund in financial years 2003/2004 and 2004/2005 and its re-deployment for other urgent property repairs, or return to the Fund balances.

5. WATER MANAGEMENT - A CORPORATE APPROACH

With reference to Article 18 of the minute of meeting of the Policy and Resources Committee of 9 September 1997, there was submitted [Report No 350/05](#) by the Director of Property Services proposing that the Council should adopt a comprehensive strategy to promote the effective management of water as a corporate resource and agree a Water Management Policy to support this initiative.

The Report indicated that water was becoming a valuable resource due to the rise in costs for its supply and disposal and the problems with availability caused by climate change. The introduction of a corporate water management strategy would be managed by the Property Services Department through its Energy Management Unit and resourced from a new Water Management Fund.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the adoption of the proposed Water Management Strategy;
- (iii) to approve and adopt the proposed Water Management Policy statement, as appended to the Report; and
- (iv) to approve a contribution of £100,000 from the Property Renewal and Repairs Fund, 2005/2006, to establish the Water Management Fund.

6. SPORTS HALL EXTENSION AT SALTIRE LEISURE CENTRE, 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 351/05](#) by the Director of Property Services containing details of the contractors who it was proposed be invited to tender for the construction of a new extension at the Saltire Leisure Centre, 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:-

W H Brown Construction (Dundee) Ltd, Dundee
 Forman Construction Ltd, Dundee
 Mansell, Aberdeen
 Muirfield (Contracts) Ltd, Dundee.

Councillor Nield requested that his dissent be recorded to the foregoing decision in terms of Standing Order 15(9)(ii).

7. ENERGY EFFICIENCY INITIATIVE FUND – PHASE 2 OF INVEST TO SAVE PROJECTS

With reference to Article 6 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 352/05](#) by the Director of Property Services advising members on the second phase of programmes of energy "Invest to Save" projects to be undertaken utilising the Energy Efficiency Initiative fund.

The Report indicated that the Council's approval of this Initiative, announced by the Scottish Executive on 6 June 2004, had established that the Director of Property Services, in consultation with the Director of Finance, was responsible for the management of the fund, with a contribution of £321,000 over two years from the Scottish Executive and that he was required to submit reports identifying a prioritised and costed phased programme of "Invest to Save" projects.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the second phase of "Invest to Save" projects, at an estimated cost of £80,400 from the Energy Efficiency Initiative fund in 2005/2006; and
- (iii) to note that the forecast annual savings of £35,789, created as a consequence of this programme, would flow back into the Energy Efficiency Initiative fund as they arose in the year that each project was completed and for the duration of the forecast pay back period.

8. PROPERTY TRANSACTIONS

With reference to Article 15 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 353/05](#) by the Director of Property Services advising of the outcome of the negotiations for various property transactions, namely lease renewals, new leases and open market disposals.

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

9. PROPOSED CAR PARK AT LOW COMMON ARBROATH

There was submitted [Joint Report No 354/05](#) by the Director of Property Services and the Director of Roads advising members of a request from the owner of the Tutties Neuk Restaurant in Arbroath to lease an area of the Low Common in Arbroath to create a customer car park.

The Report indicated that the Low Common was held on the Arbroath Common Good Fund and the request was to create a new customer car park and an area suitable for delivery vehicles.

The Committee agreed to authorise the Director of Property Services to enter into negotiations for the lease of a site adjacent to the Tutties Neuk Restaurant in Arbroath to enable the owners to create a new customer car park and delivery area.

10. PROPOSED DISPOSAL OF LAND AT MEADOWBANK COTTAGE, TRINITY, BY BRECHIN

There was submitted [Report No 355/05](#) by the Director of Property Services advising that the owner of Meadowbank Cottage, Trinity, by Brechin had recently discovered that part of his garden was not contained within the title deeds for his property and the Report consequently recommended disposal of an area of land, which was currently held on the Brechin Common Good Fund, to the owner

The Report indicated that disposal of this area of ground would regularise the title position of Meadowbank Cottage and generate a capital receipt for the Common Good Fund.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the disposal of an area of ground measuring 23 square metres or thereby adjacent to Meadowbank Cottage, Trinity, by Brechin to the owner of the cottage, on the provisional terms and conditions detailed in the Report.

11. PROPOSED DISPOSAL OF SITE AT PARK AVENUE, CARNOUSTIE

There was submitted [Joint Report No 356/05](#) by the Director of Property Services and the Director of Roads advising members that part of the car park at Park Avenue, Carnoustie was now surplus to the Council's requirements and recommending the invitation of offers for disposal of the site to one of the adjoining owners.

The Report indicated that, while the car park at Park Avenue was well used, there was an area measuring 141 square metres which was not utilised and was not required by any other Council department. The owners of the two adjacent properties had expressed an interest in acquiring the site and it was not considered likely that there would be any other interested party.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to declare as surplus to the Council's requirements an area of ground extending to 141 square metres at the car park at Park Avenue, Carnoustie; and
- (iii) to authorise the Director of Property Services to invite offers for the acquisition of this ground from the two adjoining owners.

12. PROPOSED LEASE OF FORMER ROADS DEPOT AT INVERALDIE, BY TEALING

There was submitted [Report No 357/05](#) by the Director of Property Services advising members that the former Roads Depot, at Inveraldie, by Tealing had been vacant since April 2003 and was surplus to the Council's requirements.

The Report indicated that details had been circulated to all Council departments and no interest had been expressed in the subjects. It was also proposed that the site be marketed for lease on a short-term basis, pending resolution of drainage constraints in the area.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Director of Property Services to advertise the former Roads Depot at Inveraldie, by Tealing, for lease on a short-term basis.

13. PROPOSED LEASE OF GROUND AT WESTERN ROAD, MONTROSE

There was submitted [Report No 358/05](#) by the Director of Property Services advising members that provisional terms and conditions had now been agreed with the Craigarran Trading Co. Ltd for the lease of an area of ground at Western Road, Montrose, currently held on the Montrose Common Good Account.

The Report indicated that the area of ground, extending to 34.16 square metres had previously been leased to the owner of an adjoining building as a site for a fire escape. This building had now been sold to Craigarran Trading Co. Ltd and planning permission had been obtained by them on the basis that a single car parking space be provided on the site.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the lease of an area of ground extending to 34.16 square metres at Western Road, Montrose to Craigarran Trading Co. Ltd on the provisional terms and conditions detailed in the Report.

14. WASTE STRATEGY - ACQUISITION OF PROPERTY

With reference to Article 26 of the minute of meeting of the Infrastructure Services Committee of 10 March 2005, there was submitted [Joint Report No 309/05](#) by the Director of Environmental and Consumer Protection, the Director of Property Services and the Chief Executive advising members of the outcome of negotiations for the acquisition of property in Arbroath in relation to the Angus Waste Strategy Implementation Plan.

The Report indicated that acquisition of this site and building would enable the Council to deliver its recycling strategy and provide for the future expansion of Elliot Industrial Estate.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve acquisition of a site and building in Elliot Industrial Estate, Arbroath on the provisional terms and conditions detailed in the Report.

15. ANGUS ADULT LITERACY AND NUMERACY PARTNERSHIP PREMISES

With reference to Article 16 of the minute of meeting of the Education Committee of 24 February 2005, there was submitted [Joint Report No 226/05](#) by the Director of Education and the Director of Property Services requesting approval for the location of a new office at 98 North Street, Forfar as a base to accommodate the development of literacy and adult education activities in the area.

The Committee, for its interest, agreed:-

- (i) to approve the proposal to locate Forfar Adult Literacy Services at 98 North Street, Forfar;
- (ii) to authorise the Director of Property Services, in consultation with the Director of Law and Administration, to conclude the lease of this property on the terms and conditions detailed in the Report;
- (iii) to note that the lease and ongoing revenue costs for the period 2005 -2008 could be met from within the existing Scottish Executive funding for the Adult Literacy and Numeracy Partnership; and
- (iv) to note that the leasing and running costs of this facility in 2008 and beyond would be considered, subject to continued funding being available from the Scottish Executive.

16. ACCESSIBILITY IN ANGUS SCHOOLS - UPDATE

With reference to Article 17 of the minute of meeting of the Education Committee of 24 February 2005, there was submitted [Joint Report No 227/05](#) by the Director of Education and the Director of Property Services outlining progress to date and containing further proposals to utilise resources provided by the Scottish Executive to improve the accessibility of schools for pupils, staff and the wider community.

The Report indicated that the total expenditure within the current financial year was expected to be approximately £220,000 but, due to slippage on particular projects, it was now anticipated that expenditure in 2004/2005 would be lower than expected while expenditure in 2005/2006 would be correspondingly higher.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to instruct the Director of Property Services to procure the necessary works.

17. SECURE REMOTE ACCESS

There was submitted [Report No 360/05](#) by the Director of Information Technology seeking approval to procure a system which would provide appropriate users with secure remote access to particular Council IT resources.

The Report indicated that, at present, users could only access the Council's internal IT resources from computers located within Council premises. However, there was now a growing demand for certain staff to access these resources from locations other than Council premises which introduced further potential security risks. The recognised method of managing these risks was to restrict remote access to a secure gateway and implement an electronic second factor authentication.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the purchase of Juniper Networks NetScreen-SA 3020 and RSA SecureID at a cost of £39,000 from ACS (UK) Ltd; and
- (iii) to exempt the procurement from competitive tendering in terms of 16.3.2(b) of the Financial Regulations.

18. MODERNISING GOVERNMENT FUND - PHASE 3

There was submitted [Report No 361/05](#) by the Director of Information Technology advising members of the outcome of the Council's Modernising Government Fund (Phase 3) bid which had now been confirmed by the Scottish Executive.

The fund had led to the "Customer in Focus" programme and, following publication of "Customer First", a national concessionary fare scheme for bus travel had been announced with effect from 1 April 2006. It was intended to facilitate use of this scheme by means of Smart Card technology, details of which would be submitted to future meetings of this Committee.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that the Council had been allocated £535,750 from the Modernising Government Fund to facilitate the local implementation of "Customer First" which would enable preparatory work to be done for creation of the Smart Cards.

19. LIBRARIES FRONT COUNTER DESKTOP HARDWARE REPLACEMENT

There was submitted [Joint Report No 362/05](#) by the Director of Information Technology and the Director of Leisure Services seeking approval to replace existing libraries front counter equipment which was not consistent with the Council's IT strategy and was now difficult and costly to maintain.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the replacement of the libraries front counter equipment provision at a cost of £39,500, to be allocated from the Information Technology Renewal and Repairs Fund.

20. SCOTTISH VOCATIONAL QUALIFICATION IN CUSTOMER SERVICE

There was submitted amended [Joint Report No 363/05](#) by the Chief Executive and the Director of Law and Administration containing details of the success of a pilot scheme to deliver Scottish Vocational Qualifications in Customer Service within the Law and Administration Department and as a consequence, the plans to "roll out" this scheme across other departments of the Council.

The Report indicated that, having regard to the emphasis which the Council placed on improved customer service in its "Responding to Change" agenda, a number of front-line members of staff within the Law and Administration Department had undertaken the SVQ in Customer Service and were now better able and equipped to provide high quality customer service. Three managers within the department had become assessors for the qualification. The success of this pilot scheme had provided a model which would allow its extension across departments, enabling employees to achieve and demonstrate nationally recognised competence standards in customer service, to receive accreditation for this and to allow the creation of a network of assessors which would support a stream of SVQ achievers.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to congratulate all staff concerned who had achieved this qualification.

21. REGISTRATION SERVICES (SCOTLAND) BILL – CONSULTATION

With reference to Article 7 of the minute of meeting of the Policy and Resources Committee of 8 February 2001, there was submitted [Report No 364/05](#) by the Director of Law and Administration suggesting a response by the Council to a consultation paper on proposed legislation to improve and modernise the Registration Service in order that it might more effectively meet the needs of people throughout Scotland.

The key proposals in the consultation paper were:

- to adjust registration boundaries and opening times to make them more convenient for customers;
- to permit the registration of births and deaths at any registration office in Scotland;
- to allow electronic notification of registered events to government departments and local authorities – and, at the specific request of those registering the events, to other bodies;
- to open up opportunities for local authorities to provide family history search centres;
- to provide the existing change of name procedures at an earlier point in time;
- to set up a new arrangement for the solemnisation of marriages in the territorial waters adjacent to Scotland;
- to allow people with a Scottish connection to have events occurring abroad recorded in a book in Scotland held by the Register General; and

- to set up an all-Scotland website list of forthcoming marriages, to supplement existing local advertisement.

The consultation paper also sought views on an alternative way for people to register births and deaths other than by going to a registration office. The possibility of registration over the telephone or using the internet had been mentioned in an earlier consultation document but had found little favour. Chapter 3.8 of this consultation paper suggested, however, that provision should now be made to enable registration over the internet, when the time is right.

The Committee agreed:-

- (i) to approve the proposed response, detailed in Appendix I of the Report, as the Council's formal response to the consultation paper; and
- (ii) to authorise submission of a copy of the Council's response to COSLA.

22. SAFEGUARDERS' FEES

With reference to Article 18 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 407/05](#) by the Director of Law and Administration recommending that an inflation linked increase of 2% be made to the fees payable to Safeguarders appointed by Children's Hearings and Sheriff Courts.

The Report indicated that the proposed increase corresponded to the increase approved by the Social Work and Health Committee on 1 March 2005 in relation to children's services and would ensure that payments by the Council to Safeguarders would continue to be appropriate and in accordance with the previously approved Scheme from COSLA.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise an increase in the fees payable to Safeguarders by the inflationary rate of 2% with effect from 1 April 2005.

23. ARBROATH PAGEANT SOCIETY – FUNDING FOR ACTIVITIES IN 2005

With reference to Article 21 of the minute of meeting of the Infrastructure Services Committee of 10 March 2005, there was submitted [Report No 331/05](#) by the Chief Executive advising members that the Arbroath Pageant Society was seeking external funding to support its planned programme of activities in 2005 and that support from the Council would be crucial in achieving this.

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

24. REQUESTS FOR HOSPITALITY

(a) The Black Watch

The Committee agreed to homologate a decision by the Hospitality Sub-Group to provide hospitality in the Reid Hall, Forfar on Thursday 3 March 2005 for approximately 300 personnel from the Black Watch following their march through Arbroath, Montrose and Forfar that day, at a cost of £470 to be met from the hospitality budget.

(b) Royal British Legion – Forfar Branch

It was reported that the Council had been asked to host a civic reception on Saturday 7 May 2005, as part of the 60th anniversary of the VE Day Commemoration Event, which was being organised by the Angus and Perth Area Council of the Royal British Legion, Scotland, at a cost of approximately £2,000.

The Committee agreed to meet the cost of the reception, up to a maximum of £2,000, to be funded from the Forfar Common Good Fund.

25. GRANT AID APPLICATION FOR FUNDING FROM BRECHIN COMMON GOOD FUND

With reference to Article 11 of the minute of meeting of the Strategic Policy Committee of 22 June 2004, there was submitted [Report No 365/05](#) by the Chief Executive containing details of an application for grant aid received from the Brechin Day Care Centre to enable the centre to provide facilities required to meet Care Commission standards.

The Report indicated that the facilities comprised a treatment room, interview room and walk-in shower and that the Corporate Grant Aid Working Group were supportive of the application.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to award a grant of £5,000 to the Brechin Day Care Centre to be funded from the Brechin Common Good Fund.

26. SICKNESS ABSENCE: OCTOBER - DECEMBER 2004

With reference to Article 14(b) of the minute of meeting of this Committee of 2 December 2004, there was submitted [Report No 366/05](#) by the Chief Executive advising of the level of sickness absence within the Council during the period 1 October - 31 December 2004.

The Committee agreed to note the contents of the Report.

27. ESTABLISHMENT CHANGES

With reference to Article 27 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 367/05](#) by the Chief Executive summarising changes to the Leisure Services, Planning and Transport, Property Services and Social Work and Health Departments during the period 15 January to 28 February 2005.

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

28. TRAVEL RATES - PROPOSALS FOR 2005/2006**(a) Members Rates**

With reference to Article 2 of the minute of the special meeting of the Council of 10 February 2005, when it was agreed that members' travel rates should be paid in line with the Inland Revenue rates being 40p per mile for the first 10,000 miles and 25p per mile thereafter, the maximum rates which were free of Income Tax and National Insurance contributions, the Committee agreed to note that these Inland Revenue rates would be applied to all members with effect from 1 April 2005.

(b) Employee Rates

With reference to Article 2 of the minute of the special meeting of the Council of 10 February 2005, there was submitted [Report No 368/05](#) by the Chief Executive with regard to the implementation of Inland Revenue car mileage rates for all new Council employees with effect from 1 April 2005.

The Report indicated that the trade unions representing employees on APT & C, Manual and Chief Officer grades had been advised of the proposal to introduce these rates for new employees with effect from 1 April 2005. These new rates would also apply to existing employees who applied for, and were appointed to, a promoted post, with the rates not to be applicable if an employee was transferred into a post.

With regard to teaching staff, this required to be considered by the Angus Joint Negotiating Committee for Teachers.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the Council's decision on 10 February 2005 to implement the Inland Revenue car mileage rates for all new Council employees with effect from 1 April 2005;
- (iii) to apply the Inland Revenue car mileage rates to all existing employees who applied for, and were appointed to, a promoted post within the Council, with effect from 1 April 2005; and
- (iv) to note that, with regard to teaching staff, further discussions would take place within the Angus Joint Negotiating Committee for Teachers.

29. E-MAIL AND INTERNET POLICY

With reference to Article 25 of the minute of meeting of the Personnel and Property Services Committee of 2 May 2000, there was submitted [Joint Report No 369/05](#) by the Chief Executive, the Director of Law and Administration and the Director of Information Technology seeking approval for a revised E-Mail and Internet Policy.

The Report indicated that the current Policy was designed to safeguard both the Council and its employees from any detriment connected in the use of these facilities, but required to be reviewed in light of the terms of the Data Protection Act 1998 and in particular, Part 3 of the Employment Practices Data Protection Code which gave detailed guidance in respect of employment practices arising from the Act.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the adoption of the revised E-Mail and Internet Policy, as appended to the Report.

30. DATA PROTECTION ACT 1998: EMPLOYMENT PRACTICES ISSUES – EMPLOYMENT RECORDS: UPDATE

With reference to Article 19 of the minute of meeting of this Committee of 19 June 2003, there was submitted [Report No 370/05](#) by the Chief Executive containing an update on the measures taken to ensure that the Council complied with the requirements of the Data Protection Act 1998 as it applied to employment records.

The Report indicated that all the actions identified had been completed or were in progress.

The Committee agreed to note the contents of the Report.

31. LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND): OPTIONS FOR A NEW SCHEME: CONSULTATION PAPER BY SCOTTISH PENSIONS AGENCY

There was submitted [Joint Report No 371/05](#) by the Chief Executive and the Director of Finance advising members that the Scottish Public Pensions Agency had issued a consultation paper on the future of the Local Government Pension Scheme (Scotland) and detailing the main elements of a proposed new scheme to be implemented with effect from 1 April 2008, together with the main principles behind the proposals.

The Report also outlined a suggested response to the proposals contained within the consultation paper.

The Report indicated that the Pensions Agency was seeking views on how best to take forward the development of the scheme to make it more attractive, affordable and sustainable for those who were members of it, for those who provided its benefits, and for taxpayers.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the proposed changes to the Local Government Pension Scheme (Scotland) as detailed in the consultation paper from the Scottish Public Pensions Agency; and
- (iii) to establish a short life Working Group comprising 4 members of the Administration and 3 other members to consider a response to the consultation paper, following a presentation to all members of the Council by the Pensions Administration Manager of Dundee City Council on 31 March 2005 at 2.00 pm.

32. EDUCATION REVENUE BUDGET MONITORING FOR THE PERIOD TO 31 DECEMBER 2004

With reference to Article 11 of the minute of meeting of the Education Committee of 24 February 2005, there was submitted [Joint Report No 225/05](#) by the Director of Education and the Director of Finance advising members of the actual net revenue expenditure in comparison to budget in respect of the Education Department for the period to 31 December 2004 and providing comment on the more significant variances arising.

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

33. HOUSING CAPITAL PROGRAMME – HRA BLOCK – 2004/2005

With reference to Article 3 of the minute of meeting of the Housing Committee of 3 March 2005, there was submitted [Report No 256/05](#) 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, detailing the latest capital estimate for the year and the capital spend figures to the end of January 2005.

The Report indicated that the actual spend achieved to 31 January 2005 on the Housing Capital Programme was £5.856 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.

34. CAPITAL MONITORING – COMPOSITE CAPITAL PROGRAMME 2005/2006

With reference to Article 29 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 372/05](#) by the Director of Finance advising members of the capital expenditure incurred for the period from 1 April 2004 to 31 January 2005 and measuring projected capital expenditure for the year against budgeted provision for the year.

The Report indicated that, although the Composite Capital Programme was currently still projecting an underspend, the Capital Budget Sub-Group, in conjunction with the Capital Projects Monitoring Group, would continue to review the position and address issues relating to the project spend position, possible slippage on projects and resources potentially available for 2004/2005.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position as at 31 January 2005 on the Composite Capital Programme as detailed in the Monitoring Statement which accompanied the Report;
- (iii) to note that, as part of the Budget Process for 2005/2006, it was expected that the Capital Budget Sub-Group, in conjunction with the Capital Budget 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 2004/2005;
- (iv) to note that projections of the year end position would be ongoing and subject to further monitoring; and
- (v) to authorise the Director of Finance to utilise capital financing resources to bring about the most advantageous year end position for financial year 2004/2005.

35. REVENUE MONITORING STATEMENT

With reference to Article 30 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 373/05](#) 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 31 January 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. A further revenue monitoring report would be submitted to the next meeting of this Committee.

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

36. REVENUE BUDGET OUTTURN 2004/2005

With reference to Article 31 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 374/05](#) 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:-

- (i) to note the contents of the Report;
- (ii) to approve a further transfer of £110,000 from the Education Revenue Budget for ICT provision in primary schools, as detailed in Report No 1316/04;
- (iii) to approve the transfer of the amount of the Trading Services - Leisure Services account over and above the budgeted surplus to a Prudential Borrowing Asset Replacement Reserve, as referred to in paragraph 4.10 of the report; and
- (iv) to approve the transfer of £248,000, as detailed in paragraph 4.4 of the report to a Prudential Borrowing Asset Replacement Reserve.

37. TREASURY MANAGEMENT STRATEGY STATEMENT - 2005/2006

With reference to Article 19 of the minute of meeting of this Committee of 6 May 2004, there was submitted [Report No 375/05](#) by the Director of Finance advising members of the proposed Treasury Management Strategy for the Council in 2005/2006.

The Report indicated that the production of a Treasury Management Strategy Statement for the forthcoming year was a requirement of the Treasury Management in the Public Services Code of Practice issued by the Chartered Institute of Public Finance and Accountancy in 2001. The Report also referred to the availability of the Treasury Management System document which covered detailed systems and procedures within the Treasury Management Section of the Finance Department.

The Committee, for its interest, agreed:-

- (i) to adopt the Treasury Management Strategy Statement as appended to the Report for implementation within the Council;
- (ii) to note the requirements of the Treasury Management Policy Statement and Section 15 of the Council's Financial Regulations pertaining to Treasury Management; and
- (iii) to note the availability of the Treasury Management System document which covered detailed systems and procedures within the Treasury Management Section of the Finance Department, and of the Treasury Management Practices document.

38. RENEWAL AND REPAIRS FUNDS FOR PROPERTY, ROADS, INFORMATION TECHNOLOGY, EQUIPMENT, VEHICLE AND PRINTING AT 31 JANUARY 2005

With reference to Article 32 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 376/05](#) 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 Print Unit as at 31 January 2005, which showed a total balance available of approximately £1,662,547.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise a transfer of £125,000 from the Vehicle Renewal and Repairs Fund to the Prudential Borrowing Asset Replacement Reserve as detailed in paragraph 2.2 of the Report; and
- (iii) to the return of £32,000 from the Equipment Renewal and Repairs Fund to fund the supply of ground maintenance machinery and hand operated equipment, as detailed in paragraph 2.3 of the Report.

39. MISCELLANEOUS ACCOUNTS - DEBT WRITE OFF

With reference to Article 33 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 378/05](#) by the Director of Finance seeking authority to write-off the accounts detailed in the Report which were considered to be irrecoverable.

The Report indicated that the debts would continue to be pursued in the light of any further information becoming available and every effort would be made to collect these debts if circumstances changed.

The Committee agreed:-

- (i) to authorise the accounts detailed in the Appendix to the Report amounting to £15,999.97 being written-off as irrecoverable; and

- (ii) to instruct the Director of Finance to report to this Committee on the amount of written-off debt actually recovered since the inception of the Council.

40. MEMBERS' ALLOWANCES SCHEME

With reference to Article 22 of the minute of meeting of this Committee of 11 March 2004, there was submitted [Report No 379/05](#) by the Director of Finance reminding members of the submission date for claims at the end of the current financial year.

The Report indicated that, in order for members' allowances to be submitted in the correct financial year and properly reported, it was necessary to apply an appropriate cut off date for receipt of claims.

The Committee agreed:-

- (i) to instruct that all claims by members for travel, subsistence and other expenses for the year ending 31 March 2005 should be submitted to the Director of Finance on or before 8 April 2005;
- (ii) that claims for travel, subsistence and other expenses for the year ending 31 March 2005 which were not submitted to the Director of Finance by 8 April 2005 would lapse; and
- (iii) that, for the avoidance of any doubt, the claim to be submitted by 8 April 2005 should not include any item in respect of a day after 31 March 2005.

41. INSURANCE SERVICES – AWARD OF TENDER

With reference to Article 37 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 380/05](#) by the Director of Finance containing details of offers received for the provision of insurance services for the five year period commencing 1 April 2005 and recommending acceptance of the offer submitted by Zurich Municipal, which he considered to be the best option for the Council.

The Committee agreed:-

- (i) to approve acceptance of the tender from Zurich Municipal for all covers on the basis of a five year long term agreement at an annual cost of £1,035,802.59 including IPT, representing a net saving of approximately £25,000 on 2004/2005 premia, including those from amending motor deductibles;
- (ii) to approve the retention of current deductibles for all covers except motor;
- (iii) to approve an increase in deductibles for the fleet motor policy from £250.00 to £500 each claim, effecting the annual savings in the region of £10,000 after additional self-insured costs;
- (iv) to note that the level of deductibles on other covers would be reviewed annually; and
- (v) to note that, should the long-term agreement be broken by the provider, a further report would be submitted to this Committee with options for re-tendering the relevant class.

42. HOUSING AND COUNCIL TAX BENEFITS ADMINISTRATION UPDATE

With reference to Article 38 of the minute of meeting of this Committee of 17 June 2004, there was submitted [Report No 381/05](#) by the Director of Finance updating members of the current position in respect of benefits administration and detailing further anticipated improvements in this service.

The Report indicated that progress had been made during 2004/2005 against the background of an increased case load of approximately 10%.

The Committee agreed:-

- (i) to note the improved position in respect of the number of completed claims awaiting processing;
- (ii) to note the improved position in respect of the number of claims awaiting further information;
- (iii) to note the improvement in the average number of days taken to process new claims;
- (iv) to note the improvement in the average of number of days taken to process changes of circumstances;
- (v) to note that the Department of Work and Pensions now included changes of address as changes of circumstance which had an adverse effect on the number of days taken to process;
- (vi) to note the targets set for further improvement; and
- (vii) to note that the caseload had increased by approximately 10% during 2003/2004.

43. TRADING ACCOUNTS - REVIEW

With reference to Article 21 of the minute of meeting of this Committee of 29 January 2004, there was submitted amended [Report No 382/05](#) by the Director of Finance following a review of the activities which should now be included as a trading account and also the turnover significance test.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the main significance test in connection with trading accounts being revised to 1% of net revenue expenditure; and
- (iii) to approve the services/activities identified in the Report at paragraph 3.6 being classified as coming within the Trading Account regime with effect from the commencement of financial year 2004/2005.

The following matter was on the determination of the Convener, dealt with as a matter of urgency in order that members could be apprised of the current position.

44. CARNOUSTIE SPORTS AND LEISURE ARENA PROJECT

Councillor Nield, seconded by Councillor Mackintosh, moved that this matter be considered in the presence of the public and press.

COUNCILLOR MURRAY, SECONDED BY COUNCILLOR GLENNIS MIDDLETON, MOVED AS AN AMENDMENT THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF JOINT REPORT NO 421/05 AS TO AVOID THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION IN TERMS OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973, PARAGRAPHS 6, 8 AND 9.

On a vote being taken, the members voted:-

For the motion:-

Councillors Mackintosh, Myles and Nield (3)

For the amendment:-

Councillors King, Scrimgeour, Gibb, Gaul, Glennis Middleton, Murray, Norrie, Oswald, Robertson and Salmond (10)

Councillors Murphy and Selfridge declined to vote.

The amendment was thereupon declared carried and the Committee agreed accordingly.

45. EXCLUSION OF PUBLIC AND PRESS

The Committee accordingly agreed, 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.

44. CARNOUSTIE SPORTS AND LEISURE ARENA PROJECT (CONTINUED)

With reference to Article 3 of the minute of meeting of the Executive Sub-Committee of this Committee of 17 February 2005 (5.00 pm), there was submitted [Joint Report No 421/05](#) by the Director of Leisure Services, the Director of Property Services, the Director of Law and Administration and the Director of Finance providing members with a further update in relation to the development of the Carnoustie Sports and Leisure Arena Project.

The Report detailed some amendments which were required to the management arrangements with the Carnoustie Sports and Leisure Arena and requested that authority be delegated to the Director of Law and Administration to conclude the legal agreements and to make any amendments to these agreements which were considered necessary.

The Committee, for its interest, agreed:-

- (i) to approve the amendments as detailed in the Report for managing the completed facility:
- (ii) to the completed facility being the subject of a Management Agreement with the Arena, with appropriate guarantees for school and community use put in place; and
- (iii) to authorise the Director of Law and Administration to conclude the necessary legal agreements and to make any amendments considered necessary to these agreements.

46. ARBROATH HARBOUR DEVELOPMENT - UPDATE

With reference to Article 28 of the minute of meeting of the Infrastructure Services Committee of 10 March 2005, there was submitted [Report No 337/05](#) by the Director of Planning and Transport updating members on the efforts to secure a joint public/private sector development at Arbroath Harbour.

The Report indicated that the main contractors who had expressed an interest in tendering for the project had been assessed and a select list of six contractors had been prepared, with the intention of issuing tender documents to them during the week commencing 21 March 2005 for a tendering period of four weeks. Negotiations were ongoing with the developer to agree the terms of the Development Agreement.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the current position with regard to the proposed development at Arbroath Harbour, as outlined in the Report;

- (iii) to authorise a contribution of £200,000 from the 2004/2005 Planning and Transport Revenue Budget to the Local Capital Fund for Arbroath Harbour; and
- (iv) to note that a further Report would be submitted following submission of tenders.

47. PROPOSED DISPOSAL OF SITE AT LINKS PARADE, CARNOUSTIE

With reference to Article 10 of the minute of meeting of this Committee of 9 September 2004, there was submitted [Report No 359/05](#) by the Director of Property Services advising members of the outcome of the recent marketing exercise for the disposal of the site at Links Parade, Carnoustie.

The development of this site had been advertised on the open market and the offers assessed against pre-determined criteria.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve disposal of the site at Links Parade, Carnoustie to Scotia Homes Ltd on the provisional terms and conditions detailed in the Report, plus any other terms and conditions deemed necessary by the Director of Property Services and the Director of Law and Administration in order to protect the Council's position.